



## COVID-19 Vaccination Program Enrollment Provider Agreement Completion Tips

The agreement must be submitted electronically through the fillable PDF form. Adobe Acrobat Reader is required to enter data, sign document, and submit the agreement. The document will be saved as new versions throughout the process of adding each new digital signature.

### Tips for submitting agreement

- Submit only when agreement is complete
- Clicking “Submit” will populate an email to [covid19vaccine@alaska.gov](mailto:covid19vaccine@alaska.gov)
- Save a copy of the agreement on a desktop or folder for your records
- Each organization will have equal number of submitted agreements matching the designated number of locations in section A

### Tips for formatting data:

- Phone number format (###-###-####)
- Date (option to select date or format as YYYY-MM-DD)
- Hours for receipt of COVID-19 vaccine shipment (##:##-##:##)
  - Example:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	08:00-12:00	08:00-12:00	08:00-12:00	08:00-12:00	08:00-12:00
FM	12:30-17:00	12:30-17:00	12:30-17:00	12:30-17:00	

### Tips for Completing Section A:

- This section requires two officer signatures even if one person serves both roles.
- The email address provided in this field will be the main contact method used when communicating with the organization. It should be routinely monitored in order to allow for quick correspondence.
- **If an organization has one location**, complete section A for the organization (with signatures) and complete Section B.
  - Example: Beautiful Birch Health Clinic is interested in enrolling as a provider to receive and administer COVID-19 vaccine. Beautiful Birch Health Clinic has one clinic location. Beautiful Birch Health Clinic will complete Section A once. Beautiful Birch Health Clinic will complete Section B for the one clinic location. Beautiful Birch Health Clinic will submit 1 agreement.
- **If an organization has multiple locations**, complete section A for the organization (with signatures) and save as a new document. Use the completed section A document as a starting document to complete each Section B.
  - Example: Amazing Alaska Healthcare Organization is interested in enrolling as a provider to receive and administer COVID-19 vaccine. The Amazing Alaska Healthcare Organization has three clinic locations within the organization: Mighty Moose, Brave Bear and Feisty Fox. Amazing Alaska Healthcare Organization will complete Section A once. The organization information will be the same for all three clinic locations.

## (Cont'd) COVID-19 Vaccination Program Provider Agreement Completion Tips

Amazing Alaska Healthcare Organization will complete Section B three times, one for Mighty Moose, one for Brave Bear and one for Feisty Fox. Amazing Alaska Healthcare Organization will submit 3 agreements.

### Tips for Completing Section B:

- COVID-19 Vaccine Coordinators should be designated by the organization as the points of contact for receiving vaccine shipments, monitoring storage unit temperatures, managing vaccine inventory, reporting temperature excursions, etc. The facility VFC/AVAP Vaccine Coordinator may serve as the COVID-19 Vaccine Coordinator as they already have extensive experience with vaccine storage and handling procedures.
- From the drop down, choose only one Provider type per location and select “Yes” for all that apply for location settings.
  - All locations are defaulted to “No” and must be changed to “Yes” if it applies
- IIS Identifier for providers currently reporting to VacTrAK (AK IIS):
  - Enter VFC/AVAP Provider Identification Number (PIN) if active provider with Alaska Immunization Program
  - Leave IIS identifier blank if not participating in the Alaska Immunization Program
- Approximate number of patients by age group should be based on a yearly basis
- Most providers will be unable to store vaccines at the ultra-frozen temperature range in their current vaccine storage units. It is not required to purchase ultra-cold vaccine storage units to ensure approval for COVID-19 vaccine.
- All licensed health care providers who will be prescribing COVID-19 vaccine must be listed on the Provider Agreement

### Anticipated Questions for the Provider Enrollment Process

- **Can one individual sign as both the Chief Medical Officer and Chief Executive (or chief Fiduciary) Officer?**  
Yes, if one person maintains the role of Chief Medical Officer and Chief Executive Officer, he/she can sign as both officers.
- **Does the 24 hour reporting time mandated in the agreement (under requirement #2) override the state allowance under State Statute (7 AAC 27.650)?**  
Yes, the *COVID-19 Vaccination Program Provider Agreement* mandates administered COVID-19 vaccine doses must be reported within 24 hours.
- **Must the Vaccine Coordinator and Back up Coordinator be the same for the Alaska Immunization Program and the Alaska COVID-19 Vaccine Program?**  
Not necessarily. You are not required to maintain the same staff in coordinator roles for both the Alaska Immunization Program and the Alaska COVID-19 Vaccine Program. However, all coordinators must work together to ensure the proper staff have the necessary information to carry out their responsibilities.
- **In section B of the *COVID-19 Program Provider Agreement*, a provider is requested to present influenza data from last influenza season. How can an organization determine their highest number of influenza doses administered during the peak week of the 2019-2020 influenza season?**

## (Cont'd) COVID-19 Vaccination Program Provider Agreement Completion Tips

A provider can use the Vaccine Administered report located on the Report Module in VacTrAK to identify the highest weekly usage. It will be a multi-step process. Pull a monthly date range starting with September (9/01/2019 -9/30/2019) to narrow down you biggest month. Once you have the month with the highest administration, narrow the date range to weekly to get the highest weekly usage for the season.

Pull all influenza descriptions at one time to include all administered doses in one report

Pull report by ALL funding type to pull both public and private administered doses

- **What VacTrAK training is required for new users?**

New users will be provided administration training that will guide users through the steps of pulling up a patient record, documenting an administration, and reviewing the VacTrAK menu options. Newly assigned Primary Vaccine Coordinators and Back-up Coordinators for the Alaska COVID-19 Vaccine Program will receive training on vaccine ordering and management.

- **What are the storage and handling requirements for COVID-19?**

COVID-19 vaccine storage and handling requirements will be outlined in the [CDC Vaccine Storage and Handling Toolkit](#). The Alaska Immunization Program will send a notification once the updated CDC Vaccine Storage and Handling Toolkit is available.

### Contact us

Email [covid19vaccine@alaska.gov](mailto:covid19vaccine@alaska.gov) if you experience any issues submitting the *CDC COVID-19 Vaccination Program Provider Agreement*.