

ENROLLING AS A VFC PROVIDER

Enrollment into the VFC Program is done via MCIR. New providers can complete an online enrollment by accessing the Enroll in VFC Program link from their MCIR home page. Once the form is completely filled out they must submit the form, which goes to the local health department for their county. LHD staff will follow up with new providers once a VFC PIN has been assigned for next steps, which include training on the VFC Program, an initial enrollment site visit, and MCIR VIM & E-order training.

Vaccines for Children (VFC) Enrollment Form/Provider Agreement

The Vaccines for Children (VFC) Program enrollment form collects basic information about the practice as well as a list of the licensed health care providers within the practice. The form must be signed by the Medical Director of the practice who takes responsibility for the practice's use of VFC vaccines and agrees that all staff members within the practice will follow the outlined requirements for the administration and storage of VFC vaccine. The Medical Director must be licensed to administer pediatric vaccines in Michigan.

Provider Profile

The Provider Profile information is a projection of the children served annually in the practice who need immunizations, and the portion of that group of patients who are eligible to receive VFC vaccines. The profile data allows MDHHS to estimate the state's annual need for federally-funded vaccine and monthly ordering patterns. Profile data also provides documentation of vaccine use for auditing purposes. New providers should work with their LHD to complete the profile. In the case of a new practice, the profile may be estimated, but the rationale for the estimate and the source of the data must be stated.

Ordering Vaccines

Before a provider can order VFC vaccines the provider must complete the initial enrollment visit and train on VFC guidelines that includes how to use the MCIR VIM and E-order functions. In addition, the LHD must review one month's worth of temperature logs that show temperatures are recorded twice a day and the storage units are maintaining consistent acceptable temperatures.

Re-Enrollment of Active Providers

Annual re-enrollment into the VFC Program is required by CDC. Re-enrollment in the VFC Program will begin in January every year. LHDs will notify their providers that the link to re-enroll is available. Providers must re-enroll by April 1st. MDHHS will suspend all providers who have not re-enrolled by April 1st. Suspended providers will only have 30 days from the date of suspension to contact their LHD to get re-enrolled before they are inactivated in MCIR. Once a provider is removed/ inactivated in MCIR, they must re-apply to the VFC program just like any new provider. If you have any questions on enrolling or re-enrolling in the VFC Program, please contact your local health department.

Medicaid Health Plan (MHP) Providers

The following information is taken from the Practitioner section, 3.12 Immunizations, in the Medicaid Provider manual (July 1, 2015 version). The complete manual can be found at: <http://www.mdch.state.mi.us/dch-medicaid/manuals/MedicaidProviderManual.pdf>

“For Medicaid beneficiaries enrolled in a MHP, the health plan must ensure that the beneficiary has access to receive complete and timely immunizations. When a provider contracts with a health plan to provide primary care (which includes immunizations), the provider should immunize the beneficiaries assigned to them by the plan. MHP providers enrolled in the VFC program are encouraged to immunize and are discouraged from referring beneficiaries to a LHD for these services.”