

# **COVID-19 Provider Agreement Enrollment Guide**

Thank you for your interest in participating in the COVID-19 Vaccination Program.

Before you start the enrollment process, we suggest you take the following steps:

- Review this guide for instructions on how to complete the enrollment forms
- Review the Preparing to Enroll guide for a summary of the information you will need to prepare
- Take a picture of the brand/model of your cold storage equipment unit(s)
- Collect copies of the calibration certificate(s) for each of your digital data loggers or temperaturemonitoring system
- Download the last three to five days of temperature data for each digital data logger ortemperature monitoring system
- Get signatures from your organization's chief medical officer (or equivalent position) and chiefexecutive officer (or chief fiduciary)

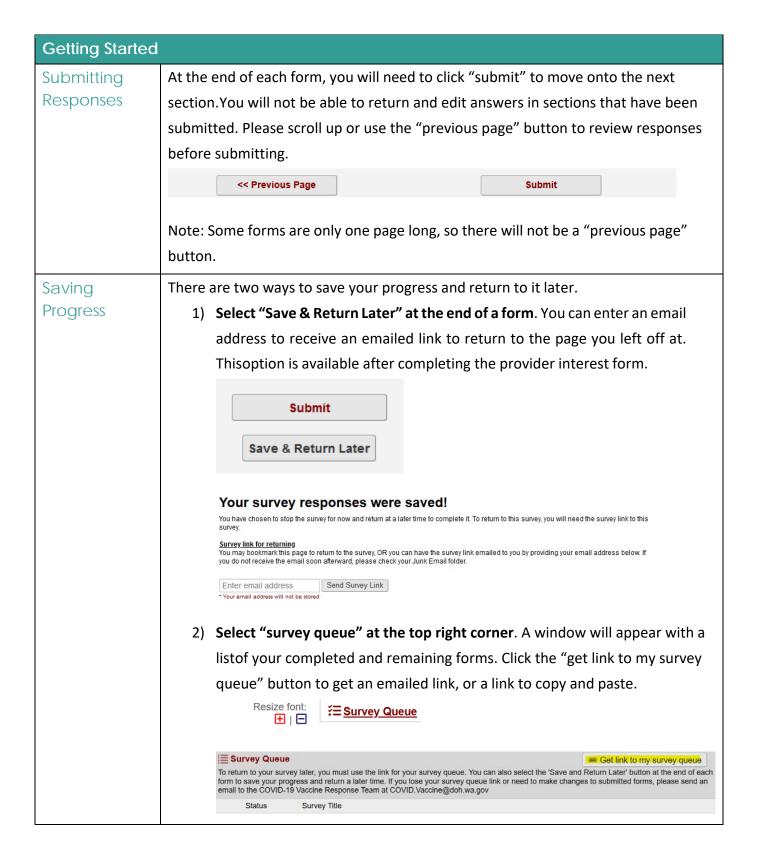
To enroll, organizations will complete the <u>Provider Inquiry Form</u>. The Washington State Department ofHealth will review your organization's information and send you a link to the provider agreement package, which is separated into seven sections:

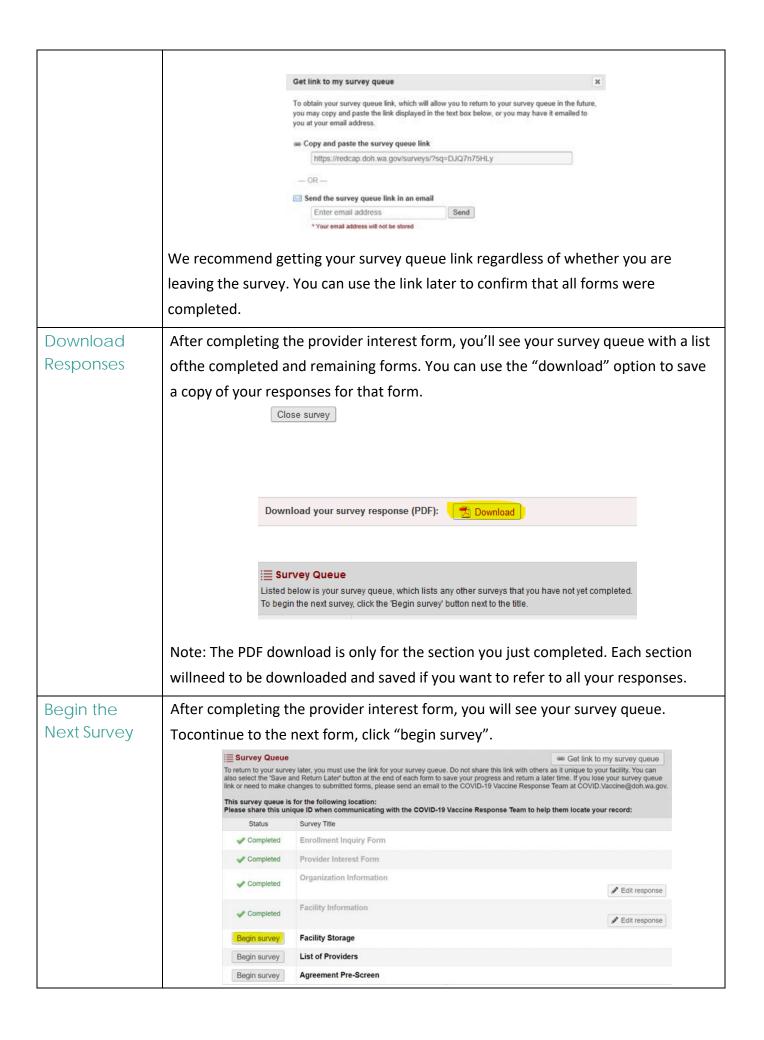
- 1. Provider interest form
- 2. Organization information
- 3. Facility information
- 4. Facility storage
- 5. List of providers
- 6. Agreement pre-screen
- 7. Agreement & signatures (complete at least once per organization)

If your organization plans to administer COVID-19 vaccine at multiple locations, you will need to repeat all sections of the provider agreement package. You will only need to sign the agreement (form#7) for the first location. For additional locations, you can select that you already signed the agreement(form #6). Please be sure the organization information is the same on each location's application to ensure all your locations are reviewed together.

You will select "submit" at the end of each form to move onto the next section. You cannot edit your answers after you select submit, so please review your answers thoroughly. If you need to change a response, please email <a href="mailto:COVID.Vaccine@doh.wa.gov">COVID.Vaccine@doh.wa.gov</a>. After completing the provider agreement package, the Washington State Department of Health and local health departments will review your facility's information and follow up with next steps.

If you have questions or need technical assistance, please contact the Washington State Department of Health, COVID-19 vaccine program enrollment department at (360)236-3873 or COVID.Vaccine@doh.wa.gov.





### **Provider Inquiry Form**

### Starting Enrollment

To access the provider agreement package, please complete this Provider InquiryForm using the enrollment link on our website, www.doh.wa.gov/COVID19VaccineProvider.

Enter your organization's name, address, and point of contact information. Click"submit".

The Washington State Department of Health will verify your organization's information and follow-up with a link to the provider agreement package. If you havequestions about the enrollment process or requirements, please contact the Department of Health at COVID.Vaccine@doh.wa.gov.

### **Provider Interest Form (form #1)**

### Adding a New Agreement

Click the REDCap link in your confirmation email, and follow these steps to start a newagreement:

- 1) Review the pre-screening survey information
- Select "yes" if you are still interested in enrolling in the COVID-19
   VaccinationProgram
- 3) Select "submit" to begin the enrollment process

If you select "no", you will not be able to continue the enrollment process. If you havequestions about the process or requirements, please contact the Department of Health at COVID.Vaccine@doh.wa.gov.

You cannot save from this survey screen.

#### Organization Information (form #2)

#### Facility Details

Enter the following information:

- Organization's legal name
  - If your facility is already reporting to WAIIS, this should be your WAIISorganization name.
  - If you are completing the survey for multiple locations, this should bethe same for each survey.
- Organization telephone number
- Organization email
  - The Department of Health will use this email for COVID-19

	Vaccination Dragram communication			
	Vaccination Program communication.			
	<ul> <li>Organization address (street address, city, state, zip code)</li> </ul>			
Organization	Select whether your organization or facility currently uses the Washington			
Administration	Immunization Information System (WAIIS) to report vaccine administration data.			
Data				
	If you currently use WAIIS, select "yes". No additional questions will appear.			
	Does your organization/facility currently report vaccine administration data to the state immunization information system (WAIIS)?			
	If you do not currently use WAIIS, select "no". You will need to select an option forhow you will report administered doses.			
	Does your organization/facility currently report vaccine administration data to the state immunization information system (WAIIS)?  Yes  No reset			
	To receive federal vaccine it is required that administered doses are reported to WAIIS, which method would you like to pursue:  O Direct Data Entry into WAIIS or state designated tool (i.e., PrepMod)  Connect to Electronic Health Record (EHR) system  reset			
Number of	Enter the number of facilities or locations affiliated with your organization that			
Facilities	youplan to enroll in the COVID-19 Vaccination Program.			
within				
Organization	The survey will need to be repeated for each location that will administer COVID-19			
	vaccine. The Department of Health will use this question to confirm all your facilities			
	are grouped together in our system.			
L				

Facility Information, page 1 (form #3)		
Authorized	Enter the name of the facility or location.	
Providers	If your facility is already reporting to WAIIS, this should be your WAIIS facility name.	

### Facility Select whether this location currently uses WAIIS to report vaccine Administration administrationdata. Data If this location currently uses WAIIS, select "yes". No additional information isneeded. Does this location currently report vaccine Yes administration data to the state immunization O No information system (IIS)? Not Applicable \* must provide value If this location does not currently use WAIIS, select "no". An additional textbox will appear. Please explain how your location will report vaccine administration data. If this question is not applicable to this location, select "not applicable". An additional textbox will appear. Please explain how vaccine reporting does not apply to this location. Does this location currently report vaccine Yes administration data to the state immunization No information system (IIS)? Not Applicable \* must provide value reset If "No," please explain planned method for reporting vaccine administration data to the jurisdiction's IIS or other designated system as required; If "Not Applicable," please explain \* must provide value Expand Redistribution Select whether another location within your organization will order COVID-19 Intention vaccine for this location. If another location will order COVID-19 vaccine, select "yes". An additional textbox will appear. Please provide the name of the organization that will be responsible forordering. Will another location associated with the organization Yes No order COVID-19 vaccine for this site? reset **Provide Organization Name:** \* must provide value If this location will order COVID-19 vaccine for itself, then select "no". No additionalinformation is needed.

### Facility Information - Contact Information, page 2 (form #3)

### Provider Practice Profile

Enter the name and contact information of a primary COVID-19 vaccine coordinator. Contact information should include, at minimum: first and last name, phone number, and email address.

If available, enter the name and contact information for a back-up COVID-19 vaccinecoordinator.

A vaccine coordinator should have background knowledge of the program requirements, a clear understanding of storage and handling responsibilities, and beable to pass any program required training. For more information on the training requirements for a COVID Vaccine Provider, see <a href="CDC's Training and Education">CDC's Training and Education</a> page.

### Facility Information - Shipping Information, page 3 (form #3)

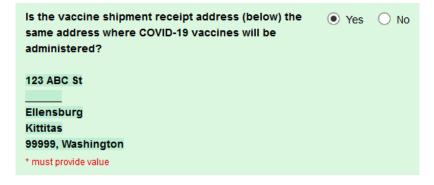
Vaccine Shipping Address Enter the location's address and phone number for receiving vaccine shipments.

### Facility Information -Administration Location Information, page 4 (form #3)

# Vaccine Administration Location

Select whether the location's shipping address (entered on the previous page) is the same as the address where COVID-19 vaccines will be administered.

If the addresses for receiving and administering vaccine are the same, select "yes". Noadditional information is needed.



If the address for administering vaccine is different than the receiving address, select "no". Additional contact information questions will appear. Please enter the addressand phone number of the administration site.

Please on	Is the vaccine shipment receipt add same address where COVID-19 vacci administered?  123 ABC St Ellensburg Kittitas 99999, Washington * must provide value	cines will be	
Address S		ND-19 Vaccine will be administered	
Address S	treet 2:		
Address 0	tity:		
Address S		V	
	tate:		
Address S	tate:		

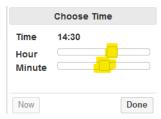
# Facility Information -Shipping Hours, page 5 (form #3)

Shipping Hours Enter the hours that vaccine coordinators are available for receipt of COVID-19 vaccineshipments.

Each day has four fields: morning start time, morning end time, afternoon start time, afternoon end time. For example:



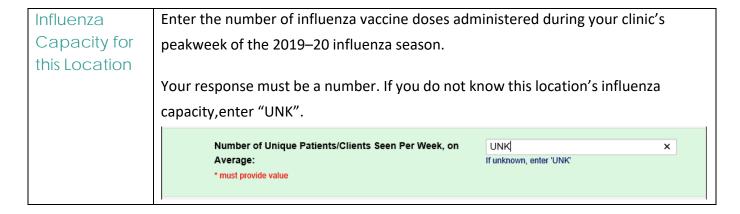
Hours must be in 24-hour format. You can enter times by typing directly in the box (include the colon to separate hours and minutes) or using the clock button to togglethe hour and minute.



If this facility has any special instructions or limited availability, please include notes in the textbox at the end of the page.

Special Instructions or Limited Shipping Availability:	
	Expand

Facility Information - Clinic and Population Information, page 6 (form #3)			
Provider Type	Select the provider type that best describes this location.		
	If none of these fit your location, select "other". An additional textbox will appear.		
	Please provide a brief description of the provider type at this site.		
Administration Setting	Select the setting(s) that best describe this location.		
	If none of these fit your location, select "other". An additional textbox will appear.		
	Please provide a brief description of this site's setting.		
Approximate	Enter the number of patients served at this location in each of these demographics:		
Number of	Children 18 years of age and younger		
Patients or	Adults 19 – 64 years of age		
Clients	Adults 65 years of age and older		
Routinely Served by thisLocation	Enter the number of unique patients or clients seen per week, on average, at thislocation.		
	Your responses must be a number. If you do not have the number of patients/clients,enter "UNK".		
	Number of Unique Patients/Clients Seen Per Week, on  Average:  * must provide value  UNK  * must provide value		



Population(s)
Served by this
Location

Select the population(s) served by this location.

If this location serves other populations at higher risk for COVID-19, select "other people at higher-risk for COVID-19". An additional textbox will appear. Please provide abrief description of this population.

This is the last question for this survey section. Once you click "submit", your answersfor this section will be complete, and you will not be able to return and edit your responses. Use the "previous page" button to review your answers before submitting.

To start the Facility Storage survey, select "begin survey" from the survey queue.



### Facility Storage – Storage Information (form #4)

Storage Information Select whether this location has capacity to store refrigerated (2°C to 8°C), frozen (-15°C to -45°C), and ultra-frozen vaccines (-60°C to -80°C) during peak vaccination periods.

If your location has storage capacity for the designated temperature, select "yes". Anadditional textbox will appear. Please enter the number of 10-dose multi-dose vials (MDV) this location can store at this temperature.

If your location does not have storage capacity for the designated temperature, select"no capacity". No additional information is needed.

# Cold Storage Enter the number of digital data loggers (DDL) at this location. The system uses at the Facility your response to this question to repeat the DDL questions for as many DDLs as you have. You will need to submit information for each of the DDLs. If you do not have a DDL, please reach out to COVID.Vaccine@doh.wa.gov. How many digital data loggers do you have on hand at your facility? \* must provide value Enter the number of cold storage units at this location. You should include refrigerated, frozen, and ultra-cold storage units in this total. The system uses your response to this question to repeat the cold storage questions for as many units as you have. You will need to submit information for each of the cold storage units. For more information on acceptable types of vaccine storage, see <a href="CDC's Vaccine">CDC's Vaccine</a> Storage & Handling Toolkit. How many cold storage units are there at this location? \* must provide value Indicate if your facility plans on using the Pfizer thermal shipping container to store vaccine. For more information on storing vaccine using the Pfizer thermal shipping container, see Pfizer's Thermal Shipping Container Temporary Storage Dry Ice **Replenishment Instructions** Does your location intend on using the Pfizer shipping O Yes container to store vaccines? O No \* must provide value Unsure/Undecided reset Cold For each cold storage unit at this location, please enter storage unit information, Storage including: Storage unit type (refrigerator, freezer or ultra-cold freezer) Type of unit (standalone, pharmaceutical/medical, or commercial/industrial) Unit manufacturer name Unit model number In-use date (when a unit can store publicly supplies vaccines) Purchase date If the storage unit is a freezer, two additional questions will appear below the thermometer question set. Select whether the freezer can maintain a

temperature of5°F (-15°C) or cooler, and if the freezer has a separate, insulated

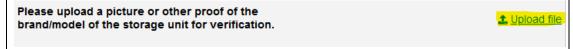
door.



For each cold storage unit at this location, please enter the unit's thermometer information, including:

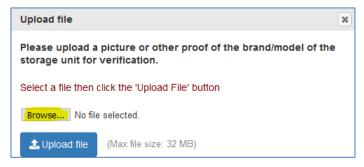
- Type of thermometer (digital data logger or temperature monitoring system)
- Thermometer brand/model
- Temperature scale (Celsius or Fahrenheit)
- Date of last calibration
- Calibration expiration date

Please upload a picture or other proof of the brand/model of the storage unit(s) forverification. This can either be a photo of the outside of the unit or the tag that includes the brand/model number. Select the green "upload file" link.

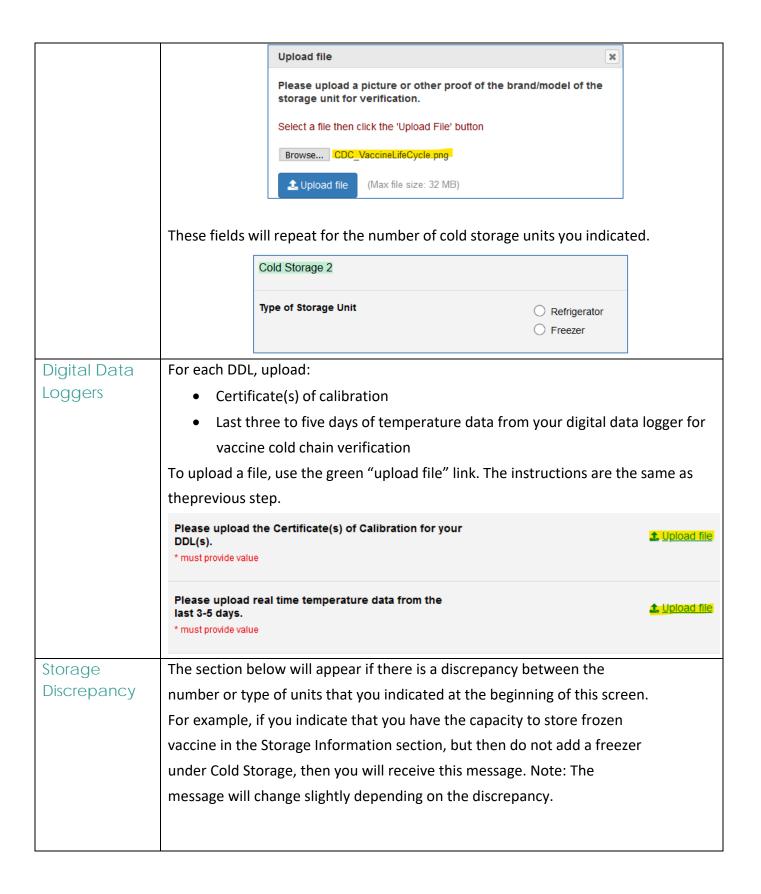


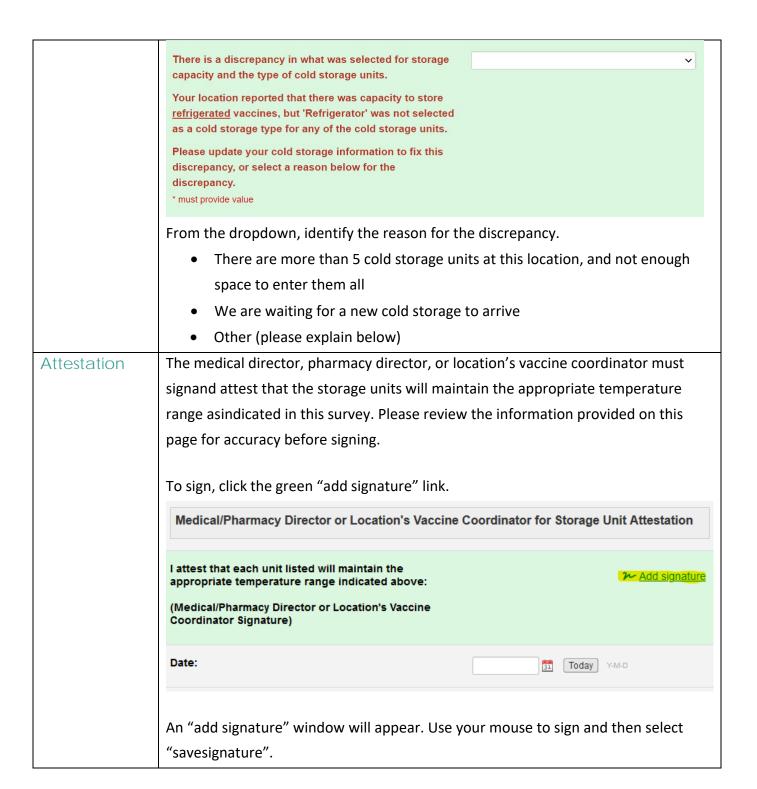
You will also need to upload a picture of the inside of the unit so that we can access the capacity to store additional vaccine.

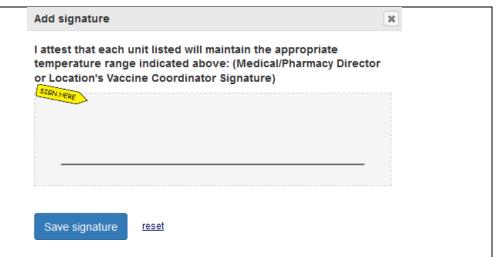
An "upload file" window will appear. Click "browse" to select and upload a file.



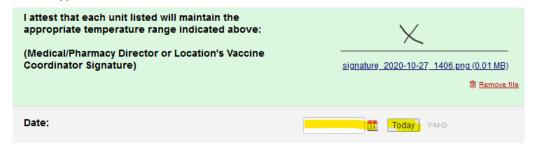
The file name should appear next to the "browse" button. Then select "upload file" to finish.







Your signature will appear next to the attestation statement. Select the "today" buttonor type in the date.



This is the last question for this survey section. Once you click "submit", your answersfor this section will be complete, and you will not be able to return and edit your responses. Please review your answers before submitting. You can select "save and return later" to save your progress and leave the survey. A link will be emailed to youso you can return to where you left off.



To start the List of Providers survey, select "begin survey" from the survey queue.



### List of Providers (form #5)

# Providers Practicing at this Location

Enter the name, title, and medical license number for all licensed health care providerspracticing at this location who have prescribing authority.

If you have 11 or more providers, additional fields will appear after you enter provider#10.

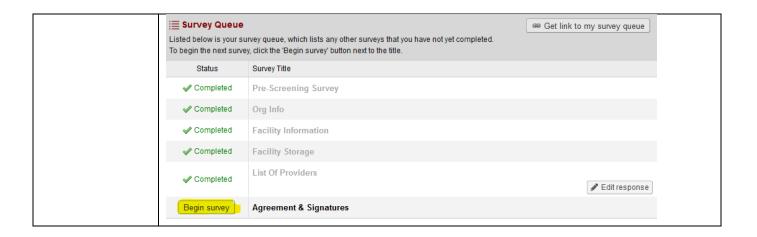
Provider 10	
Provider Name:	Doctor Strange
Title Code (MD, NP, PA, etc):	MD
Medical License No:	999999999
Provider 11	
Provider Name:	
Title Code (MD, NP, PA, etc):	
Medical License No:	

If you have more than 25 providers, please email the name, title, and medical licensenumber for the remaining providers to <a href="mailto:COVID.Vaccine@doh.wa.gov">COVID.Vaccine@doh.wa.gov</a>.

Once you click "submit", your answers for this section will be complete. Please review your responses before submitting. You can select "save and return later" to save your progress and leave the survey. A link will be emailed to you so you can return to whereyou left off.



To start the List of Providers survey, select "begin survey" from the survey queue.



### Agreement Pre-Screen (form #6)

# Agreement Screening

The provider agreement must be signed by your organization's chief medical officer (or equivalent position) and chief executive officer (or chief fiduciary). If your organization is enrolling multiple locations, signatures only need to be submitted on the first application.

Select whether your organization has already signed the provider agreement.

1) Has an agreement already been signed by the CMO and CEO in a survey for another facility associated with this Organization?

O Yes

If this is your organization's first enrollment submission, select "no". Once this page is submitted, you will be directed to the signature page.

If this is not your organization's first enrollment, select "yes". The agreement you previously submitted will cover this location and any others you enroll. Once you click submit, the enrollment survey is complete.

If you are not sure, please click no and continue to fill out and sign the agreement, otherwise if a signed agreement for any location associated with this organization cannot be found, it may delay the approval process for all locations.

### Agreement & Signatures (form #7)

## Agreement Requirement

Enter the contact and licensure information for the chief medical officer. Select "add signature" and have the chief medical officer sign in the blank space. Select "save signature" to upload. Type in the date or select "today" to date the signature.

