To: Providers participating in the Arizona Vaccines for Children Program

Thank you for being a part of the Arizona Vaccines for Children Program. Each year, providers must renew their Provider Agreement for the receipt of VFC vaccine.

With this letter, we are sending the 2019 Electronic Re-enrollment Provider Guide. The guide includes important information and detailed instructions with screenshots to help you complete your Provider Agreement. Use the guide to help you work through the four screens needed to complete the agreement. Use the checklist on the last page of the guide to track your progress.

Most of the information you will need to complete your 2019 Provider Agreement is preloaded in ASIIS. You will see it when you create the new agreement this year. Please review the information and make sure it is correct. Update everything that has changed.

You will need to gather some information for verification before starting the online re-enrollment. Gathering the information ahead of time will save time and help the process go smoothly.

✧ Practice Details – This information will be prepopulated in ASIIS

- **Facility Details** – verify the physical address, vaccine delivery address, and mailing address for your practice.
- **Contact Details** – verify the names, email addresses, telephone and fax numbers for the primary facility contacts (Signatory Physician, Office Manager), and primary and backup vaccine coordinators. Make sure emails are correct. Include phone and fax numbers for all contacts even if they are the same.
- **Shipping Days and Times** – verify the days of the week and core business hours that staff is available to receive vaccine shipments. There must be staff on site to receive vaccines at least 4 days of the week and 4 consecutive hours a day.

✧ Authorized Providers – Prescribing Physician Details – This information will be prepopulated in ASIIS – verify the name, specialty, Arizona State Medical License Number and National Provider ID (NPI) for each physician prescribing vaccines in your practice.

- Here is a link to help you locate Medical License Numbers: [http://www.azmd.gov/glsuiteweb/clients/azbom/public/WebVerificationSearch.aspx](http://www.azmd.gov/glsuiteweb/clients/azbom/public/WebVerificationSearch.aspx)
- The National Provider ID (NPI) is required for each physician/vaccinator in your practice. Here is a link to help you locate NPI numbers: [https://npiregistry.cms.hhs.gov/](https://npiregistry.cms.hhs.gov/)

✧ Practice/Provider Profile – information about the number of children who received immunizations at your practice during the previous calendar year (January 1, 2018 – December 31, 2018), by age group, insurance type and demographics. Please allow extra time to gather this information. You will need to update this information in ASIIS to complete your agreement.

- If you captured VFC patient eligibility in ASIIS in 2018, this information will be prepopulated in ASIIS, and you can verify and adjust the data if necessary.
- If you have not captured VFC patient eligibility in ASIIS, your billing staff may be the best source for this information. *Please note that VFC eligibility must be documented for every visit.

✧ Cold Storage Unit Details – This information will be prepopulated in ASIIS – verify the information about the storage units used to store VFC vaccines and the data loggers you use to monitor temperatures in those storage units. If you have been approved and want to recertify for frozen vaccine, you need to
verify the information about the freezer used to store VFC vaccines. The required information is: unit name, manufacturer and model number; thermometer type, temperature scale and date of last calibration of the data logger.

*Please note that data loggers are required and are the ONLY acceptable temperature monitoring devices for all units storing VFC vaccines, including the backup device.

- **Vaccine Accountability and Management Plan** – completed and signed
- **Certificates for Completed Annual Training** for the primary and backup vaccine coordinators. Available options for the annual trainings are:
  - The CDC Training on Vaccine Management – “You Call The Shots” (YCTS):
    - [Vaccines For Children (VFC) Jan 2019](#)
    - [Vaccine Storage and Handling Jan 2019](#)
  - The AIPO Train = Arizona Immunization Program Office training - [www.aipotrain.org](#)
    - Arizona Vaccines for Children Training (MANDATORY FOR ALL PRIMARY AND BACKUP COORDINATORS)
- **Valid data logger calibration certificates** for all units storing VFC vaccines and the back-up data logger.

Completing the re-enrollment process could take 20 minutes or longer depending on what you need to report. You must complete all required fields in each section of the agreement to proceed to the next screen. The information you enter will be saved as you complete each screen. If you need to stop before you have completed the agreement, be sure to save the screen you are on so you can come back later and complete the process. You must complete all four screens of the online agreement before you submit it to the state.

After the online agreement is submitted, click on the PDF link to print the full Provider Agreement for your records. Keep the original signature document(s).

All parts of the agreement must be signed by the person within your practice that is licensed in the State of Arizona to prescribe vaccines (M.D., D.O., NP or FNP) and who has primary responsibility for making decisions about your practice and its operations.

Send a copy of the signed signature page, signed refrigerator and freezer verification form, completed and signed **Vaccine Accountability and Management Plan**, certificates for completed annual training for the primary and backup coordinators and the valid data logger calibration certificates for all units storing VFC vaccines and the back-up data logger via e-mail to: ArizonaVFC@azdhs.gov or ASIISHelpDesk@azdhs.gov.

The printed document is the official Provider Agreement form approved by the CDC. **No changes can be made to the provider enrollment requirements without prior approval from the CDC. Do not modify, remove, or add any requirements or information to the Provider Agreement form.**

The 2019 re-enrollment starts March 1st, 2019. You will then be able to add a new Provider Agreement, prepare it and submit it for review. The re-enrollment process will close June 30th, 2019. If a location fails to re-enroll by June 30th, that location will be inactivated from the VFC program for non-compliance.

The Arizona Immunization Program Office cannot approve your Provider Agreement until all information is reviewed and the documents (signed signature page, the refrigerator and freezer verification form, the Vaccine Accountability and Management Plan, the certificates for completed annual training and the valid data logger calibration certificates) are received in our office.

Please be aware that if your 2018 Provider Agreement expires, you will not be able to order VFC vaccines until your 2019 re-enrollment is submitted and approved.
Ensure your vaccine ordering is not disrupted.
Do not wait until the last minute to complete your online re-enrollment!

If you have questions regarding the re-enrollment process or the online forms, please contact the Arizona Immunization Program Office, at (602) 364-3642 and (602) 364-3899 or e-mail us at: ArizonaVFC@azdhs.gov or ASIISHelpDesk@azdhs.gov or contact your Immunization Provider Specialist directly.