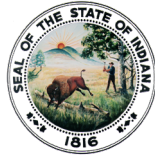


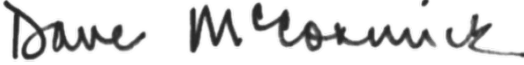


**Indiana
Department
of
Health**



Eric J. Holcomb
Governor

Lindsay M. Weaver, MD, FACEP
State Health Commissioner

<p>Title: New Provider Enrollment</p>	<p>Policy #: IDOH Immunization Division Policy 4</p>
<p>Effective dates: 01-Jan-24 to 31-Dec-24</p>	<p>Approvals:  <hr/> Dave McCormick, Immunization Director July 7, 2024 <hr/> Date</p>

Policy Statement

All immunization providers electing to enroll in the Vaccines for Children (VFC) Program or any other publicly funded vaccine program in the State of Indiana must complete the provider enrollment process prior to the provider being permitted to order and receive publicly funded vaccines.

Phase One: Provider Contact Request

Each provider interested in enrolling in a publicly funded vaccine program must submit [State Form 54048](#), the Immunization Provider Contact Request (PCR) form.

- Completed forms need to be submitted to Enrollments@health.in.gov (preferred) or faxed to 317-233-3719
- The form is available at the hyperlink above and is also located on the IDOH Immunization Division website home page under the VFC tab
- Once the Immunization Division receives the PCR form, an individualized tracking number will be assigned to the submission

For any questions during this phase, contact the Immunization Division at Enrollments@health.in.gov or 800-701-0704.



Phase Two: Onboarding and Children and Hoosier Immunization Registry Program (CHIRP)

Once the Immunization Division has processed the PCR form, IDOH staff will email the prospective provider a VFC Onboarding Enrollment Packet containing required enrollment documents. An enrollment checklist is provided in the onboarding package for the prospective VFC provider's reference.

All onboarding steps must be completed before enrollment activities can progress. If any activities are not completed or compliance with requirements are not met, enrollment will not proceed.

A VFC Pin is assigned when all onboarding tasks are completed.

- A VFC Pin is required for each unique facility in CHIRP as publicly funded vaccine inventory is linked to each CHIRP facility
- VFC Providers using two different EMRs will have more than one PIN

For any questions during this phase, contact the Immunization Division at Enrollments@health.in.gov or 800-701-0704.

Phase Three: Enrollment

The assigned regional quality assurance specialist will contact the provider within 10 business days of receiving approval (unless there are extenuating circumstances) to proceed with enrollment and will schedule an enrollment site visit.

- Providers have 30 days to complete the first vaccine order in the Vaccine Ordering Management System (VOMS) with the regional quality assurance specialist
- *Failure to do so will result in the provider starting the enrollment process from the beginning*
- Each provider enrolling in the VFC Program must participate in an initial enrollment visit with the assigned regional quality assurance specialist
- A provider who is *not* enrolled in the VFC Program but wishes to offer Adult 317 vaccines must participate in the enrollment process, including an enrollment visit. However, a provider who is already enrolled in the VFC Program and wishes to enroll in the adult 317 program does not have to participate in an enrollment visit but may receive a storage and handling visit.

The primary vaccine coordinator and back-up are required to attend the initial enrollment visit. The primary vaccine coordinator will be responsible for training all other staff who will be handling vaccines or screening patients for VFC Program eligibility who do not attend this



educational component training. A minimum of 2.5 hours should be scheduled to complete an enrollment visit.

A new enrollments binder will be provided. This binder will include, at a minimum, the current Advisory Committee on Immunization Practices (ACIP) schedule, immunization work aids, and where to find resources in CHIRP. It is the responsibility of the VFC provider to update these documents on an annual basis.

Any questions during this phase need to be sent to the assigned regional quality assurance specialist.

Enrollment Follow-up Visit

An enrollment follow-up visit with an assigned regional quality assurance specialist will be conducted 45-60 days after the enrollment site visit. The enrollment follow-up visit will consist of a minimum of a storage and handling check. A standard compliance visit must be conducted four to six months following the enrollment follow-up visit.

Enrollment Termination

If enrolling providers do not submit all necessary documents within 30 days of starting the enrollments process, a provider faces possible enrollment termination. Before terminating an enrollment, an attempt to notify the primary and back up coordinators will be made in a last effort to gather all the needed onboarding materials. If no response is received within five business days, the enrolling provider will receive a "letter of cancellation" terminating their enrollment. If the provider wants to continue with enrolling after receiving the letter, the enrollments process will need to be restarted.

Legal Authorities and References

Centers for Disease Control and Prevention. Vaccines for Children Program (VFC):

<https://www.cdc.gov/vaccines/programs/vfc/index.html>

ICPR 54048 Immunization Provider Contact Request:

<https://www.in.gov/health/immunization/files/54048-Immunization-Provider-Contact-Request-Fillable.pdf>