



August 1, 2017

Re: New Provider Enrollment Checklist

Dear Staff of DSHS Health Service Regions, Local Health Departments and CDC Grantees,

The Immunization Unit has developed a comprehensive list of TVFC Program elements that must be covered when a new clinic joins the TVFC Program.

For a PIN assignment, you must provide to your HSR or TVFC Consultant a completed

- copy of the initial contact/visit of the New Provider Enrollment Checklist showing that at least
 - all PEAR requirements (page 10-11) are checked as completed;
 - the primary & back-up coordinators are identified and have signed the document (page 12); and
 - the name of the reviewer from the responsible entity has signed and dated when the initial contact/visit was completed (page 13).
- enrollment form
- biological order form (EC-68-1).

The primary & back-up coordinators at NEW (or returning) facilities to the TVFC Program are required to take the You Call the Shots trainings, Modules 10 & 16 (at <https://www.cdc.gov/vaccines/ed/youcalltheshots.html>) and supply you with the certificates as part of the initial contact/visit.

When the completed initial contact/visit documentation has been reviewed and approved, the clinic staff will receive a PIN, an EVI password, and a link to EVI via email. The TVFC Consultant will forward the PIN assignment to the appropriate DSHS HSR who will forward the information to the responsible LHD/Grantee (if applicable).

When the additional contacts/visits are completed, the documents are not required to be submitted to the Immunization Unit but must be kept for five years, in accordance with the record retention policy of the TVFC Program.



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The comprehensive TVFC New Provider Enrollment Checklist is available at:

<https://www.dshs.texas.gov/immunize/tvfc/docs/TVFC---2017-New-Provider-Enrollment-Checklist.pdf>.

If you have any questions, please contact your DSHS HSR, TVFC Consultant or the Vaccine Call Center at 1-888-777-5320.

Sincerely,

Nancy Ejuma

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Immunization Unit Director