

**MODULE**

**3**

## **PROVIDER ENROLLMENT**

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Bureau of Immunization-Vaccines for Children Program

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## MODULE 3 – Provider Enrollment

### Provider Enrollment Overview

The success of the VFC Program is due to the participation of private providers. The Centers for Disease Control and Prevention (CDC) created the VFC Program to increase access to immunizations outside of public health department clinics to allow eligible children to remain in their medical homes for immunizations. Maintaining participation of private immunization providers is critical to ensuring that VFC-eligible children have access to VFC vaccines in their medical homes.

### Provider Enrollment

Requirements for provider enrollment are simple, yet ensure accountability. The **Provider Initial Enrollment Form** (see Appendix 3) details physician eligibility requirements for participation in the VFC Program.

To enroll, a provider must:

- A. Complete a **Provider Initial Enrollment Form**. The medical director or equivalent should sign the **Provider Initial Enrollment Form** for the entire group and should include all other providers within the practice in the **Provider List Section**.
- B. Complete a **Provider Profile Section** to establish the amount of vaccine the provider will administer to VFC-eligible children. The VFC Program uses the **Provider Profile Section** to collect the information needed to evaluate vaccine orders and to ensure providers administer the VFC-funded vaccine only to VFC-eligible children. Providers enrolled in the VFC Program for more than one year should base the enrollment figures on actual data. For further information on determining VFC eligibility, refer to Module 2.

Once the VFC Program receives the **Provider Initial Enrollment Form**, the VFC representative will issue a Personal Identification Number (PIN), to which the provider will refer for all contacts and transactions. Before the VFC Program officially enrolls the provider, the VFC representative will contact the provider to verbally outline and review the following enrollment requirements:

- The provider must have temperature-monitored, alarm-equipped, stand-alone refrigerators and freezers. The refrigerator units should maintain the recommended temperatures of 35° to 46°F (2° to 8°C). The freezer compartment should maintain an average temperature of 5°F (-15°C) or colder. A combination refrigerator/freezer unit sold for home use is acceptable for vaccine storage.

The VFC Program no longer accepts dormitory-style refrigerators/freezers. A dormitory-style refrigerator is defined as a small combination

refrigerator/freezer unit that is outfitted with one external door, an evaporator plate (cooling coil), which is usually located inside an icemaker compartment (freezer) within the refrigerator, and is void of a temperature alarm device. Its temperature control sensor reacts to the temperature of the evaporator, rather than the general air in the storage compartment. When the compressor is on, the evaporator cools to lower the temperature in the refrigerator, in most cases to below 0°C.

- The provider must record temperatures of the refrigerator and freezer on the **Temperature Log for Vaccines Form** (see Appendix 5) twice a day for a two-week period. This is to ensure the equipment maintains adequate temperature ranges for the safe storage of vaccines.
- The VFC Program representative will ask the provider to submit the completed **Temperature Log for Vaccines Form** to a Bureau of Immunization (BOI) field staff representative. If the **Temperature Log for Vaccines Form** reflects acceptable temperature readings for a two-week period, then the BOI field staff representative will contact the provider to schedule an orientation site visit.

The orientation site visit will include:

- Review of VFC Program requirements.
- Review of vaccine storage and handling procedures.
- Verification that the provider's clinic has a proper refrigerator/freezer unit to store VFC vaccines.
- Opportunity to answer the provider or staff questions.

Upon completion of the orientation visit, the VFC Program will ship ten doses of hepatitis B vaccine to the provider's clinic. This shipment serves to confirm the provider's shipping information. It takes approximately 3 to 4 weeks to complete the enrollment process.

As soon as the provider receives this shipment, they will complete and fax the following forms to the VFC Program at (850) 245-4734:

- **Vaccine Report Form** (see Appendix 4). The provider will write the number of vaccine doses needed to get them started in the VFC Program in the "Place an X if you don't need this vaccine Doses Shipped" column of the **Vaccine Report Form**.
- **Varicella-containing Vaccine Order Form** (see Appendix 4). The provider will write the number of doses of varicella-containing vaccine needed in the "Number of Doses Needed" column of the **Varicella-containing Vaccine Order Form**.

## Provider Enrollment Requirements

The VFC Program presents these requirements on the **Provider Initial Enrollment** and **Provider Recertification** forms (see Appendix 3). The VFC Program requires providers to:

- A. Screen patients at all immunization encounters for eligibility and administer federally-purchased vaccine only to children 18 years of age or younger who meet at least one of the following criteria:
  1. Are American Indian or Alaskan Native.
  2. Are enrolled in Medicaid.
  3. Have no health insurance.
  4. Are underinsured: Children who have commercial (private) health insurance, but the coverage does not include vaccines; children whose insurance covers only selected vaccines (VFC eligible for non-covered vaccines only); or children whose insurance caps vaccine coverage at a certain amount—once that coverage amount is reached, these children are categorized as underinsured. Underinsured children are eligible to receive VFC vaccine only through a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC) (see Appendix 1).
- B. Comply with the immunization schedule, dosage, and contraindications that are established by the Advisory Committee on Immunization Practices (ACIP) and included in the VFC Program unless:
  1. In the provider's medical judgment, and in accordance with accepted medical practice, the provider deems such compliance to be medically inappropriate.
  2. The particular requirements contradict state law, including those pertaining to religious and medical exemptions.
- C. Immunize eligible children with VFC-supplied vaccine at no charge to the patient for the vaccine.
- D. Not charge a vaccine administration fee to non-Medicaid VFC-eligible children that exceeds the administration fee cap per vaccine dose (see Appendix 2). A copy of the **Maximum Regional Charges for Vaccine Administration by State** is available at <http://www.cdc.gov/vaccines/programs/vfc/fee-fedreg.htm>. For Medicaid VFC-eligible children, accept the reimbursement for immunization administration set by the state Medicaid agency or the contracted Medicaid health plans.
- E. Not deny administration of a federally-purchased vaccine to an established patient because the child's parent/guardian/individual of

record is unable to pay the administration fee. Please Note: The term “established patient” applies only to private providers enrolled in the VFC Program. FQHCs/RHCs must administer VFC vaccine to any VFC-eligible children who present for immunization services at their facilities.

- F. Distribute the current Vaccine Information Statements (VIS) each time a provider administers a vaccine, and maintain records in accordance with the National Childhood Vaccine Injury Compensation Act (NCVIA), which includes reporting clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS) (see Appendix 7). Providers can access copies of the current VISs at <http://www.cdc.gov/vaccines/pubs/vis/default.htm>. The VAERS forms are available at <http://www.cdc.gov/vaccinesafety/vaers/>.
- G. Comply with the requirements for ordering, vaccine accountability, vaccine management, and agree to operate within the VFC Program requirements in a manner intended to avoid fraud and abuse.
- H. The medical director or equivalent should sign and submit the **Provider Recertification Form** to the VFC Program annually or as requested by VFC staff.

### **Who Should Sign the VFC Provider Initial Enrollment and Recertification Forms?**

Section 1928 (c) (1) (A) of the Social Security Act 42 U.S.C. 1396s (c) (1) (A) states the following providers qualify to be VFC Program-registered providers: those healthcare providers “licensed or otherwise authorized for administration of pediatric vaccines under the law of the State in which the administration occurs” (subject to section 333 (e) of the Public Health Service Act, which authorizes members of the Commissioned Corps to practice). The VFC statute follows state law in qualifying practitioners as VFC providers. The term “authorized for administration of pediatric vaccines” means authorized to “prescribe” vaccines. Therefore, only providers authorized to prescribe vaccines under state law should be the official VFC Program-registered providers. However, other providers listed on the **Provider List Section** of the **Provider Initial Enrollment Form** or the **Provider Recertification Form** authorized to administer vaccines can operate under the supervision of a prescribing VFC provider.

### **Termination of VFC Provider’s Agreement**

The VFC Program or the provider may terminate this agreement at any time for personal reasons or failure to comply with these requirements. If the provider chooses to terminate the agreement, he or she agrees to transfer or properly return any unused VFC vaccine. The provider will also complete and fax a copy of the **Disenrollment Form** (see Appendix 3) as a notification of the intent to terminate 30 days prior to the actual dissolution to the VFC Program at (850) 245-4734. The provider is responsible for all VFC vaccines in inventory.

As soon as the VFC Program receives a copy of the ***Disenrollment Form***, a VFC Program representative will contact the provider regarding the disposition of VFC vaccines.

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