



MEMO

TO: North Dakota Prevention Partnership Providers
FROM: Abbi Pierce, MPH 
Vaccines for Children (VFC) Manager
RE: 2014 Prevention Partnership Enrollment
DATE: February 18, 2014

Annually, all providers currently enrolled in the Prevention Partnership Program are required to renew their enrollment in this program. Please complete and return the originals of the **Provider Enrollment, Provider Profile and Vaccine Storage Certification** forms to the NDDoH by **March 14, 2014**.

The following instructions pertain to each form:

PROVIDER ENROLLMENT FORM (Yellow)

The chief physician or medical director who signs standing orders for immunizations is required to sign the Provider Enrollment Form. All other persons with prescription-writing authority who administer state-supplied vaccine must be listed on the Provider Enrollment form. If provider information changes (i.e., providers join or leave the practice), it must be reported to the NDDoH Immunization Program as soon as possible. **Providers should read the enrollment form in its entirety and ensure that all program requirements are being met by the facility. Compliance with program requirements will be assessed at provider site visits, at a minimum of every other year.**

Additional data fields that are included in the 2014 Prevention Partnership Enrollment form are explained here:

- VFC Pin#: This pin is the same as the provider ID, NDIIS #, THOR Pin or Prevention Partnership ID.
- Employer Identification Number (EIN): Also known as a federal tax identification number and is used to identify a business entity.
- Completed Annual Training: Have the primary and secondary vaccine coordinators completed both the 2013 Storage and Handling **AND** VFC Training?
 - Type of Training Received: Storage and Handling and/or VFC Training.
 - Please note that if the primary and secondary vaccine coordinators have not completed this training, your facility will be unable to enroll in the Prevention Partnership Program and therefore be unable to order state-supplied vaccine.

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The Immunization Program is asking all Prevention Partnership providers for their current e-mail addresses on the Provider Enrollment. E-mail will be used to inform providers of new recommendations and other important information in the ever-changing world of immunizations. If your facility does not have e-mail capabilities, please indicate this on the Provider Enrollment. PROVIDER PROFILE FORM (Salmon)

Please indicate any changes in the address, phone number, or any special delivery instructions using the Provider Profile Form.

"Provider Estimates" have been completed for you based on North Dakota Immunization Information System (NDIIS) data for calendar year 2013. If you disagree with the pre-populated estimates, please cross them out and change them. If NDIIS data is unavailable for your facility, you will have to complete this portion on your own using benchmarking or encounter data.

Underinsured children may only be vaccinated with VFC vaccine at a rural health center (RHC), federally qualified health center (FQHC), or local public health unit due to changes in federal policy regarding delegation of authority. Delegation of Authority Agreements from 2007 between Coal Country Community Health Center and private providers in North Dakota are no longer valid.

Federal 317 vaccine may be used to vaccinate underinsured children at private provider offices in North Dakota. Private providers should continue to vaccinate underinsured children with state-supplied vaccine and enter the doses into the NDIIS as underinsured.

VACCINE STORAGE CERTIFICATION (Green)

In order to receive state-supplied vaccine, the storage certification form must be completed including facility contact information and storage and handling information. **As a reminder, as of January 1, 2013, dorm-style refrigerators cannot be used for the storage of any state-supplied vaccine, this includes temporary storage.**

An updated 2014 Vaccine Management Policy is included with the enrollment forms. The Vaccine Loss and Fraud and Abuse policies are now included in the 2014 Vaccine Management Policy.

Starting on January 1, 2014 a change was made to how vaccines are repaid according to the vaccine loss policy. All vaccine loss that meets thresholds as defined in the 2014 Vaccine Management Policy will now require providers to purchase private vaccine to replace expired, wasted, loss or spoiled state-supplied vaccine on a dose-for-dose basis. Providers will receive an invoice from the NDDoH Immunization Program outlining wasted vaccine that will need to be replaced. The provider will then have 60 days to replace this vaccine with the same type of privately purchased vaccine.

If you have any questions, please contact the NDDoH Immunization Program at 701.328.3386 or toll-free at 800.472.2180.

Thank you for your participation in this important program.

Enclosures