



2020 Provider Agreement to Receive State-Supplied Vaccine



By submitting the Provider Agreement within VacTrAK, the certifying provider is held responsible for the assurance that all VFC program accountability requirements are met. ***Please note the change below for the signature page.***

Certification to receive state-supplied vaccine now occurs every two years. Once your 2020 Provider Agreement is approved, you will not need to submit a new Provider Agreement until 2022 (unless your certifying provider and/or facility address changes).

Instructions to certify/recertify to receive state-supplied vaccine

- **Start a new Provider Agreement:** log into <https://vactrak.alaska.gov>, select *Orders/Transfers* → *Provider Agreement* (Viewable only by Lot Number Managers) → *Add*
- **To exit and resume work** in the agreement: Complete the page you are working on and navigate to the next page which will save your work. To resume, return to the *Provider Agreement* page and click on the arrow under the *Select* column.
- Note the following while completing:
 - **Organization/Facility Name:** Do **not** change if prepopulated
 - **MLN** is the Medical License Number of the certifying provider
 - **Contact Details:** Vaccine Coordinator, Certifying Provider and Back- up Coordinator(s). If you list more than one Back-up Coordinator, please note that only the first listed Back-up Coordinator will receive mass email notifications from the Immunization Program
 - **Vaccines Offered:** VFC providers are required to offer all ACIP recommended vaccines with few exceptions; the option *Select Vaccines as a Specialty Provider* will go through an approval process by the Immunization Program
 - **Days and times that you are able to receive vaccines:** You can include a lunch hour e.g., 0800-1200, 1300-1700
 - **Authorized Providers:** Enter every NP, ANP, DO and MD health care provider (including the certifying provider, and if applicable, the collaborating physician) who has prescriptive authority to give immunizations at the facility
 - **Provider/Practice Profile:** The provider profile populates based on submitted administration data into VacTrAK in the last 12 months. If you do not believe these numbers accurately reflect your population for 2020, please make changes to the Provider Agreement profile as necessary based on your records or EHR; see [eligibility screening documents](#) for assistance if needed
 - **Frozen Certification:** Update temperature monitoring device serial numbers and expiration dates where needed. The freezer compartment of a combination unit is prohibited for the storage of state-supplied vaccine
 - **Signature page:** A signature from the certifying provider **will** be required for 2020 but do **not** print and sign the signature page from VacTrAK. The certifying provider will receive an email with a list of program requirements that he/she agrees to abide by. The certifying provider must reply with an electronic signature or print and sign the document and scan back to vaccinedepot@alaska.gov

Track Provider Agreement status

Select *Orders/Transfers* → *Provider Agreement* → *Approval Status* column

- **Pending:** The agreement is saved, but incomplete. Immunization Program will not review
- **Submitted:** The agreement was submitted and is waiting for Immunization Program review and approval
- **Returned:** Click on the *Select* arrow to view required corrections needed; correct and re-submit
- **Approved:** Provider Agreement is approved. The Certifying Provider will receive an email that requires a signature. The facility will **not** be enrolled to receive state-supplied vaccine until the certifying provider submits a signature

Contact the Alaska Immunization Program

Anchorage: 907-269-8088 | Email: immune@alaska.gov
Website: <http://dhss.alaska.gov/dph/Epi/iz/Pages/default.aspx>

