

Enrolling a New Provider Into the Michigan VFC Program

A checklist of things to remember...

- ✓ Take a (current) *Resource Book for VFC Providers* to your initial visit
 - Briefly review all 5 sections of the manual with the staff.
 - Mark important forms and sections with Post-It[®] flags for them to review (strongly encourage them to read the entire manual at some point to become familiar with the program)
- ✓ Have the provider fill out the appropriate *Provider Enrollment Form*, including the *Varicella & MMRV Certification and Agreement Form* if they will be administering varicella-containing vaccine, as well as the *Provider Storage Capacity Survey*.
 - Pay special attention to #1 through #15 and go over what each one means. If they are not comfortable agreeing to each one, they should not be enrolling in the VFC Program.
 - Be sure to fill out the provider profile. If they are a brand new practice, have them estimate their numbers. Use your judgment on how much supply you want them to have to start. Do not submit a blank profile.
- ✓ Complete a VFC Site Visit Questionnaire for a new enrollment visit
 - For sections that may not yet be applicable, ask them to answer based on their anticipation/expectation.
- ✓ Before giving the practice vaccine, be sure to review at least two weeks worth of temperature logs. If they did not have approved refrigeration/freezer units in place at the time of the original visit, you must re-visit the site, update storage survey and review Section 2 of questionnaire in detail.
- ✓ Leave an AIM Provider Tool Kit with the practice
 - Briefly review the sections and show them how this kit can help their practice.
- ✓ Encourage and set up AFIX & INE visits
 - Set precedence with the practice that all applicable INE modules and an AFIX session should be completed within the first year of the program.
- ✓ Coordinate MCIR trainings including VIM set up before vaccine ordering.
- ✓ Remember, the groundwork you lay down in your first meeting with the provider will set the foundation for all future correspondence with the practice. Be friendly, be responsive, and be clear with your expectations!