



Division of Public Health Services

*Immunization Program Office
Public Health Preparedness Services*

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Dear VFC Provider,

Thank you for being a part of the Arizona VFC Program. To continue providing VFC vaccines to eligible patients VFC providers must re-enroll each year in the VFC program. **The re-enrollment process for the 2016 VFC program year begins on November 13, 2015 and re-enrollment forms will be due to the Arizona Vaccine Center no later than December 18, 2015.**

Arizona VFC enrollment forms can be found on the AZ VFC website:

<http://azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#vaccines-children-provider-enrollment>

The forms are electronically fillable, and, once completed, should be emailed to:

ArizonaVFC@azdhs.gov. In the subject line of your email include your VFC PIN and the phrase "VFC Re-enrollment." The following forms are required:

- 2016 Arizona VFC Provider Enrollment Agreement
- 2016 ASIIS HIPAA Pledge to Protect Confidential Information
- 2016 VFC ASIIS User Agreement Form
- 2016 VFC Provider Profile Form
- 2016 VFC Refrigerator-Freezer Verification Statement

Your site's VFC Coordinator and Backup VFC Coordinator are required to complete annual training such as the CDC webinar "You Call the Shots." The instructions and link for the webinar can also be found on the AZ VFC website:

<http://azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#vaccines-children-provider-enrollment>

You will need the following information to successfully complete your re-enrollment paperwork:

- **Contact Details** – Fill in the names, email addresses, telephone, and fax numbers for the agreement signatory (certifying provider), primary facility contact, and primary and back-up vaccine contacts. Include phone and fax numbers for all contacts even if they are the same for each contact listed.

- **Facility details** – Verify the physical address, vaccine delivery address, and mailing address for your practice.
- **Physician/Vaccinator details** – Make sure that the physician name exactly matches what is on the physician license. Verify the name, designation, and Arizona State professional license number for each physician/vaccinator in your practice. Here is a link to help you locate license numbers:
<http://www.azmd.gov/glsuiteweb/clients/azbom/public/WebVerificationSearch.aspx>

The National Provider ID (NPI) is required for the physician signing the agreement. The NPI is optional for all other physicians/vaccinators listed. Here is a link to help you locate the NPI numbers (AHCCCS number):

<https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do>

- **Shipping details** – Verify the days of the week and business hours that staff are available to receive vaccine shipments.
- **Practice/Provider Profile** – gather the information about the number of children by age group and VFC vaccine eligibility category who received VFC vaccine at your practice during the previous federal fiscal year (October 1, 2014 – September 30, 2015). You will also need to enter the number of insured and KidsCare (CHIP) children who received non-VFC vaccine last year. Please allow extra time to gather this information. Your billing staff may be a good source of this information.
- **Cold storage unit details** – Gather the information about the storage units used to store VFC vaccines and the thermometers you use to monitor temperatures in your refrigerator and freezer. You'll need it to complete the cold storage and frozen vaccine certification portion of the agreement.

Completing the re-enrollment process could take 30 minutes or longer depending on how many physicians are active with your practice. If your paperwork is not submitted by December 18, 2015 we will attempt to contact you. If we receive no response your vaccine ordering privileges will be suspended. **If your enrollment forms are not submitted and approved by January 29, 2016 your site will be inactivated from the VFC program.**

If you have questions regarding the enrollment process or the re-enrollment forms, please contact the Arizona Vaccine Center at (602) 364-3642 or ArizonaVFC@azdhs.gov.

Sincerely,

Lisa Underhill, MPA
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