

Provider New Enrollment Checklist

Providers interested in enrolling in the Washington State Childhood Vaccine Program must review the following information and submit all required documentation prior to scheduling an enrollment visit.

1. Review Vaccine Storage Unit & Thermometer Requirements

*Must have required equipment installed prior to scheduling an enrollment visit.

- [Vaccine Storage Unit Guide](#): Must have pharmaceutical grade storage units or commercial stand-alone refrigerators and freezers. Pharmaceutical grade is strongly recommended.
- [Thermometer Guide](#) and [Temperature Monitoring Guidelines](#): Must have digital data loggers or continuous monitoring systems. Required to have one thermometer per storage unit and at least one back-up thermometer per site.

2. Review Program Requirements

*Must be able to meet all program requirements and agree to comply with program policies.

- Review all program requirements in the [Provider Enrollment Agreement](#).
- [Vaccine Loss Policy](#): Outlines processes and repercussions for vaccine loss.
- [Eligibility for Publicly Funded Vaccines – A Guide for Providers](#): Must screen and document patient eligibility status before administering publicly supplied vaccines.
- [Washington Vaccine Association \(WVA\)](#): Must follow the Dosage-Based Assessment process outlined by the WVA for children with private/commercial health insurance.

3. Complete required training:

- Primary and back-up vaccine coordinators must complete the **CDC You Call the Shots Annual Trainings**: [Vaccines for Children \(VFC\)](#) and [Vaccine Storage and Handling](#). Follow these [steps](#) to obtain training certificates.

4. If clinic can meet all requirements, submit the following documentation to WAChildhoodVaccines@doh.wa.gov:

- [Provider Enrollment Agreement](#)
 - Agreement must be completed in full and signed (original signature) by a health care practitioner authorized by law to prescribe and administer pediatric vaccines in Washington State.
 - Pharmacies must have a collaborative drug therapy agreement in place with a provider who has an active and valid WA State medical license.
- Complete the [Immunization Information System \(IIS\) Sharing Agreement](#) if your organization does not already participate in the IIS (see the [participating organizations list](#)).
- Complete all sections of the [Vaccine Management Plan](#) template.
- Provide certificates of calibration for primary refrigerator and freezer thermometers and a back-up thermometer.
- Provide 3-5 days of downloaded thermometer data and completed [DOH Temperature Monitoring Log](#) showing stable, in-range temperatures.
- Provide primary and back-up coordinator You Call the Shots training certificates.

Questions? Contact WAChildhoodVaccines@doh.wa.gov or (360) 236-2829.