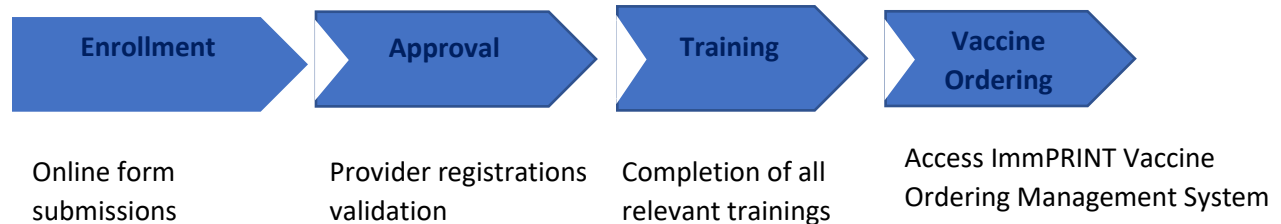


## ImmPRINT COVID-19 Vaccine Provider Enrollment Overview

To receive and administer COVID-19 vaccine, vaccination providers must enroll in the Alabama Department of Public Health's ImmPRINT COVID-19 Vaccination Program.



Each vaccination site within an organization, must enroll in ImmPRINT to participate in COVID-19 vaccine program. If your site is already enrolled in ImmPRINT, you do not need to re-enroll. Go to Complete the COVID-19 Provider Agreement and Profile.

### ➤ **Enroll in ImmPRINT**

To enroll in ImmPRINT, please go online: <https://siis.state.al.us/ImmPRINT/login/login.aspx>

1. Complete *Initial Site Enrollment Agreement*
2. Immunization staff will review, verify, and approve your agreement.
3. Your site will be contacted by Immunization Division (IMM) Field Compliance Staff to conduct ImmPRINT training for the site administrator, either via WebEx, FaceTime, or by phone and pictures.
4. Site Administrator activates site users.

### ➤ **Complete COVID-19 Provider Agreement and Profile**

To complete the COVID-19 Provider Agreement and Profile:

To complete the COVID-19 Provider Agreement and Profile:

1. Login to ImmPRINT, <https://siis.state.al.us/ImmPrint/login/login.aspx>, after ImmPRINT enrollment process is complete.
2. Click on *ImmPRINT Registry widget*
3. Click *Special Projects*
4. Select *COVID-19 Enrollment Form*
5. Complete *the Provider Agreement and Profile*, which includes:
  - a) *Provider address and contact information*
  - b) *Chief Medical Officer and Chief Executive Officer contact information*
  - c) *Primary COVID-19 Vaccine Coordinator & Vaccine Back-Up Coordinator*  
Both are required to complete vaccine storage & handling training consisting of "You Call the Shots"-Module Ten-Storage and Handling-2020 weblink

For more information or questions email [immprint@adph.state.al.us](mailto:immprint@adph.state.al.us)

<https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>

Continuing education and download certificate instructions weblink

<https://tceols.cdc.gov/Home/Steps>

Upload of certificate of completion into this profile agreement required **BEFORE** contacted by Immunization field compliance staff to complete training

- d) *Contact Information for the Sites Back-Up COVID-19 Vaccine Coordinator*
  - e) *Site Shipment Address*
  - f) *Days and Times to deliver the vaccine*
  - g) *Select Provider Type*
  - h) *Choose the vaccinating location setting*
  - i) *Estimate number of staff and patient your site may serve*
6. Immunization staff will review responses, verify licenses, OIG list, and authorize your COVID-19 agreement.
  7. Your site will be contacted by Immunization Division (IMM) Field Compliance Staff to conduct ImmPRINT, agreement, profile, and vaccine storage and handling training for the site administrator, either via WebEx, FaceTime, or by phone with pictures of storage units and thermometers.
  8. Once activated, your site will be notified to order COVID-19 vaccine in ImmPRINT through the *Vaccine Ordering Management System*.

Please note: Due to the phased approach for vaccine distribution, providers may be prioritized for COVID-19 vaccine ordering based on the volume of critical population served. ImmPRINT will send you an email when your vaccination location may order COVID-19 vaccine. Phased Approach to COVID-19 Vaccination:

- Phase 1: Potentially limited doses available
- Phase 2: Large number of doses available
- Phase 3: Sufficient supply of doses available

➤ **COVID-19 Provider Agreement Requirements Summary**

1. 1. Administer COVID-19 vaccine in accordance with all CDC requirements and CDC's Advisory Committee on Immunization Practices(ACIP).
2. Enter all COVID-19 vaccine administered doses required data elements within 24 hours into ImmPRINT. Please include the patient's email for second dose reminder.
3. Preserve administered records for at least 3 years
4. Do not sell or seek reimbursement for COVID-19 vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies provided by federal government.
5. Administer COVID-19 vaccine regardless of the vaccine recipient's ability to pay COVID-19 vaccine administration fees.
6. Provide Emergency Use Authorization (EUA) fact sheet or Vaccine Information Statement (VIS) before administering COVID-19 vaccine.
7. Conduct COVID-19 vaccination services in compliance with CDC's Guidance, **including** <https://vaccinefinder.org> daily inventory, for Immunization Services During the COVID-19 Pandemic for safe delivery of vaccines.
8. Comply with CDC requirements for COVID-19 vaccine management.

For more information or questions email [immprint@adph.state.al.us](mailto:immprint@adph.state.al.us)

- a) Store and handle COVID-19 vaccines properly, maintain cold chain conditions, and chain of custody at all times.
  - b) Monitor vaccine-storage-unit temperatures at all times. ADPH will provide when available for ultra-cold vaccine.
  - c) Comply with AL's Immunization Division guidance for temperature excursions supplied by IMM field staff.
  - d) Monitor and comply with COVID-19 vaccine expiration dates.
9. Report the number of doses of COVID-19 vaccine and adjuvants that were unused, spoiled, expired, or wasted in ImmPRINT when available.
  10. Comply with all federal instructions and timelines for disposing COVID-19 vaccine and adjuvant when available.
  11. Report moderate and severe adverse events following vaccination to the Vaccine Adverse Event Reporting System (VAERS), <https://vaers.hhs.gov/esub/index.jsp>.
  12. Provide a completed COVID-19 vaccination record card to every COVID-19 vaccine recipient as a reminder for second dose if applicable.