



Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
286 Water Street  
11 State House Station  
Augusta, Maine 04333-0011  
Tel.: (207) 287-8016; Fax: (207) 287-9058  
TTY Users: Dial 711 (Maine Relay)

To: Maine Immunization Providers  
From: Maine Immunization Program  
Subject: 2013 Maine Immunization Program Provider Vaccine Agreement  
Date: December 4, 2012

Providers enrolled in the Maine Immunization Program are required to submit an annual provider agreement. The Provider Agreement will be available on ImmPact beginning December 3, 2012. Providers who have not submitted an agreement prior to December 31, 2012 will be suspended from ordering vaccines until an agreement has been received and approved.

The following changes have been made to the 2013 Provider Agreement:

1. Practice NPI – Please provide the National Provider Identifier of the practice receiving vaccine (page 1). Additionally, health professionals should list their individual NPI's using the manage clinicians/providers pages (page 3).
2. Vaccine Need – (page 2) Due to the State of Maine universal vaccine coverage, underinsured children should now be included under the category non-VFC eligible along with all other privately insured children. Please be aware that the totals in Part A should match the totals in Part B.
3. Vaccine Storage Equipment – A dormitory-style refrigerator (a small combination refrigerator-freezer unit outfitted with a single external door) is **not acceptable for storage** of VFC vaccines. See next page for examples.

Beginning in 2013, the Maine Immunization Program will start conducting separate Vaccines for Children (VFC) and Immunization Rate Improvement (AFIX) site visits. We will also be making unannounced visits to review provider storage and handling practices. These unannounced visits may occur at any time throughout the year, so please ensure continued adherence to VFC storage and handling requirements.

Additionally, each enrolled and active VFC provider site must participate in an educational training during each calendar year. Guidance on this requirement will be sent when available.

To fill out and submit your Provider Agreement, Log in to ImmPact and please do the following:

1. Click Manage Clinicians: Update your Clinicians, as needed.
2. Click Manage Providers: Update your Providers, as needed. **ALL PROVIDERS MUST HAVE A MEDICAL LICENSE NUMBER.**
3. Click Provider Agreement
  - Click on "Create New"
  - Complete the Site Profile on Page 1
  - Complete Patient Enrollment Estimates, **DO NOT LEAVE BLANK**, Part A and B totals should match
  - Review Clinicians and Physicians/Providers List to verify information is correct
  - Complete Emergency Storage and Handling Protocol
  - Complete Signature Pages, Acknowledgements and Submit

4. Once your agreement is submitted through the Registry, Click Provider Agreement, Click PDF Signature and print these pages.
5. Have the appropriate person(s) sign next to their electronic signature/name.
6. Either fax (287-8127 or 1-800-437-5743) or mail PDF Signature Pages to:

Maine Immunization Program  
286 Water Street, 9<sup>th</sup> Floor  
Augusta, ME 04330

Please print the full PDF for your records. Attachment A includes the official conditions for your practice to receive vaccine from the Immunization Program. Failure to comply with these conditions can jeopardize your ability to receive vaccine from the Immunization Program. Vaccine loss due to disregard for any requirements outlined in Attachment A(8)(a-i) or staff error may result in your facility reimbursing for the cost of the vaccine.

Thank you for your dedication to keep the citizens of Maine free from vaccine-preventable diseases.

If you have any questions, please contact the Maine Immunization Program at:  
Phone (207) 287-3746 or (800) 867-4775, Email: [ImmunizeME.DHHS@Maine.gov](mailto:ImmunizeME.DHHS@Maine.gov)

Sincerely,



Tonya Philbrick, BS, NCMA  
Director, Maine Immunization Program

**Unacceptable** Vaccine Storage Units:  
A refrigerator unit with a built in freezer compartment is considered dormitory-style and is **not acceptable** for vaccine storage.



**Acceptable** Vaccine Storage Units:  
A refrigerator unit with no freezer compartment is not considered dormitory-style and **is acceptable** for vaccine storage.

