COVID-19 Vaccine Provider Checklist

Getting Started: All providers must enroll directly in ShowMeVax to receive COVID-19 vaccines.

- All providers **new** to ShowMeVax must submit a signed copy of the [Missouri Immunization Registry MOU](). Please email the signed MOU to [vfc-smvsupport@health.mo.gov]() with the Subject Line "COVID Vaccinator MOU".
- If your organization has multiple sites, please submit the [Immunization Site Demographics Template]() along with the MOU.
- If you do not already have a VFC PIN or PIN associated with your ShowMeVax account, a unique PIN will be issued in order to complete the enrollment in ShowMeVax. If you are already a VFC provider, your current PIN will be used. DO NOT BEGIN THE SHOWMEVAX USER REGISTRATION PROCESS UNTIL YOU RECEIVE YOUR UNIQUE PIN.
- Complete the [You Call the Shots-Module Ten-Storage and Handling]() module.
- Review the training materials provided on the [COVID-19 Vaccinator Enrollment]() webpage.
- Refer often to the SMV COVID-19 Vaccine Providers Enrollment Training Guide for step-by-step instructions.

User Registration:

- The following clinic staff must request user access to ShowMeVax: Primary Vaccine Coordinator, Backup Vaccine Coordinator, Chief Medical Officer (or equivalent), and the Chief Executive Officer (or Chief Fiduciary).
- If you belong to multiple sites, do not register multiple times for a ShowMeVax username. All your sites can be attached to one username. If you are associated with multiple clinics, please make sure you include PINs for each site when completing your ShowMeVax user registration.
- If you already have a ShowMeVax username but do not see the Clinic Tools module in the left menu, send an email to the helpdesk at [vfc-smvsupport@health.mo.gov]() with the Subject Line "COVID User Registration" to have your permissions updated.

Clinic Information (Address, Delivery, Staff, Training, etc.):
- Add clinic's assets (Refrigerator, Freezer, and Thermometers)
- Review Clinic Address for accuracy
- Review Clinic Delivery Hours to ensure these are the times your site can receive vaccine deliveries.
- Review the staff listed in ShowMeVax to ensure it is accurate.
- For new clinics enrolling for COVID-19 vaccine only, add all prescribing staff (i.e., MD, DO, NP, PA, RPh) to the 'Clinic Staff' screen in ShowMeVax. To do this, click on "Add New Contact Type" and enter their information. Be sure to include the National Provider Identifier (NPI) for all physicians listed as clinic staff.
- The following contact types must be present in the Clinic Staff screen (an individual could be assigned a "Contact" and an "Alternate Contact" rather than listing the same individual twice)
    - Primary Coordinator
    - Back-up Coordinator

- • Physician Signing Agreement (this is the Chief Medical Officer)
  - • Chief Executive Officer/Chief Fiduciary Officer
  - • Physician Contact-Z2 (for each prescribing physician with the clinic)
- • Only the Primary and Back-up Coordinators are required to document the CDC training module You Call the Shots. The training must be documented in the Clinic Staff screen under training and the certificate of completion must be uploaded.

Gather the Following information:
- • Approximate number of children 18 years and younger at your location_____
- • Approximate number of adults 19-64 years of age at your location_____
- • Approximate number of adults 65 years of age and older at your location_____
- • Approximate number of unique patients seen per week on average_____
- • Approximate number of influenza vaccine doses administered during the peak week of the 2019-2020 influenza season_____
- • How many full-time equivalent providers at your clinic can administer immunizations_____
- • What is the maximum number of immunizations your clinic can administer in a single day_____
- • How many days per week does your clinic offer immunizations_____

Completing the Enrollment: Once all of the above information is completed and/or gathered, you will proceed with the COVID-19 Vaccinator Enrollment.

- • As you update information in the enrollment, click "Save Progress" in the upper right corner. This will ensure all your work saves as you continue to complete the enrollment.
- • All fields in the enrollment must have a value. You cannot submit the enrollment if questions are left blank. You can type UNK, NA, or 0 for questions that do not pertain to your clinic.
- • The Primary Agreement attachment is for informational purposes ONLY. It is NOT a fillable PDF and will not be accepted as an alternative to enrollment in ShowMeVax.
- • The Chief Medical Officer and Chief Executive Officer must login to ShowMeVax and check the box in the designated section to **electronically sign off on the agreement**.
- • Once you have submitted your enrollment, you may go to the enrollment screen and print all the submitted information for your records.

Vaccine Administration Documentation: It is a requirement that all doses administered are documented in ShowMeVax either by manual entry or an HL7 interface. If you are interested in an HL7 interface, please contact immunizationHL7onboarding@health.mo.gov for information and registration.

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