Vaccines for Children - General Activities for Program Participation

I. INITIAL
Complete a Provider Enrollment, Provider Profile, Provider Address Form and VFC Storage Agreement.

II. ANNUAL
Complete a Provider Enrollment, Provider Profile, Provider Address Form and VFC Storage Agreement. Submit to the VFC Program by March 31st.

III. MONTHLY
1. Vaccine inventory:
   • Rotate stock
   • Check expiration dates
   • Ensure proper storage of vaccine in middle of refrigerator
2. Fax your temperature log the Division of Immunization Services by the 5th of each month.

IV. DAILY
Check temperatures twice a day and keep a log and ensure temperatures are in range for both the refrigerator and freezer. Contact the VFC Program immediately if temperature is found out of range.

V. OCCASIONAL
   • If temperature is out of range, document thermostat adjustments for maintaining proper storage temperatures and any follow-up action needed on the second page of the temperature log.
   • Complete Vaccine Adverse Event Report System (VAERS) whenever an adverse event to vaccination occurs. Fax/mail to the Division of Immunization Services.
   • Report vaccines you do not anticipate using to the Division of Immunization Services three months prior to the expiration date.
   • Submit revisions and updates immediately for any of the following changes:
     a) Office Hours
     b) Address (shipping or mailing)
     c) Phone or Fax Number
     d) Contact Persons
     e) Physician or addition of physicians to practice

If you have questions regarding immunization or program requirements call the Division of Immunization Service’s Vaccines for Children Program at 1-800-642-3634 or locally at 304-558-2188. Please fax necessary required documents to 304-957-7591.