

Provider Reporting Agreement Form FAQ

1. What is the PhilaVax Provider Reporting Agreement Form?

This form is replacing the PhilaVax Entity Confidentiality Form and the PhilaVax Clinic Enrollment Form. The PhilaVax Provider Reporting Agreement Form combines both forms into a more concise form.

2. Who needs to fill out this form?

All providers reporting to PhilaVax are required to complete the PhilaVax Provider Reporting Agreement Form.

3. How often does this form need to be completed?

This form only needs to be completed one time, unless revisions are made to the legal language. If providers are onboarding a new clinic, changing EHR vendors, or changing their reporting method, PhilaVax requests that providers complete Sections 2–4 to ensure all necessary information is collected.

4. What are the options for completing and submitting the form?

There are multiple ways to complete and submit the form.

1. **Complete the agreement electronically** through the RedCap form at <https://redcap.phila.gov/surveys/?s=KKNPAAHYRT8RMFXH>.
2. **Complete the fillable PDF** found at <https://vaccines.phila.gov/wp-content/uploads/2025/09/Provider-Agreement-Form-9-15-2025-2.pdf> and submit through one of the following methods:
 - Email to VaxReporting@phila.gov.
 - Fax to 215-238-6944.
 - Print blank form, complete by hand, and fax to 215-238-6944.
 - Print blank form, complete by hand, scan into your computer, and email to VaxReporting@phila.gov.

Electronic form submission is preferred for the fastest possible onboarding into PhilaVax.

5. What is the difference between an entity (Section 1) and clinic (Section 2)?

An entity is the larger body or organization that the clinic is a part of. For example, many hospitals are considered an entity and then have multiple clinics under them.

A clinic is a specific site that operates under the entity. There may be many different clinics under one entity.

6. Can the entity and the clinic be the same?

Yes, if a clinic is operating independent of an entity, they may have the same information for the Entity Registration (Section 1) and Clinic Registration (Section 2).

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7. How do I complete this form if I am onboarding more than 2 clinics under the same entity?

If onboarding more than 2 clinics, you may skip section 2, "Clinic Registration," and complete the excel template which allows you to provide information for multiple clinics.

The excel template can be found at https://vaccines.phila.gov/index.php/portfolio_page/philavax-clinic-onboarding-list/.

Once completed, email the excel template to VaxReporting@phila.gov with the name of your entity.

8. Does selecting the box that says "Check box if interested in enrolling in VFC/VFAAR" automatically enroll my site into the program?

No. If this box is selected, PhilaVax staff will forward the information to the appropriate team. The VFC/VFAAR team(s) will then reach out to begin the enrollment process for the program you are interested in. All providers interested in the VFC/VFAAR program must first set up their reporting to PhilaVax to be considered eligible for either program.

9. What do the different reporting methods mean in Section 3?

HL7 Version 2.5.1 Real Time Unidirectional through SOAP web services: This method allows providers to report vaccination data to PhilaVax in real time. This method allows for automatic vaccination reporting and no extra steps are needed by providers to fulfill reporting requirements.

HL7 Version 2.5.1 Real Time Bidirectional through SOAP web services: This method allows providers to report vaccination data to PhilaVax and request patients' immunization history in real time.

Note that a unidirectional connection must first be established. This method allows for automatic vaccination reporting and no extra steps are needed by providers to fulfill reporting requirements.

Electronic Health Record (EHR)/Billing Flat File: This method requires providers to extract data from their EHR/EMR or billing system and then upload a file to the Secure Transfer File Protocol (SFTP) website. This must be done monthly, by the 15th day of the month, for all vaccinations administered in the month prior. For example, August data is due by September 15th.

Electronic Vaccination Reporting Template Flat File: This method requires providers to use an excel template provided by PhilaVax. All fields are required to be completed for all administered vaccines. Once completed, the provider will upload a file to the Secure Transfer File Protocol (SFTP) website. This must be done monthly, by the 15th day of the month, for all vaccinations administered in the month prior.

More detailed information regarding Flat File Reporting can be found at:
<https://vaccines.phila.gov/wp-content/uploads/2025/02/FlatFile-Reporting-Guide-PhilaVax-2-24-2025.pdf>.

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10. How do I know if my vendor provides front end services that will transport the immunization data and what is Bridging Company (Section 3)?

When completing the form, please reach out to your EHR/EMR vendor to get this information. If your EHR/EMR cannot directly transmit the vaccination information, they will work with a Bridging Company to facilitate the exchange of the information.

The EHR/EMR vendor will be able to provide you with the name of the Bridging Company, if applicable.

11. How do I get the signature of the City Solicitor and Commissioner?

PhilaVax staff will facilitate this process. Please only sign the "Provider Signatures" boxes.

If you complete the RedCap form, this is Section 4.

If completing the PDF document, this is at the end of Sections 1 & 3.

Once the City Solicitor and Commissioner sign the form, it will be saved internally.

If you require a copy of the signed form, please email VaxReporting@phila.gov with your request.