



# OHIO DEPARTMENT OF HEALTH

246 North High Street  
Columbus, Ohio 43215

614/466-3543  
www.odh.ohio.gov

John R. Kasich / Governor

Richard Hodges / Director of Health

DATE: December 1, 2015  
TO: Vaccines for Children (VFC) Providers  
FROM: Sietske de Fijter, MS *self*  
Chief, Bureau of Infectious Diseases  
RE: 2016 VFC Provider Enrollment Forms

Enclosed please find two documents you will need to complete the 2016 VFC provider enrollment process for your facility:

1. Vaccines for Children Program Provider Agreement
2. Vaccines for Children Provider Profile - 2016

VFC providers will need to review and complete all the above documents and send the signed originals to:

Immunization Program  
Bureau of Infectious Diseases  
Ohio Department of Health  
246 North High Street  
Columbus, Ohio 43215

The Vaccines for Children Program Provider Agreement and the Vaccines for Children Provider Profile – 2016 must be received by ODH **no later than January 15, 2016**. Vaccine orders and shipments for 2016 will not be processed for your practice until all the required VFC forms are received by ODH.

Additional instructions include:

- The medical director or equivalent in a group practice is to sign the Agreement for the entire group.
  - For VFC contracting purposes, a “medical director equivalent” is someone who meets the following criteria:
    - Is legally authorized to administer all VFC provided vaccines in the State of Ohio;
    - Is held accountable for complying with the terms of the VFC Provider Agreement by the provider organization; and
    - Is authorized to legally obligate or bind the provider organization.
  - The applying organization must provide a letter, on organization letterhead and signed by a member of the organization’s executive leadership, such as the CEO, confirming the identified individual meets the criteria.
- All providers authorized to prescribe and administer vaccines at the practice must be listed on the Enrollment Agreement.
- Please be sure to complete all the demographic information on page one of the agreement.
- ODH requires a valid email address so that ODH can communicate electronically with your facility.
- Make a copy for your records and **mail the original** to ODH. ODH must receive the original signed forms.

Thank you for participating in the VFC program. If you have any questions, please contact your ODH Immunization Consultant directly or at (800) 282-0546 or (614) 466-4643.



## VACCINES FOR CHILDREN PROGRAM PROVIDER AGREEMENT

### FACILITY INFORMATION

Facility Name:	VFC Pin#:
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Facility Address:
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City:	County:	State:	Zip:
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Telephone:	Fax:
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Shipping Address (if different than facility address):
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City:	County:	State:	Zip:
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### MEDICAL DIRECTOR OR EQUIVALENT

**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.

Last Name, First, MI:	Title:	Specialty:
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License No.:	Medicaid or NPI No.:	Employer Identification No. (optional):
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*Provide information for second individual as needed:*

Last Name, First, MI:	Title:	Specialty:
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License No.:	Medicaid or NPI No.:	Employer Identification No. (optional):
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### VFC VACCINE COORDINATOR

Primary Vaccine Coordinator Name:
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Telephone:	Email:
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Completed annual training: <input type="radio"/> Yes <input type="radio"/> No	Type of training received:
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Back-Up Vaccine Coordinator Name:
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Telephone:	Email:
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Completed annual training: <input type="radio"/> Yes <input type="radio"/> No	Type of training received:
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## 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"><li>1. Are an American Indian or Alaska Native;</li><li>2. Are enrolled in Medicaid;</li><li>3. Have no health insurance;</li><li>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.</li></ol> <p>B. State Vaccine-eligible Children</p> <ol style="list-style-type: none"><li>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.</li></ol> <p>Children aged 0 through 18 years that do not meet one or more of the eligibility federal vaccine categories (VFC eligible), are <b>not</b> 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"><li>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;</li><li>b) The particular requirements contradict state law, including laws pertaining to religious and other exemptions.</li></ol>
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.	<p><u>VFC Vaccine Eligible Children</u></p> <p>I will not charge a vaccine administration fee to non-Medicaid federal vaccine eligible children that exceeds the administration fee cap of \$21.25 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.</p> <p><u>Non-VFC Vaccine Eligible Children</u></p> <p>I will not charge a vaccine administration fee to non-Medicaid state vaccine eligible children that exceeds the administration fee cap of \$21.25 per vaccine dose.</p>
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.	I will comply with the requirements for vaccine management including: 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 Ohio Department of Health storage and handling requirements; d) Returning all spoiled/expired public vaccines to CDC's centralized vaccine distributor within six months of spoilage/expiration.
10.	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:  <b>Fraud:</b> 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.  <b>Abuse:</b> 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.
11.	I will participate in VFC program compliance site visits including unannounced visits, and other educational opportunities associated with VFC program requirements.
12.	For providers with a signed deputization Memorandum of Understanding between a FQHC or RHC and the Ohio Department of Health to serve underinsured VFC-eligible children, I agree to: a) Include "underinsured" as a VFC eligibility category during the screening for VFC eligibility at every visit; b) Vaccinate "walk-in" VFC-eligible underinsured children; and c) Report required usage data. Note: "Walk-in" in this context refers to any underinsured child who presents requesting a vaccine; not just established patients. "Walk-in" does not mean that a provider must serve underinsured patients without an appointment. If a provider's office policy is for all patients to make an appointment to receive immunizations then the policy would apply to underinsured patients as well.
13.	For pharmacies, urgent care, or school located vaccine clinics, I agree to: 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. 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 receive immunizations then the policy would apply to VFC patients as well.
14.	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.
15.	I understand this facility or the Ohio Department of Health 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 Ohio Department of Health.

***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.***

Medical Director or Equivalent Name (print):

Signature:

Date:

Name (print) *Second individual as needed:*

Signature:

Date:

