

Routine Immunizations Enrollment Guide

Use this guide to help you complete the Vaccines for Children (VFC) or Vaccines for Adults at Risk (VFAAR) enrollment form. For any questions about the enrollment process, email DPHProviderHelp@phila.gov.

Preparation

1. Update your clinic information before you start the enrollment form.
 - [Access our Clinic Address & Delivery Hour Update Guide here.](#)
 - [Access our Staff Changes Job Aid here.](#)

Make sure that each staff member has all of the required information based on their contact type. All prescribing clinicians (i.e., MD, DO, PA, NP, CRNP) at your clinic need to be added as a Physician Contact.

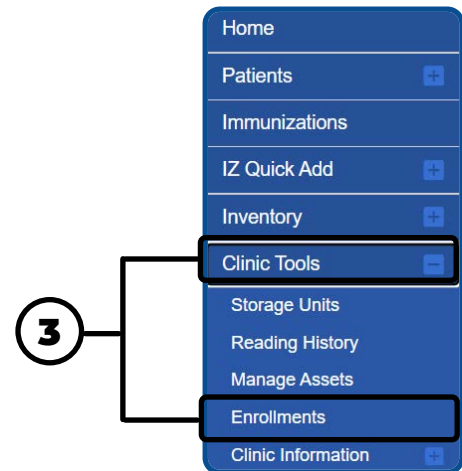
2. Reach out to the appropriate staff or department to get the patient population for your clinic. You'll need this information to complete your enrollment form. This can be found by running an insurance report using your EHR or billing software. Count a child only once based on the age/eligibility at the last immunization visit regardless of the number of visits made.
 - VFC providers will need counts for children <1, 1-6 and 7-18 for each of these categories for the last 12 months:
 - American Indian or Alaska Native
 - Uninsured
 - Enrolled in Medicaid
 - Underinsured (Federally Qualified Health Centers (FQHCs) only)
 - Not VFC-eligible (has private or CHIP health insurance)
 - VFAAR providers will need counts of uninsured and insured adults in the following age categories for the last 12 months:
 - 19-26
 - 27-49
 - 50-64
 - 65 and older

Have questions about how to get this information?
Email us at DPHProviderHelp@phila.gov.

Complete the Enrollment Form

3. To open the enrollment form, click on **Clinic Tools**, then **Enrollments** on the left-hand side menu. On the next screen, click on **Add Enrollment** on the top right-hand side, then choose the VFC or VFAAR enrollment form and click **Select Template**.

- Clinics that are both VFC- and VFAAR-enrolled will need to submit separate enrollment forms for each program.

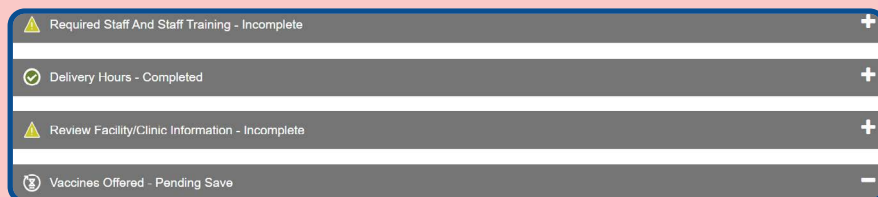


4. Move through each section of the enrollment form, outlined here:

- Required Staff and Staff Training*
- Delivery Hours*
 - Delivery hours should only be Monday through Thursday. Do not choose hours for Friday, Saturday, or Sunday. *At least one day must have 4 consecutive hours when shipments can be accepted.*
- Review Facility/Clinic Information*
- Vaccines Offered
 - VFC providers only. In this section, you'll need to indicate the vaccines you offer. Select **'All ACIP Recommended Vaccines for children 0 through 18 years of age'** if you see pediatric patients of all ages. Select **'Offers Select Vaccines'** if you see a specific age group within the general population of children ages 0-18 (e.g., ages 5-18) or a defined population due to the practice specialty (e.g., OB/GYN, STD, family planning). **Indicate the specific vaccines available to VFC-eligible patients.**

TIP: + and -

Click on the “+” symbol to expand the enrollment form sections. Once finished with a section, you can close the section by clicking on the “-” symbol. During enrollment, you will need to expand each section and verify the information within.

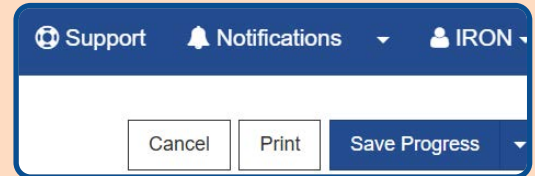


- e. Provider/Clinic Population
 - Provide the patient population counts for the indicated age ranges and eligibility statuses for the last 12 months. Enter “0” into any field where you don’t have qualifying patients
- f. Source of Data
- g. Review Medical Director or Equivalent Information*
- h. Review Vaccine Coordinators*
- i. Prescribing Staff Members*
 - Confirm that the entered Prescribing Staff Members information from Clinic Tools is correct. Check that all clinician names match what is listed on their license, and that their title (i.e., MD, DO, PA, NP, CRNP) and license number are indicated before checking the box to confirm this section.
- j. Primary Agreement
 - [Step by step guide to signing the agreement](#)

TIP: SAVE OFTEN

The system will NOT automatically save your work. Save often as you work through your enrollment.

Always save before clicking on any links that take you to a different page or website.



To save, click on the **Save Progress** button at the top right of the screen.

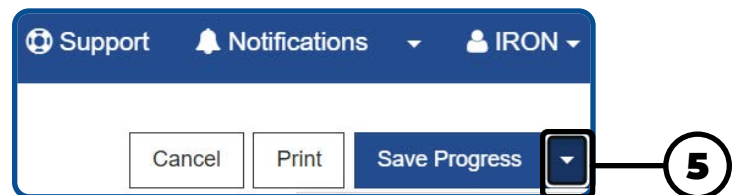
TIP: GREEN CHECKS

Your enrollment form is complete and finished once all the sections have green checks.



*For the sections marked with an asterisk, click on the blue links to edit the information within that section if needed. (Be sure to click **Save Progress** before clicking on the links).

- 5. Submit the form by clicking on the arrow next to **Save Progress**. This will send your enrollment form to the Immunization Program for review.



Next Steps

We will contact you if there are any issues with your clinic’s enrollment form. If it is rejected, please review the comments from our staff, address any errors, and resubmit the form. Once the form is approved, make sure to print a copy for your records.