COVID-19 Registration Instructions

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Purpose
Provide users high level information about the multi-step VFC or Non VFC Covid-19 Provider Registration Process. This document will outline what information providers need before starting a registration, and what is included in the complete registration process.

The data gathered in the VFC and Non-VFC Profile screens are similar to the data that is gathered in the CDC COVID-19 Vaccination Program Provider Agreement.

IMPORTANT NOTE: Organizations enrolled in the VFC Program but have an Inactive and Suspended VFC Status, please contact the ImmuNet Helpdesk at (410) 767-6606 or mdh.mdimmunet@maryland.gov.

VFC COVID-19 Registration Instructions
Getting Started
For VFC enrolled organizations, start the COVID Registration process by clicking the checkbox labeled “Interested in ordering COVID-19” at the top of the Edit VFC Profile screen.

STEP1: Updating a VFC Profile to Become Eligible
Once the “Interested in ordering COVID-19” checkbox is selected, the Provider Population accordion tab will appear. Please be sure all necessary information outlined below is on hand before starting the COVID-19 Registration Process for the VFC Profile. All fields in blue with an asterisk are required fields.

IMPORTANT NOTE: Once the COVID-19 sections of the VFC profile is started, all required information must be entered before the profile will be saved. It is not possible to save the profile and continue at a later time.

The following information is needed to complete the Non-VFC Profile.

Provider Population tab
Based on the options selected in this accordion tab, if an organization is eligible to order COVID-19 vaccines an eligibility message will display at the bottom of the tab as seen below.
If eligible, 7 more accordion tabs will appear at the bottom of the profile.
Chief Medical Officer / Responsible Medical Provider tab
Information in this tab could possibly already be populated by the State when the organization initially enrolled in the VFC program. If so, the tab will display with the fields already populated.

If not, be prepared to populate the Chief Medical Officer / Responsible Medical Provider information.

Chief Executive Officer/Chief Fiduciary tab
The Chief Executive Officer or Chief Fiduciary may be the same person as the CMO/RMP.
COVID-19 Vaccine Storage and Handling Information tab
This tab will require populating questions regarding the organization’s storage units such as what type of storage units the organization has, the brands and the models. It also asks for information regarding storage capacity.

This tab will require the Chief Medical Officer/Responsible Medical Provider to read the storage temperature requirements for COVID-19 vaccines. Checking the checkbox and entering the name of the Chief Medical Officer/Responsible Medical Provider will be accepted in place of an electronic signature.

COVID-19 Vaccine Administration Information tab
This tab will require answering questions concerning how the organization reports vaccine administration data, locations and settings.
COVID-19 Vaccine Primary Contact Information tab
The COVID-19 Primary Contact must be different from the Responsible Medical Provider and different than the COVID-19 Backup Contact.

COVID-19 Vaccine Backup Contact Information tab
The COVID-19 Backup Contact must be different than the COVID-19 Primary Contact.
COVID-19 Registration Instructions

COVID-19 Vaccine Agreement tab
The final tab will require the Chief Medical Officer/Responsible Medical Provider -AND- the Chief Executive Office/Chief Fiduciary to read the COVID-19 Vaccine Agreement. Checking the checkbox and entering the name of the Chief Medical Officer and the Chief Executive Officer will be accepted in place of an electronic signature.

It is acceptable if the Chief Medical Officer and the Chief Executive Officer are the same, enter the same name in both fields.

Once all the required information is populated in the VFC Profile, click the Save button. Any required fields not populated will cause a validation error to display at the top of the screen. All required fields will have to be populated before the profile can be saved.
**STEP 2: Email Verifications**
Once the profile is saved successfully, an automated email will be sent out to all the email addresses that were entered in the profile. The email address recipients will be required to verify their email address by clicking the link in the email and then clicking the “Confirm” button in the displayed browser screen.

Once an email address is verified, the “Email Verified” checkbox will be automatically checked below each email address field. Once all “Email Verified” checkboxes are checked in the profile, the State must review and approve the profile before COVID-19 vaccines can be ordered.

![Email Verified](image)

**IMPORTANT NOTE:** When an email address is updated in any of the tabs (including VFC tabs), an automatic email will be sent to the new email address for verification when the profile is saved. Remember, all emails must be verified to order COVID-19 vaccines. Until the new email address is verified, **COVID-19 ordering will be suspended.**

**STEP 3: State Review and Approval**
Once all email addresses have been verified, the VFC Profile will be reviewed by the MDH Help Desk Team. If needed, the Help Desk will reach out to the Chief Executive Officer / Responsible Medical Provider with any questions.

**STEP 4: COVID-19 Vaccine Ordering**
After an organization’s VFC Profile has been approved by the MDH, the organization may begin to place orders for COVID-19 Vaccines.

After logging into ImmuNet, click on the “VFC Inventory / Orders” button to be routed to Create and View Orders screen.

**Create and View Orders Screen**
This screen can be used for the following reasons

- Review VFC Profile status.
- High level review of the VFC Profile details.
- Edit VFC Profile (button)
- Enter Inventory (button)
- Order Specialty/Flu Vaccines (button)
- VFC Enrollment Survey (button)
Order Specialty/Flu Vaccines Screen
Once an organization has an approved and active VFC profile, use the Order Specialty/Flu Vaccines button to navigate to the Order Specialty/Flu Vaccines screen where COVID-19 vaccine orders can be created.

REMEMBER: If an email address is updated in any of the Profile tabs, COVID-19 ordering will be suspended until the new email is verified and the Order Specialty/Flu Vaccines screen will not list the COVID-19 vaccines such as in the example below.

![Order Specialty/Flu Vaccines Screen](image)

### Inventory entry instructions:
- Please enter the number of VFC doses remaining in your organization's inventory as of today's date. Enter remaining inventory in the Inventory Quantity (in doses) column. If your organization has used all doses or has no doses for the trade name, enter a zero.
- Order entry instructions:
  - Please enter an Order Quantity (in doses) for each line. The Order Quantity can be zero, or equal to, or a multiple of the Package Quantity.
  - Exception: The Single Dose section allows an Order Quantity of 1 dose.

<table>
<thead>
<tr>
<th>Trade Name/Mfr/Description</th>
<th>NDC</th>
<th>Inventory Quantity (in doses)</th>
<th>Ordering Intention</th>
<th>Funding Type</th>
<th>Package Quantity</th>
<th>Order Quantity (in doses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acet-Imu-20 Dose Vial</td>
<td>00091-2581-25</td>
<td></td>
<td>PED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acet-Imu-1 Dose Vial</td>
<td>78787-1234-12</td>
<td></td>
<td>PED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trade Name/Mfr/Description</th>
<th>NDC</th>
<th>Inventory Quantity (in doses)</th>
<th>Ordering Intention</th>
<th>Funding Type</th>
<th>Package Quantity</th>
<th>Order Quantity (in doses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFI LIRA-1 Dose Syringe</td>
<td>33333-0012-01</td>
<td></td>
<td>PED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FluMist Quadrivalent-Medimmune, Inc.</td>
<td>66091-0300-10</td>
<td></td>
<td>PED</td>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluzone-1 Dose Vial</td>
<td>49261-0392-15</td>
<td></td>
<td>ADU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluzone-10 Dose Vial</td>
<td>49261-0392-15</td>
<td></td>
<td>PED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluzone Intradermal Quad</td>
<td>49261-0708-40</td>
<td></td>
<td>PED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluzone Quad, p-free</td>
<td>49261-0415-10</td>
<td></td>
<td>PED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Justification Statement:**
Please enter Justification Statement, why this order is needed.
Click Confirm Order, once you have completed inventory, order, and Justification entries.
Non-VFC COVID-19 Provider Registration Instructions

Getting Started
Organizations that are not currently enrolled in the VFC Program will need to complete a Non-VFC Profile by clicking the “Create Non-VFC Profile” button on the ImmuNet Home screen after login.

STEP 1: Create a Non-VFC Profile
This is the first step in the Non-VFC Covid-19 Provider Registration Process. Please ensure all necessary information outlined below has been obtained before starting the Non-VFC Profile. All fields in blue with an asterisk are required fields.

IMPORTANT NOTE: Once the Non-VFC profile is started, all required information must be entered before the form can be saved. It is not possible to save the profile and continue at a later time.
The following information is needed to complete the Non-VFC Profile.

**Org Type / Org Sub-Type**

This data will auto populate based on the existing information stored in ImmuNet. It can be updated if needed. The organization Sub-Type is required for some orgs types.

**Deliver Contact Information**

This tab requires delivery information such as delivery address, delivery contact, and a delivery window. Please enter at least one AM and one PM delivery timeframe.
**COVID-19 Registration Instructions**

**Provider Practice/Facility Information**
This tab requires Provider Practice Physical and Mailing Address information

**Chief Medical Officer/Responsible Medical Provider**
The official registered health care provider must be a practitioner authorized to administer vaccines under Maryland law, who will also be held accountable for compliance by the entire organization and its
providers with the responsible conditions outlined in the provider enrollment agreement. The individual listed here must sign the provider agreement.

**Chief Medical Officer/Responsible Medical Provider**

The official registered health care provider signing the agreement must be a practitioner authorized to administer vaccines under Maryland law, who will also be held accountable for compliance by the entire organization and its providers with the responsible conditions outlined in the provider enrollment agreement. The individual listed here must sign the provider agreement.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical License Number</td>
<td>Enter the full medical license number including zeros. Validate.</td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Employer Identification Number</td>
<td></td>
</tr>
<tr>
<td>Medicaid Provider Number</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Email Address (must be different from Vaccine Supply Contact)</td>
<td></td>
</tr>
</tbody>
</table>

**Chief Executive Officer/Chief Fiduciary**

The Chief Executive Officer or Chief Fiduciary may be the same person as the CMO/RMP.

**Additional Medical Provider Information**

Up to 5 additional medical providers may be entered in this section. After entering all required information for a provider, click the **Apply Changes** button. To enter more, click the **Add New** button. Once a Medical Provider is entered, their information will display in the “**Medical Provider Listing**” table at the top of the tab. If a validation email needs to be resent to an email recipient, select a Medical Provider using the radio button that will appear in the “Review” column, and then clicking the blue...
“Review” button. Once the Medical Providers information is displayed in the data fields, click the “Apply Changes” button to resend the email.

Vaccine Storage and Handling Information
This tab will require populating questions regarding the organization’s storage units such as what type of storage units the organization has, the brands and the models. It also asks for information regarding storage capacity.

This tab will also require the Chief Medical Officer/Responsible Medical Provider to read the storage temperature requirements for COVID-19 vaccines. Checking the checkbox and entering the name of the Chief Medical Officer/Responsible Medical Provider will be accepted in place of an electronic signature.
Provider Population
Based on the options selected in this accordion tab, if an organization is eligible to order COVID-19 vaccines an eligibility message will display at the bottom of the tab as seen in the following example.
If eligible, 4 more accordion tabs will appear at the bottom of the profile.

COVID-19 Vaccine Administration Information
This tab will require answering questions concerning how the organization reports vaccine administration data, locations and settings.
COVID-19 Vaccine Primary Contact Information
The COVID-19 Primary Contact must be different from the Primary Responsible Medical Provider and different than the COVID-19 Backup Contact.

COVID-19 Vaccine Backup Contact Information
The COVID-19 Backup Contact must be different than the COVID-19 Primary Contact.
Vaccine Agreement(s)
The final tab will require the Chief Medical Officer/Responsible Medical Provider -AND- the Chief Executive Office/Chief Fiduciary to read the COVID-19 Vaccine Agreement. Checking the checkbox and entering the name of the Chief Medical Officer and the Chief Executive Officer will be accepted in place of an electronic signature.

It is acceptable if the Chief Medical Officer and the Chief Executive Officer are the same, enter the same name in both fields.

Once all the required information is populated in the Non-VFC Profile, click the Save button. Any required fields not populated will cause a validation error to display at the top of the screen. All required fields will have to be populated before the profile can be saved.
STEP 2: Email Verifications
Once the profile is saved successfully, an automated email will be sent out to all the email addresses that were entered in the profile. The email address recipients will be required to verify their email address by clicking the link in the email and then click the “Confirm” button in the displayed browser screen.

Once an email address is verified, the “Email Verified” checkbox will be automatically checked below each email address field. Once all “Email Verified” checkboxes are checked in the profile, the State must review and approve the profile before COVID-19 vaccines can be ordered.

IMPORTANT NOTE: When an email address is updated in any of the tabs, an automatic email will be sent to the new email address for verification when the profile is saved. Remember, all emails must be verified to order COVID-19 vaccines. Until the new email address is verified, COVID-19 ordering will be suspended.

STEP 3: State Review and Approval
Once all email addresses have been verified, the Non-VFC Profile will be reviewed by the MDH Help Desk Team. If needed, the Help Desk will reach out to the Chief Executive Officer / Responsible Medical Provider with any questions.

STEP 4: COVID-19 Vaccine Ordering
After an organization’s Non-VFC Profile has been approved by the MDH, organization may begin to place order for COVID-19 Vaccines.

After logging into ImmuNet, click on the “Non-VFC order” button to be routed to Create and View Orders screen.

Create and View Orders Screen
This screen can be used for the following reasons

- Review Non-VFC Profile status: until the profile is approved by the MDH, the profile will be in a “Pending” status.
- High level review of the Non-VFC Profile details.
- Edit Non-VFC Profile (button)
- Order Specialty/Flu Vaccines (button)
Order Specialty/Flu Vaccines Screen
Once an organization has an approved and active Non-VFC profile, use the Order Specialty/Flu Vaccines button to navigate to the Order Specialty/Flu Vaccines screen where COVID-19 vaccine orders can be created.

REMEMBER: If an email address is updated in any of the Profile tabs, COVID-19 ordering will be suspended until the new email is verified and the Order Specialty/Flu Vaccines screen will not list the COVID-19 vaccines such as in the example below.