

2018 VACCINES FOR CHILDREN PROGRAM PROVIDER AGREEMENT

FACILITY INFORMATION			
Facility Name:			VFC Pin#:
Facility Address:			
City:	County:	State:	Zip:
Telephone:		Fax:	
Shipping Address (if different than facility address):			
City:	County:	State:	Zip:
MEDICAL DIRECTOR OR EQUIVALENT			
<p>Instructions: 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.</p>			
Last Name, First, MI:		Title:	Specialty:
Email:	License No.:	Medicaid or NPI No.:	Employer Identification No. (optional):
Provide Information for second individual as needed:			
Last Name, First, MI:		Title:	Specialty:
License No.:		Medicaid or NPI No.:	Employer Identification No. (optional):
VFC VACCINE COORDINATOR			
Primary Vaccine Coordinator Name:			
Telephone:		Email:	
Completed annual training: Yes No		Type of training received:	
Back-Up Vaccine Coordinator Name:			
Telephone:		Email:	
Completed annual training: Yes No		Type of training received:	

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 \$20.80 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> <ul 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 New Mexico VFC 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.	<p>I will participate in VFC program compliance site visits including unannounced visits, and other educational opportunities associated with VFC program requirements.</p>
12.	<p>I agree to replace vaccine purchased with state and federal funds (VFC, 317) that are deemed non-viable due to provider negligence on a dose-for-dose basis.</p>
13.	<p>For pharmacies, urgent care, or school located vaccine clinics, I agree to:</p> <ul style="list-style-type: none"> a) Vaccinate all "walk-in" VFC-eligible children and b) Will not refuse to vaccinate VFC-eligible children based on a parent's inability to pay the administration fee. <p><i>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</i></p>
14.	<p>I understand and will uphold NMSA 1978 24-5-8, which states any healthcare provider that offers immunization services is required to enter immunization records into the New Mexico Statewide Immunization Information System (NMSIIS), for all vaccines and all patients from birth to death.</p>
15.	<p>I understand this facility or the New Mexico VFC 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 New Mexico VFC Program.</p>

<p><i>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.</i></p>	
<p>Medical Director or Equivalent Name (print):</p>	
<p>Signature:</p>	<p>Date:</p>
<p>Name (print) <i>Second individual as needed:</i></p>	
<p>Signature:</p>	<p>Date:</p>



**New Mexico Vaccines for Children (VFC) Program
Provider Profile Form**

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: ____/____/____

VFC PIN # _____

FACILITY INFORMATION

Provider's Name:		
Facility Name:		
Vaccine Delivery Address:		
City:	State:	Zip:
Telephone:	Email:	

FACILITY TYPE (select facility type)

Private Facilities	Public Facilities	
<input type="checkbox"/> Private Hospital <input type="checkbox"/> Private Practice (solo/group/HMO) <input type="checkbox"/> Private Practice (solo/groups 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 <input type="checkbox"/> Other _____	<input type="checkbox"/> Public Health Department Clinic <input type="checkbox"/> Public Health Department Clinic as agent for FQHC/RHC-deputized <input type="checkbox"/> Public Hospital <input type="checkbox"/> FQHC/RHC (Community/Migrant/Rural) <input type="checkbox"/> Community Health Center <input type="checkbox"/> Tribal/Indian Health Services Clinic <input type="checkbox"/> Woman, Infants and Children <input type="checkbox"/> Other _____	<input type="checkbox"/> STD/HIV <input type="checkbox"/> Family Planning <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

VACCINES OFFERED (select only one box)

All ACIP Recommended Vaccines for children 0 through 18 years of age

Offers Select Vaccines (**This option is only available for facilities designated as Specialty Providers by the VFC Program**)

A "Specialty Provider" is defined as a provider that only serves (1) a defined population due to the practice specialty (e.g. OB/GYN; STD clinic; family planning) or (2) a specific age group within the general population of children ages 0-18. Local health departments and pediatricians are not considered specialty providers. The VFC Program has the authority to designate VFC providers as specialty providers. At the discretion of the VFC Program, enrolled providers such as pharmacies and mass vaccinators may offer only influenza vaccine.

Select Vaccines Offered by Specialty Provider:

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

PROVIDER POPULATION

Provider Population is based on patients seen during the previous 12 months. Report the number of children who received vaccinations at your facility, by age group. Only count a child once based on the status at the last immunization visit, regardless of the number of visits made. The following table documents how many children received VFC vaccine, by category, and how many received non-VFC vaccine.

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				
No Health Insurance				
American Indian/Alaska Native				
Underinsured in FQHC/RHC or deputized facility ¹				
Total VFC:				
Non-VFC Vaccine Eligibility Categories	# of children who received non-VFC Vaccine by Age Category			
	<1 Year	1-6 Years	7-18 Years	Total
Have Health Insurance (covered by state universal vaccine plan)				
Other Underinsured ²				
Total Non-VFC:				
Total Patients: (must equal sum of Total VFC + Total Non-VFC)				

¹Underinsured includes children with health insurance that does not include vaccines or only covers specific vaccine types. Children are only eligible for vaccines that are not covered by insurance.

In addition, to receive VFC vaccine, underinsured children must be vaccinated through a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC) or under an approved deputized provider. The deputized provider must have a written agreement with an FQHC/RHC and the state/local/territorial immunization program in order to vaccinate these underinsured children.

²Other underinsured are children that are underinsured but are not eligible to receive federal vaccine through the VFC program because the provider or facility is not a FQHC/RHC or a deputized provider. However, these children may be served if vaccines are provided by the state program to cover these non-VFC eligible children.

TYPE OF DATA USED TO DETERMINE PROVIDER POPULATION (choose all that apply)

- Benchmarking
- Medicaid Claims
- IIS
- Other (must describe):
- Doses Administered
- Provider Encounter Data
- Billing System

Click box below to attach copy of license; click box and follow prompt instructions.
 1. "Comment Box" is located on the top right hand side of this page, 2. Click the paper clip icon, 3. Click box below and locate desired attachment from your personal files. ****YOU MUST ATTACH LICENSE PRIOR TO PROCEEDING**

STORAGE AND HANDLING

1. I will adhere to the CDC Vaccine Storage & Handling Toolkit and all requirements and protocols set forth by the New Mexico Department of Health, including temperature log requirements and protocols for out-of-range temperatures.
2. I will use digital data loggers (specifically the VFC 400 brand data logger) to monitor temperatures for all of my site's refrigerators and freezers that store VFC and state-supplied vaccines. I will maintain current certificates of calibration for my data loggers at all times.
3. I will ensure the Routine Vaccine Management Plan is complete, up-to-date, and filed with my CDC Vaccine Storage and Handling Toolkit near the vaccine storage units at my site.
4. I will ensure the Emergency Vaccine Management Plan is complete and up-to-date, is posted on the refrigerator/freezer, and that *all staff are familiar with this plan*.
5. I will complete a VFC Provider Change of Information electronically in NMSIIS *immediately* if any changes occur including, but not limited to, our site's physical address, shipping address, delivery hours or times, email address, VFC Primary or Back-up Vaccine Coordinator name and/or contact information, provider contact information, Medical Director or equivalent.
6. I will enter all VFC and state-supplied vaccine inventory into NMSIIS appropriately and perform regular* inventory reconciliations at least 3-5 business days prior to placing vaccine orders.
7. I will place vaccine orders within the monthly time frame, or "window", assigned to my site.
8. I will not charge patients or insurance companies for vaccines received from the New Mexico Department of Health/VFC Program.
**Recommended frequency: every month*

REFRIGERATOR AND FREEZER REQUIREMENTS

1. I understand that when my refrigerators or freezers need to be replaced, they *must* be replaced with stand-alone refrigerators and stand-alone freezers. If my site is enrolling as a new VFC provider, stand-alone refrigerators and stand-alone freezers are *required*.
2. Frost-free units with an automatic defrost cycle are preferred. If a manual defrost freezer is used, it requires weekly monitoring and defrosting when frost is 1-centimeter-thick on the inside walls; an on-site VFC-approved backup freezer is required for the temporary storage of frozen vaccine during manual defrost of the primary unit. A frost-free unit with an automatic defrost cycle is preferred if regular manual defrosting cannot be assured, or there is no approved on-site backup freezer.
3. I will *never* store vaccine in a dormitory-style unit, and understand that these units are not permitted for vaccine storage at any time.

VACCINE ORDERING VIA NMSIIS

1. Should my staff, representative, or I access NMSIIS (New Mexico State Immunization Information System), I agree to:
 - a. Be bound by NMSIIS's terms of use for interacting with the online ordering system. I further agree to be bound by any applicable federal laws, regulations or guidelines related to accessing NMSIIS and ordering publicly funded vaccines, and
 - b. In advance of any NMSIIS access by my staff, representative or myself, I will identify each member of my staff or representative who is authorized to order vaccines on my behalf. In addition, I will maintain a record of each staff member who is authorized to order vaccines on my behalf. If changes occur, I will inform my state immunization program within 24 hours of any change in status of current staff members or representatives who are no longer authorized to order vaccines, or the addition of any new staff authorized to order on my behalf. I certify that my identification is represented correctly on this provider enrollment form.

ACKNOWLEDGMENT

I acknowledge the above requirements and will adhere to New Mexico VFC Program protocols and guidelines. Receipt and acceptance of VFC program vaccine after the date of electronic signature is additional acknowledgement and acceptance of the terms outlined in the agreement.

 Medical Director or Equivalent Name (print)

 VFC pin #

 Signature

 Date



New Mexico Vaccines for Children (VFC) Program
Provider Hours of Operation

Select the days and enter the times for your facility's operations.

MONDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)

TUESDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)

WEDNESDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)

THURSDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)

FRIDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)



New Mexico Vaccines for Children (VFC) Program
Vaccine Delivery Information

Select the days and enter times your facility is able to receive vaccine deliveries. Exclude lunch hours if the office is closed. Note: *Vaccines are not delivered on Mondays.*

TUESDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)

WEDNESDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)

THURSDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)

FRIDAY

From (hh:mm)

To (hh:mm)

From (hh:mm)

To (hh:mm)

Will your facility order frozen vaccines (MMRV and Varicella)?