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COVID-19 Vaccine Administrator Checklist

TMA COVID-19 Task Force

DECEMBER 10, 2020

*This checklist is designed to be an aid to assist physicians and other vaccine administrators with information they need to enroll in the Texas Department of State Health Services (DSHS) COVID-19 Vaccine Portal. It is not comprehensive and TMA strongly recommends visiting DSHS [COVID-19 Vaccinator Page](#) and reading through [The Texas Immunization Registry: Texas DSHS Immunization Portal Registration Guide](#) and the [COVID-19 Vaccine Provider Questions](#). **We suggest looking over this checklist before beginning the enrollment process.***

Can I Register?

Any licensed facility, organization, or health care provider planning to possess or administer the COVID-19 vaccine or provide vaccination services should enroll. Enrollment is done by site or facility location since the vaccine is shipped directly from the distributor or manufacturer to the vaccine provider location.

Checklist for Enrolling:

1. Go to [EnrollTexasZ.gov](https://enroll.texas.gov)
 - Information needed:
 - » ImmTrac2 Org Code if you have one* [Lookup tool](#) for your organization’s ImmTrac2 code*
 - » Texas Vaccines for Children (TVFC) or Adult Safety Net (ASN) pin (if applicable)
 - Register for ImmTrac2 (*if already registered, proceed to Step 2*):

You will need the following:

 1. Organization’s physical and contact Information
 2. Organizational point of contact information and primary registry contact information (may or may not be the same person)
 3. Responsible medical professional information including Texas license number and national provider identifier (NPI)

*Must be a Texas licensed medical professional and/or licensed prescribing authority for organizations administering immunizations
 4. Plan for reporting data to ImmTrac2, either through direct entry or electronic data exchange (HL7)
 - If reporting through electronic data exchange:
 - » HL7 messaging contact information
 - » Electronic health record (EHR) information – vendor, product, contact
- Sign the site agreement

If the person enrolling is not an authorized signer, the ImmTrac2 agreement will be sent to them electronically to sign.

The authorized signer will receive an email with a signature code and web address.

1. Go to web address
2. Enter code – click validate
3. Click sign and submit agreement
4. Submit Organization Agreement and Confidentiality Statement

YOUR ENROLLMENT IS NOT COMPLETE UNTIL YOU RECEIVE AN EMAIL FROM DSHS CONFIRMING IMMTRAC2 ENROLLMENT. THIS CAN TAKE 10 to 14 DAYS FOR PROCESSING.

2. Click on “Enroll Now” under Pandemic Provider Enrollment
 - Enter location and shipping information
 - If facility location where the vaccine will be administered and the shipping location is different, please contact DSHS at (877) 835-7750 or COVID19VacEnroll@dshs.texas.gov.
 - Enter contact information for primary and backup pandemic vaccine coordinators for facility
 - Provide dates and times when the vaccine can be delivered
 - Must provide at least one 4-hour delivery window on a weekday, other than a Monday (i.e. Tuesday – Friday)
 - Storage capacity information (at facility location)
 - Refrigerators (2°C to 8°C):
 - » How many 10-dose multidose vials (MDVs) can be stored
 - » Unit information (type, grade, brand/model, location, capacity in cubic feet)
 - » Data logger information (type, brand/model, calibration expiration data, serial number)
 - Freezers (-25°C to -15°C):
 - » How many 10-dose MDVs can be stored
 - » Unit information (type, grade, brand/model, location, capacity in cubic feet)
 - » Data logger information (type, brand/model, calibration expiration data, serial number)
 - » Backup data logger information
 - Ultra-Cold Freezer (-80°C to -60°C):
 - » How many 10-dose MDVs can be stored
 - » Unit information (type, grade, brand/model, location, capacity in cubic feet)
 - » Data logger information (type, brand/model, calibration expiration data, serial number)
 - » Backup data logger information
 - Data logger calibration certificates

Information about data loggers and backups should auto populate from information entered in previous step.

 - Upload certificates (files saved by serial number) and ensure correct certificate is uploaded to the data logger.
 - If you have questions or cannot provide this information, but can meet all other program requirements for storage and handling, please contact DSHS at (877) 835-7750 or COVID19VacEnroll@dshs.texas.gov.

What is a data logger?

A data logger, or digital data logger (DDL) is a thermometer monitoring device that helps make sure vaccine storage units are within the recommended temperature range. They are considered more accurate than measuring air temperature by standard thermometers. More information can be found on the [CDC Website](#) and from [DSHS](#).

- Enter physician and health care provider information for those with prescription writing privileges
 - Need name, title, specialty, medical License number, Medicaid number (if applicable), and NPI number.
- Enter number of patients served by the facility in a given calendar year
There are yes/no questions about the demographics of the patients served and questions about estimated number of patients by population type.
- Select setting where vaccine will be administered (e.g. school, shelter, community pharmacy)
Note: Facilities are required to report each COVID-19 vaccine dose within 24 hours of administration per Centers for Disease Control and Prevention (CDC) guidelines.
- Enter contact information for the chief medical officer (CMO) and chief executive officer (CEO) for the facility – may be same person.

These individuals will be sent instructions on how to sign the CDC COVID-19 Vaccination Program Provider Agreement. *YOU MAY NEED TO CHECK WITH THESE INDIVIDUALS IF YOU HAVE RECEIVED CONFIRMATION THAT THE AGREEMENT HAS BEEN SUBMITTED.*

- Designated responsible parties (CMO/CEO) have signed agreement

Please note the enrollment information entered is filled into the CDC’s COVID-19 Vaccination Program Provider Agreement Form, this is not a separate form to complete

- Print copy of agreement

The enrollment will be locked until the review process is complete. Note if any changes are needed, you will be contacted by the COVID-19 call center staff for corrections.

What if I haven’t received an email confirming my agreement has been submitted?

- If the individual going through the enrollment process is not the same as the person designated as the responsible party for signing the agreement, check with them to make sure they have received the email instructing them how to sign the agreement.
- Using the login created at the beginning of the enrollment process, the status can be checked by logging in at [EnrollTexasIZ.gov](https://enroll.texasiz.gov). Here you can see if there are actions you need to take to complete the registration, or if it is awaiting signature from the designated responsible party.

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