

MEMORANDUM

TO: North Carolina Immunization Program (NCIP) Participants

FROM: Wendy Holmes, RN, Head ^{WH}
Immunization Branch

DATE: September 1, 2016

SUBJECT: 2017 Vaccines for Children Program (VFC) and NC Immunization Program (NCIP) Provider Agreement and Provider Enrollment Profile Forms

The purpose of this memo is to provide the enclosed VFC and NCIP Provider Agreement documents for annual re-enrollment. The Centers for Disease Control and Prevention (CDC) requires all providers enrolled in the VFC Program to renew the provider agreement and enrollment profile forms on an annual basis. The CDC and NCIP Provider Agreement forms outline the conditions of the VFC and NCIP programs. The lead physician signing this agreement agrees to comply with all conditions of the VFC and NCIP Provider Agreement forms and must be a Medical Doctor (MD), or Doctor of Osteopathy (DO) licensed to practice medicine in the state of North Carolina. The individual must have authority to ensure that the practice/clinic/facility and all providers listed on the agreement will adhere to the requirements of the program.

Please review the enclosed VFC Provider Agreement and Enrollment Profile forms in detail. Pay careful attention to the enrollment numbers pre-populated for your patient population. The enrollment numbers your practice reported represent the number of children being served by age and eligibility categories who received VFC vaccine in the past 12 months. Accuracy in reporting these numbers is a critical piece in determining the correct vaccine supply for your VFC-eligible patients. Please mark through the enrollment numbers if changes are needed and write in the correct number; review the agreements for completeness; sign and return the signed, completed forms by no later than September 15, 2016; and retain a copy for your records. Completed forms may be returned by standard mail to "Immunization Branch, 1917 Mail Service Center, Raleigh, NC 27699-1917" or faxed to 1-800-544-3058.

Please note: Providers' designated primary VFC coordinators and back-up coordinators must complete approved annual training prior to re-enrollment. The 2016 VFC program training requirements may be met in one of the following ways: either by (1) completing the CDC online training "You Call the Shots - Vaccines for Children (VFC)" and "You Call the Shots - Vaccine Storage and Handling" modules at: <http://www.cdc.gov/vaccines/ed/youcalltheshots.html>, or (2) if the primary and back-up coordinator staff attended one of the NCIP regional immunization workshops held between April and June 2016. The requirement must be met prior to submission of the 2017 VFC Provider Agreement. This information *must* be checked on page (1) of the VFC Provider Agreement and **record the type of training received**. Providers that have primary and back-up VFC coordinators who have **not** completed either of these trainings must

complete the “You Call the Shots” VFC vaccine storage and handling before returning their vaccine agreements. Not completing the required training means that the practice is not in compliance with VFC requirements given to the state by CDC, and this may delay vaccine delivery to your practice until the required training has been completed.

Please contact the Immunization Help Desk if assistance is needed or if you have any questions call the help desk Monday through Friday, 8 a.m. to 5 p.m. at 1-877-873-6247. Failure to submit the re-enrollment agreements will result in suspension of vaccine delivery to your practice.

Enclosures

cc: SMT, Regional Immunization Staff, CO, Vaccine Manufactures, Elizabeth Hudgins, Frank Skwara, Terri Pennington, Peter Graber, Harita Patel, Taryn Edwards, Gregg Griggs, Ann Nichols

VACCINES FOR CHILDREN PROGRAM PROVIDER AGREEMENT

FACILITY INFORMATION			
Facility Name: NC Immunization Program		VFC Pin#: NCA999997	
Facility Address: 1917 Mail Service Center			
City: Raleigh	County: Wake	State: NC	Zip: 27699
Telephone: 919-707-5588		Fax: 919-870-4824	
Shipping Address (if different than facility address):			
City:	County:	State:	Zip:
MEDICAL DIRECTOR OR EQUIVALENT			
Instructions: <i>The official VFC registered health care provider signing the agreement must be a practitioner authorized to administer pediatric vaccines under state law who will also be held accountable for compliance by the entire organization and its VFC providers with the responsible conditions outlined in the provider enrollment agreement. The individual listed here must sign the provider agreement.</i>			
Last Name, First, MI: Doctor, Doctor	Title: Dr.	Specialty:	
License No.: 12345	Medicaid or NPI No.: 6789	Employer Identification No. (optional):	
<i>Provide Information for second individual as needed:</i>			
Last Name, First, MI: N/A	Title:	Specialty:	
License No.:	Medicaid or NPI No.:	Employer Identification No.: (optional):	
VFC VACCINE COORDINATOR			
Primary Vaccine Coordinator Name: Ima Coordinator			
Telephone: 919-707-5588	Email: ncirhelp@dhhs.nc.gov		
Completed annual training: <input checked="" type="radio"/> Yes <input type="radio"/> No	Type of training received: You Call the Shots – VFC and Storage and Handling Modules		
Back-Up Vaccine Coordinator Name: Ima Backup			
Telephone: 919-707-5588	Email: ncirhelp@dhhs.nc.gov		
Completed annual training: <input checked="" type="radio"/> Yes <input type="radio"/> No	Type of training received: You Call the Shots – VFC and Storage and Handling Modules		

PROVIDER AGREEMENT

To receive publicly funded vaccines at no cost, I agree to the following conditions, on behalf of myself and all the practitioners, nurses, and others associated with the health care facility of which I am the medical director or equivalent:

1.	I will annually submit a provider profile representing populations served by my practice/facility. I will submit more frequently if 1) the number of children served changes or 2) the status of the facility changes during the calendar year.
2.	<p>I will screen patients and document eligibility status at each immunization encounter for VFC eligibility (i.e., federally or state vaccine-eligible) and administer VFC-purchased vaccine by such category only to children who are 18 years of age or younger who meet one or more of the following categories:</p> <p>A. Federally Vaccine-eligible Children (VFC eligible)</p> <ol style="list-style-type: none">1. Are an American Indian or Alaska Native;2. Are enrolled in Medicaid;3. Have no health insurance;4. Are underinsured: A child who has health insurance, but the coverage does not include vaccines; a child whose insurance covers only selected vaccines (VFC-eligible for non-covered vaccines only). Underinsured children are eligible to receive VFC vaccine only through a Federally Qualified Health Center (FQHC), or Rural Health Clinic (RHC) or under an approved deputization agreement. <p>B. State Vaccine-eligible Children</p> <ol style="list-style-type: none">1. In addition, to the extent that my state designates additional categories of children as "state vaccine-eligible", I will screen for such eligibility as listed in the addendum to this agreement and will administer state-funded doses (including 317 funded doses) to such children. <p>Children aged 0 through 18 years that do not meet one or more of the eligibility federal vaccine categories (VFC eligible), are not eligible to receive VFC-purchased vaccine.</p>
3.	<p>For the vaccines identified and agreed upon in the provider profile, I will comply with immunization schedules, dosages, and contraindications that are established by the Advisory Committee on Immunization Practices (ACIP) and included in the VFC program unless:</p> <ol style="list-style-type: none">a) In the provider's medical judgment, and in accordance with accepted medical practice, the provider deems such compliance to be medically inappropriate for the child;b) The particular requirements contradict state law, including laws pertaining to religious and other exemptions.
4.	I will maintain all records related to the VFC program for a minimum of three years and upon request make these records available for review. VFC records include, but are not limited to, VFC screening and eligibility documentation, billing records, medical records that verify receipt of vaccine, vaccine ordering records, and vaccine purchase and accountability records.
5.	I will immunize eligible children with publicly supplied vaccine at no charge to the patient for the vaccine.
6.	I will not charge a vaccine administration fee to non-Medicaid federal vaccine eligible children that exceeds the administration fee cap of \$20.45 per vaccine dose. For Medicaid children, I will accept the reimbursement for immunization administration set by the state Medicaid agency or the contracted Medicaid health plans.
7.	I will not deny administration of a publicly purchased vaccine to an established patient because the child's parent/guardian/individual of record is unable to pay the administration fee.
8.	I will distribute the current Vaccine Information Statements (VIS) each time a vaccine is administered and maintain records in accordance with the National Childhood Vaccine Injury Act (NCVIA), which includes reporting clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS).
9.	<p>I will comply with the requirements for vaccine management including:</p> <ol style="list-style-type: none">a) Ordering vaccine and maintaining appropriate vaccine inventories;b) Not storing vaccine in dormitory-style units at any time;c) Storing vaccine under proper storage conditions at all times. Refrigerator and freezer vaccine storage units and temperature monitoring equipment and practices must meet North Carolina Immunization Program storage and handling requirements;

	d) Returning all spoiled/expired public vaccines to CDC's centralized vaccine distributor within six months of spoilage/expiration
10.	<p>I agree to operate within the VFC program in a manner intended to avoid fraud and abuse. Consistent with "fraud" and "abuse" as defined in the Medicaid regulations at 42 CFR § 455.2, and for the purposes of the VFC Program:</p> <p>Fraud: is an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes fraud under applicable federal or state law.</p> <p>Abuse: provider practices that are inconsistent with sound fiscal, business, or medical practices and result in an unnecessary cost to the Medicaid program, (and/or including actions that result in an unnecessary cost to the immunization program, a health insurance company, or a patient); or in reimbursement for services that are not medically necessary or that fail to meet professionally recognized standards for health care. It also includes recipient practices that result in unnecessary cost to the Medicaid program.</p>
11.	I will participate in VFC program compliance site visits including unannounced visits, and other educational opportunities associated with VFC program requirements.
12.	<p>For providers with a signed deputization Memorandum of Understanding between a FQHC or RHC and the North Carolina Immunization Program to serve underinsured VFC-eligible children, I agree to:</p> <ol style="list-style-type: none"> Include "underinsured" as a VFC eligibility category during the screening for VFC eligibility at every visit; Vaccinate "walk-in" VFC-eligible underinsured children; and Report required usage data <p>Note: "Walk-in" in this context refers to any underinsured child who presents requesting a vaccine; not just established patients. "Walk-in" does not mean that a provider must serve underinsured patients without an appointment. If a provider's office policy is for all patients to make an appointment to receive immunizations then the policy would apply to underinsured patients as well.</p>
13.	<p>For pharmacies, urgent care, or school located vaccine clinics, I agree to:</p> <ol style="list-style-type: none"> Vaccinate all "walk-in" VFC-eligible children and Will not refuse to vaccinate VFC-eligible children based on a parent's inability to pay the administration fee. <p>Note: "Walk-in" refers to any VFC eligible child who presents requesting a vaccine; not just established patients. "Walk-in" does not mean that a provider must serve VFC patients without an appointment. If a provider's office policy is for all patients to make an appointment to receive immunizations then the policy would apply to VFC patients as well.</p>
14.	I agree to replace vaccine purchased with federal funds (VFC, 317) that are deemed non-viable due to provider negligence on a <u>dose-for-dose</u> basis.
15.	I understand this facility or the North Carolina Immunization Program may terminate this agreement at any time. If I choose to terminate this agreement, I will properly return any unused federal vaccine as directed by the North Carolina Immunization Program.

By signing this form, I certify on behalf of myself and all immunization providers in this facility, I have read and agree to the Vaccines for Children enrollment requirements listed above and understand I am accountable (and each listed provider is individually accountable) for compliance with these requirements.

Medical Director or Equivalent Name (print):

Dr. Doctor Doctor

Signature:

Dr. Doctor Doctor

Date:

Name (print) *Second individual as needed:*

Signature:

Date:

**North Carolina Department of Health and Human Services - North Carolina Immunization Program
2017 PRIVATE PROVIDER VACCINE AGREEMENT - NCIR**

The purpose of this agreement is to authorize _____ to receive vaccines from the North Carolina Department of Health and Human Services through the Vaccines for Children (VFC) Program. The conditions of the agreement listed below are effective for calendar year 2017.

- A. The lead physician signing this agreement shall:
1. Administer vaccines provided through the North Carolina Immunization Program (NCIP), for the vaccines identified and agreed upon in the provider profile, following all Advisory Committee on Immunization Practices (ACIP) guidelines, charging no third-party for the cost of vaccine. Vaccines received under this agreement must be directly administered to eligible patients according to the most recent NCIP Coverage Criteria and may not be given to non-NCIP health care providers or sold to any other health care provider or to any other person. Incidents of fraud and abuse can result in federal charges and must be reported to the Immunization Branch for investigation per the Fraud and Abuse Policy of the NCIP.
 2. Third party billing for administration fees are permitted in accordance with the individual's insurance plan.
 3. Impose no inappropriate condition or cost, such as a well-child visit, as a prerequisite to receiving vaccines. Charge no office fee in addition to the administration fee for an immunization-only or walk-in visit.
 4. Record the following for each dose of vaccine administered in the NCIR: (a) the manufacturer, (b) lot number, (c) date of administration, (d) administration site and route, (e) date the relevant current VIS was given, (f) date printed on the VIS, and (g) name, address, and title of the provider who administered the vaccine.
 5. Provide a signed immunization record, at no charge, to the parent, guardian, or patient each time an immunization is given as specified in G.S. 130A-154 and when needed for schools, childcare facilities, colleges/universities, or wherever immunization records are required. Keep immunization records, either electronically or in paper form, according to the retention of medical records position statement of the North Carolina Medical Board.
 6. Share immunization data upon request as specified in G.S. 130A-153 and 10A NCAC 41A 0406.
 7. Assume responsibility for the staff who order, store, administer and report vaccine usage. Ensure all current and new staff are fully trained in vaccine ordering, storing, handling, administration, use of the NCIR, reporting guidelines, and transportation of vaccine in an emergency situation annually, or more often as needed. Provide documentation (i.e. log sheet) of training participants and dates upon request of NCIP.
 8. Assume accountability for all state supplied vaccines received by your practice/agency:
 - a. Complete a physical inventory of all state-supplied vaccine at least weekly and properly reconcile with the NCIR at least monthly, with the recommendation of bi-weekly;
 - b. Electronically record all vaccines into the NCIR at the time of administration or by the close of business the day the immunization is given;
 9. Store vaccine on hand according to the most recent *NCIP Minimum Required Vaccine Ordering, Handling and Storage Procedures*.
 10. The provider may be subject to the most current Financial Restitution Policy if vaccines are found to be wasted through the provider's failure to properly store, handle, or rotate the vaccine.
 11. Notify the Immunization Branch thirty days prior to a change in the lead physician who signed this agreement.
 12. Notify the Immunization Branch immediately when there are changes to the vaccine coordinator or back-up vaccine coordinator or a change in the facility shipping and mailing address.
 13. Report all suspected or confirmed cases of vaccine preventable diseases to the local health department within 24 hours as specified in GS 130A-135 and 10A NCAC 41A .0101.
- B. With respect to the North Carolina Immunization Registry (NCIR), the Lead Physician signing this agreement shall:
1. Designate a minimum of two NCIR Administrators, with active, up-to-date internet email addresses, to ensure that the access level for each user does not exceed that individual's role in the agency and that access is only within the user's scope of work. Deactivate all users immediately should they leave your practice.
 2. Require all users accessing NCIR under your authority to sign a *User Confidentiality Agreement*, if they do not currently have one on file at your facility. The agreement must be made available to the Immunization Branch upon request.
 3. As much as possible, assure that all patient names entered into the NCIR reflect the patient's true, legally-documented, complete name (e.g. birth certificate).
 4. Ensure your facility has a contingency plan in place for use during periods of internal Internet disruption and/or NCIR outages.
 5. Acknowledge and agree that the software does not make medical decisions and is not a substitute for competent, properly trained, and knowledgeable staff who bring professional judgment and analysis to the information presented by the software.

The Immunization Branch or provider may terminate this agreement at any time for personal reasons or failure to comply with conditions A.1 through B.5. The provider is required to comply with any additional VFC requirements as the CDC or NCIP may from time to time impose. Upon termination, the provider must properly store, handle, and return all viable, unused NCIP vaccine. All suspensions of eligibility shall be in accordance with G.S. 130A. Individuals and facilities on the "List of Excluded Individuals and Entities" published by the Department of Health and Human Services Office of the Inspector General are prohibited from participating in federally-funded health care programs including the VFC Program.

I understand the terms of this agreement and agree to comply with this agreement and the rules promulgated by the State of North Carolina.

Physician's Signature
(DO NOT USE A STAMP)

Physician's Name
(PRINT OR STAMP)

Federal Tax ID

Physician's
Medical License #

Date

INSTRUCTIONS

PURPOSE:

This document constitutes a legal agreement under which the North Carolina Immunization Branch may provide vaccines to a private provider to immunize patients and access to the North Carolina Immunization Registry.

PREPARATION:

1. Prepare an original and a copy.
2. Print or type the practice's name.
3. The signature must be of a Medical Doctor or Doctor of Osteopathy licensed to practice medicine in North Carolina.
4. The physician's signature must be an original; a stamp is not acceptable.
5. The agreement shall be available for review by Immunization Branch personnel.

DISTRIBUTION:

1. Mail or fax agreement to:

**Immunization Branch
1917 Mail Service Center
Raleigh, North Carolina 27699-1917**

Fax: 1-800-544-3058

2. Retain a copy for your records.

DISPOSITION:

Completed (signed and dated) form must be retained until participation in the state-supplied vaccine program ends and for ten years following the end of the calendar year in which the agreement is terminated or for ten years following the year any vaccine recipient was immunized during the final year of the agreement. If a notice of a claim or lawsuit has been made, this agreement(s) should be retained until after final disposition of the claim or litigation (including appeals).

SUPPORTING DOCUMENTS:

Supporting documents, additional forms, and Branch policies may be obtained at <http://www.immunize.nc.gov/> or by calling 1-877-873-6247.

2017 North Carolina Immunization Program (NCIP) Provider Profile for:

All health care providers participating in the Vaccines for Children (VFC) program must complete this form annually, or more frequently if the number of children served changes or the status of the facility changes during the calendar year.

DATE COMPLETED: ____ / ____ / 2016

1. FACILITY INFORMATION (verify the information is correct):

Facility Name: _____ Federal Tax ID: _____
 Facility Mailing Address: _____
 City (Mailing) _____ State: **NC** Zip Code (Mailing) _____

2. FACILITY TYPE (select best option):

- | | | |
|--|---|--|
| <p>Private Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> PRIVATE HOSPITAL <input type="checkbox"/> PRIVATE PRACTICE (SOLO, GROUP, HMO) <input type="checkbox"/> PRIVATE PRACTICE (AS AGENT FOR FQHC/RHC-DEPUTIZED) <input type="checkbox"/> COMMUNITY HEALTH CENTER <input type="checkbox"/> PHARMACY <input type="checkbox"/> BIRTHING HOSPITAL <input type="checkbox"/> SCHOOL-BASED CLINIC <input type="checkbox"/> TEEN HEALTH CENTER <input type="checkbox"/> ADOLESCENT ONLY PROVIDER | <p>Public Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> PUBLIC HEALTH DEPARTMENT CLINIC <input type="checkbox"/> PUBLIC HEALTH DEPARTMENT (AS AGENT FOR FQHC) <input type="checkbox"/> PUBLIC HOSPITAL <input type="checkbox"/> FQHC/RHC (COMMUNITY, MIGRANT, RURAL) <input type="checkbox"/> COMMUNITY HEALTH CENTER <input type="checkbox"/> TRIBAL OR INDIAN HEALTH SERVICE <input type="checkbox"/> WOMEN, INFANTS, AND CHILDREN (WIC) <input type="checkbox"/> STD/HIV <input type="checkbox"/> FAMILY PLANNING | <ul style="list-style-type: none"> <input type="checkbox"/> JUVENILE DETENTION CENTER <input type="checkbox"/> CORRECTIONAL FACILITY <input type="checkbox"/> DRUG TREATMENT FACILITY <input type="checkbox"/> MIGRANT HEALTH FACILITY <input type="checkbox"/> REFUGEE HEALTH FACILITY <input type="checkbox"/> SCHOOL-BASED CLINIC <input type="checkbox"/> TEEN HEALTH CENTER <input type="checkbox"/> ADOLESCENT ONLY PROVIDER |
|--|---|--|

3. VACCINES OFFERED (select only one box):

- All ACIP Recommended Vaccines for children 0 through 18 years of age.
- Offers Select Vaccines (indicate select vaccines administered, below)

<input type="radio"/> DTaP	<input type="radio"/> HPV	<input type="radio"/> Pneumococcal Conjugate	<input type="radio"/> TD
<input type="radio"/> Hepatitis A	<input type="radio"/> Influenza	<input type="radio"/> Pneumococcal Polysaccharide	<input type="radio"/> Tdap
<input type="radio"/> Hepatitis B	<input type="radio"/> Meningococcal Conjugate	<input type="radio"/> Polio	<input type="radio"/> Varicella
<input type="radio"/> HIB	<input type="radio"/> MMR	<input type="radio"/> Rotavirus	<input type="radio"/> Other, specify:

4. PROVIDER POPULATION (correct any incorrect information):

VFC Vaccine Eligibility Categories	# of Children Who Received VFC Vaccine by Age Category			
	< 1 Year	1 - 6 Years	7 - 18 Years	Total
Enrolled in Medicaid	13	74	155	242
No Health Insurance	3	23	131	157
American Indian/Alaska Native	0	1	1	2
Underinsured* (only applicable for FQHC/RHC or deputized facilities)	0	1	9	10
Total VFC:	16	99	296	411
Non-VFC Vaccine Eligibility Categories	# of Children Who Received Non-VFC Vaccine by Age Category			
	< 1 Year	1 - 6 Years	7 - 18 Years	Total
Insured (private pay/health insurance covers vaccines)	1	15	77	93
North Carolina Health Choice	0	5	37	42
Total Non-VFC:	1	20	114	135
Total Patients (sum of Total VFC + Total Non-VFC)	17	119	410	546

* Insurance that does not include vaccines or only covers specific vaccine types.

PROVIDERS PRACTICING AT THIS FACILITY (additional spaces for providers at end of form)

Instructions: List below all licensed health care providers (MD, DO, NP, PA, pharmacist) at your facility who have prescribing authority.

Provider Name:	Title	License No:	Medicaid or NPI No.	EIN (Optional)

SAMPLE

North Carolina Immunization Program 2017 Provider Feedback Survey

We would love to hear what you think about the North Carolina Immunization Program (NCIP). Please take a minute to complete the following survey with respect to our program over the past year. Your answers will help us improve the program to serve both you and our children better. On behalf of the North Carolina Immunization Branch, thank you for your time. NCA999997

Person/Title Completing the Survey (*optional*): _____

PLEASE RATE YOUR EXPERIENCE FOR THE FOLLOWING QUESTIONS USING THE SCALE PROVIDED.

Very Satisfied → Very Dissatisfied

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. The support, information, and materials provided by NCIP program staff. | ☺ | ○ | ○ | ○ | ☹ | NA |
| 2. The helpfulness and professionalism of NCIP Helpdesk staff. | ☺ | ○ | ○ | ○ | ☹ | NA |
| 3. The helpfulness and professionalism of NCIP Regional Nurse and Program Consultants. | ☺ | ○ | ○ | ○ | ☹ | NA |
| 4. The ease of screening patients for Vaccines For Children (VFC) eligibility. | ☺ | ○ | ○ | ○ | ☹ | NA |
| 5. The ease of NCIP record keeping. | ☺ | ○ | ○ | ○ | ☹ | NA |
| 6. The ease of using NCIP vaccine ordering system. | ☺ | ○ | ○ | ○ | ☹ | NA |
| 7. The timeliness of NCIP supplied vaccine delivery. | ☺ | ○ | ○ | ○ | ☹ | NA |
| 8. The condition of NCIP supplied vaccine at delivery. | ☺ | ○ | ○ | ○ | ☹ | NA |
| 9. Overall satisfaction with NCIP (if unsatisfied with NCIP, please provide comments). | ☺ | ○ | ○ | ○ | ☹ | NA |

10. What recommendations do you have for improving NCIP?

11. Overall satisfaction with the North Carolina Immunization Registry (NCIR). ☺ ○ ○ ○ ☹ NA

12. What recommendations do you have for improving the NCIR?

Any additional comments:

Please fax or mail your completed form to:

Immunization Branch
1917 Mail Service Center
Raleigh, NC 27699-1917

or

1-800-544-3058