

# Bridge Provider Enrollment Checklist

Review the Bridge Access Program Enrollment Job Aid
Identify a primary vaccine coordinator and backup vaccine coordinator <ul style="list-style-type: none"><li>• <b>NOTE:</b> One primary and backup are required, but a site may have more than one backup identified</li></ul>
Set up PhilaVax access <ul style="list-style-type: none"><li>• Fill out PhilaVax user agreement <b>form</b></li><li>• Primary, backup, and medical director will need their own logins</li></ul>
Complete all sections of enrollment form in PhilaVax :  Primary and Backup coordinators will complete required trainings <ul style="list-style-type: none"><li>• Online ordering training <b>video</b> and <b>quiz</b>.</li><li>• Storage and Handling training <b>video</b> and <b>quiz</b>.</li></ul> Review the Provider Agreement and adhere to all requirements <ul style="list-style-type: none"><li>• Medical director will need to sign the agreement in their personal PhilaVax account once the enrollment form has been started</li></ul> Remaining sections <ul style="list-style-type: none"><li>• Use staff change <b>guide</b> to add any relevant staff members</li><li>• Use this <b>guide</b> to update clinic information</li><li>• Input provider population</li><li>• Select source of data for provider population</li></ul>
Receive vaccine storage unit approval from Storage and Handling team
Set up IIS reporting for vaccines administered
Attend virtual enrollment visit <ul style="list-style-type: none"><li>• Bridge staff will reach out to schedule a visit</li></ul>
Complete the Vaccine Management plan

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## Support Contacts:

### General questions:

- Bridge Coordinator: [Nyandra.Mcfadden@phila.gov](mailto:Nyandra.Mcfadden@phila.gov)
- General COVID-19 Vaccine: [covidproviders@phila.gov](mailto:covidproviders@phila.gov)

### Education/Trainings:

- Bridge Access/COVID-19: [Kimberlee.Ledford@phila.gov](mailto:Kimberlee.Ledford@phila.gov)
- General: [DPHProviderhelp@phila.gov](mailto:DPHProviderhelp@phila.gov)

### PhilaVax access:

- Contact [PhilaVax@phila.gov](mailto:PhilaVax@phila.gov)

### Storage and Handling or Digital Data Logger questions:

- Email [TempCheck@phila.gov](mailto:TempCheck@phila.gov)
- Or Call (215-685-6777)

### Vaccine reconciliations:

- Contact [DPHProviderHelp@phila.gov](mailto:DPHProviderHelp@phila.gov)

### Vaccine orders:

- Contact: [Christine.Wilson@phila.gov](mailto:Christine.Wilson@phila.gov)
- Or [Charma.Miller@phila.gov](mailto:Charma.Miller@phila.gov)
- Or [Julia.Toledo@phila.gov](mailto:Julia.Toledo@phila.gov)
- Or [Neafernitti.Alston@phila.gov](mailto:Neafernitti.Alston@phila.gov)