

Provider Agreement Renewals – Tips & Tricks

<u>Adding a New Agreement</u>	<p>Providers are required to complete the renewal process annually online in the Washington State Immunization Information System (IIS). To do this, you can:</p> <ol style="list-style-type: none"> 1. Log into the IIS 2. Select Orders/Transfers 3. Select Provider Agreement 4. Select “Add” to add a new Provider Agreement <p>Once you have completed your agreement, please select “Send to State.” Once we have reviewed the agreement you will receive an email/alert indicating your agreement has been Approved or Returned for changes.</p>
<u>Signature Pages Required</u>	<p>If you change and/or edit your Signatory, Address, or Facility Name you are required to submit your Provider Agreement Signatory pages. These pages can be printed by selecting PDF Signature after submitting your agreement to the state.</p> <ul style="list-style-type: none"> • Please note, if you click in the Signatory, Address, or Facility Name fields <u>and do not edit anything, the IIS will still notify the State of a “change”,</u> and you will still be required to submit the Provider Agreement Signatory pages. • If you are unsure if you have changed any of these fields, please review the submitted agreement. The changes to the agreement will display in bold red font. <ul style="list-style-type: none"> ○ E.g. Signatory Name has been changed • Ordering privileges will automatically be turned off by the IIS if any of these changes are made.
<u>Returned Agreements</u>	<p>Provider Agreements given Returned status will generate an email to the Primary Vaccine Coordinator, as well as a message in the IIS stating changes are needed prior to approval. Changes required can be found in the Comments Section (top of the first page) of a returned agreement. When you have completed all necessary changes, resubmit the agreement for state approval.</p> <ul style="list-style-type: none"> • Ordering privileges will automatically be turned off by the IIS when an agreement is given Returned status.
<u>Contact/Identifier Information</u>	<p>Providers need to verify correct contact information. Since email will be the primary source of contact, please make sure that the email addresses for the Primary Vaccine Coordinator is up to date. Contacts should be listed in the following order:</p> <ul style="list-style-type: none"> • Type 1: Signatory • Type 2: Primary Vaccine Coordinator • Type 3: Backup Vaccine Coordinator • Type 4 & 5: Backup Vaccine Coordinator or Business/Office Manager (if applicable) <p>Email addresses and phone numbers are required for <u>all</u> contacts. Trainings are required for all Vaccine Coordinators in the Contact Details section (first page of agreement).</p> <p>Vaccine Coordinators must complete the annual training within the 2017 calendar year prior to their renewal deadline. Beginning in 2018 Vaccine Coordinators must complete the annual online training 30 days prior to the agreement renewal deadline. The annual Online Trainings can be found at: https://www.cdc.gov/vaccines/ed/youcalltheshots.html</p> <p>The National Provider Identifier (NPI) is required for all authorized providers (second page of agreement). NPI numbers can be found at: https://npiregistry.cms.hhs.gov/</p>

	<p>Medical license number is required for all authorized providers (second page of the agreement). Medical license numbers can be found at: https://fortress.wa.gov/doh/providercredentialsearch/</p>
<u>Provider Practice Profile</u>	<p>Agreements must have a complete and accurate Practice Profile. The profile consists of the number of children by age group, insurance type, and demographics who received state-supplied vaccine at the practice during the previous calendar year (2016). This information can be generated by:</p> <ul style="list-style-type: none"> • Contacting the practice's billing staff (best resource for this information) • VFC Patient Breakdown Report in the IIS (only Providers with HL7 interfaces or direct data entry can generate this report). To generate the report: <ol style="list-style-type: none"> 1. Log into the IIS 2. Select Report 3. Select State Reports 4. Select VFC Patient Breakdown 5. Verify correct facility 6. Enter the date range 01/01/2016 – 12/31/2016 7. Select Create Report
<u>Cold Storage Units and Certified Thermometer Details</u>	<p>Vaccine storage units and thermometer information is needed complete the cold storage details and frozen vaccine certification. Providers are required to re-calibrate their thermometers every 2 years (or less). Thermometer calibration dates can be changed on the cold storage equipment (fourth) page of the agreement. Please reference the Storage and Handling webpage on our website for more information.</p>
<u>Agreement Statuses</u>	<p>Each status has a separate distinct meaning:</p> <ul style="list-style-type: none"> • Expired – The agreement is no longer active. You must add a 2017 agreement if you plan to remain in the Childhood Vaccine Program. • Pending – The agreement has been saved to be completed by the provider at a later time. In this status, the State cannot approve your agreement. • Submitted – The agreement has been submitted for State review. • Returned – The agreement has been returned by the State for the provider to make revisions. • Approved – The agreement has been approved, please print, sign and keep in provider office for six years. <p>If any agreement is given Expired, Returned, and/or Approved status the Primary Vaccine Coordinator will receive an email from the WAIS notifying them of the change. <i>This means that even if you have an approved 2017 agreement, an email will be generated when the 2016 agreement expires.</i></p>