

## 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 31<sup>st</sup>.

### 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 5<sup>th</sup> 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.**