



## CALIFORNIA VACCINES FOR CHILDREN (VFC) PROGRAM

### INSTRUCTIONS FOR COMPLETING THE ANNUAL VFC RECERTIFICATION ONLINE

#### ABOUT THE 2010 ON-LINE RECERTIFICATION PROCESS

Each clinic receiving publicly purchased vaccines from the Vaccines for Children (VFC) Program must complete and submit recertification forms annually as a requirement for continued participation in VFC. Last year, VFC introduced "e-Recertification", a new and streamlined process which allows registered providers to complete and submit their required Recertification forms On-line. For the 2010 recertification, currently enrolled practices will continue to complete and submit their recertification forms through e-Recertification on-line again. Upon submission, providers will receive instant email confirmation of submission and will be able to print a copy for their files. Sites with multiple satellite clinics must complete this process individually for each site. **The deadline for submitting your clinic's VFC Recertification forms is January 15, 2010.**

To complete your 2010 VFC Provider Recertification on-line, you will navigate through a series of screens. For your convenience, we have pre-populated most fields with information from our database and with the VFC-eligible patient estimates based on information from the 2009 recertification. Please review the information provided and update or revise it, if necessary. Items with a question mark "?" next to them provide a brief explanation of the information required in the field.

#### ARE YOU READY? OK, LET'S GET STARTED

#### **STEP 1: CONFIRMING YOUR PRACTICE'S INFORMATION, SHIPPING & MAILING ADDRESSES, AND NUMBER AND TYPES OF VACCINE STORAGE UNITS**

Fields in this section have been pre-populated from our data base. Please review the information to see that is correct. If you need to make changes, click the "Update Information" button. When you have finished making your changes, click on the "Done" button. You are ready to proceed to step 2.

#### **STEP 2: REVIEW AND CONFIRM YOUR PRACTICE'S PATIENT ESTIMATES**

First, please tell us the estimated percentage of children in your practice who are VFC eligible.

Second, review the estimated number of VFC eligible children who will be seen over the next 12 months which we have provided for your practice. These numbers have been calculated based on 2007 vaccine doses received by your practice. You may update or edit these numbers if you think your practice will see more (or less) VFC-eligible children during the next 12 months. To make changes, simply type the corrected numbers into the appropriate boxes. You are ready to proceed to step 3.

#### **STEP 3: LIST PROVIDER OF RECORD AND HEALTH CARE PROVIDERS WITH PRESCRIPTION-WRITING PRIVILEGES IN YOUR PRACTICE**

Listed are the health care providers we have on record at your facility with prescription writing privileges who will administer VFC vaccines. If you need to add or delete any providers, please click on the "Update Information" button. When you have finished making your changes, please click on the "Done" button.

Note: It is not necessary to include the names of all staff who may administer VFC vaccine, but rather only those who possess a medical license or are authorized to write prescriptions (e.g. MD, DO, NP). You are ready to proceed to step 4.



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#### **STEP 4: PROVIDE THE EMAIL ADDRESS FOR THE PROVIDER OF RECORD AND RELEVANT STAFF TO RECEIVE VFC COMMUNICATIONS FOR YOUR PRACTICE**

The VFC Program is going green and will change the method of the delivery of VFC program letters to providers. All VFC program letters will be exclusively emailed. Email communication will be more timely and immediate compared to regular mail or fax broadcast messages— which can take up to several days to complete. VFC will continue to use fax to broadcast messages on key topics. For the 2010 Recertification, the CA VFC Program is requiring that each practice provide the email address for their provider of record and for any additional staff who should receive important communications from VFC. Enter the email address for the provider of record for your practice as well as the email addresses of any additional staff that needs to receive communications from VFC. You are ready to proceed to step 5.

#### **STEP 5: READ AND SIGN THE VFC CERTIFICATION OF CAPACITY TO STORE VACCINES FORM**

Please review all the terms of this agreement carefully. To participate in the VFC Program and receive federally-procured vaccines, providers must sign and abide by the conditions listed in the form, on behalf of themselves and all the practitioners, nurses and others associated with this medical office, group practice, managed care organization, community/migrant/rural clinic, health department, or other health delivery facility of which the provider is the physician-in-chief or equivalent. By checking the acknowledgement and certification box at the bottom of the page, you agree to comply with the storage and handling requirements listed in this form. You are ready to proceed to step 6.

#### **STEP 6: READ AND SIGN YOUR VFC RECERTIFICATION AGREEMENT**

Please review all the terms of this agreement carefully. To participate in the VFC Program and receive federally-procured vaccines, providers must sign and abide by the conditions listed in the agreement, on behalf of themselves and all the practitioners, nurses and others associated with this medical office, group practice, managed care organization, community/migrant/rural clinic, health department, or other health delivery facility of which the provider is the physician-in-chief or equivalent. By entering your name (Clinic's medical director or physician-in-Chief), your medical license number, and date, you signify your acceptance of the VFC Program federal participation requirements. You have one more step to submit your report!

#### **FINAL STEP: SUBMIT AND PRINT YOUR VFC RECERTIFICATION AGREEMENT**

To submit your completed recertification information to the VFC Program, click the "Submit e-Recertification" button. Congratulations, you have completed your 2010 VFC Recertification on-line! A confirmation will be sent to the email address that you have provided. We recommend you print a copy for your records by clicking on the "Print Information" button.

**Thank you for completing your VFC Recertification on-line!**