



# BECOME A COVID-19 VACCINATOR

## REQUIREMENTS



### YOUR LICENSE

- Providers associated with clinic/entity must be licensed in Colorado to possess, provide vaccination services or administer vaccines
- The provider's license must be in good standing, unexpired with no restrictions prohibiting prescribing



### STORAGE AT YOUR PRACTICE - DO YOU HAVE ONE OF THE FOLLOWING?

- Pharmaceutical-grade fridge or freezer, with a microprocessor and fan-forced air specifically designed for vaccine storage
- Full-size household or commercial-grade standalone fridge (no freezer attached) that demonstrates it maintains temperatures between 36°F and 46°F (2°C and 8°C)
- Full-size household or commercial-grade standalone freezer (no fridge attached) that demonstrates it maintains temperatures between -13°F and 5°F (-25°C and -15°C)



### REPORTING - COLORADO IMMUNIZATION INFORMATION SYSTEMS

- Create a profile or check that your CIIS health care user profile is up to date
- Providers should expect to do the following through CIIS:
  - Report required information no later than 24 hours following vaccine administration
  - Reconcile COVID-19 vaccine inventory prior to every vaccine order
  - Submit new vaccine orders

## FAQ

### Q How many vaccines are in one shipment?

**A** The minimum order size for Moderna and Janssen is 100 doses. For Pfizer, the minimum order size is 1,170 doses. Colorado is expected to be able to provide a smaller order size (450 doses) this summer.

### Q How do I place an order to receive COVID-19 vaccines and what are the reconciliation requirements?

**A** All COVID-19 vaccine orders must be placed in CIIS. Submit orders between 12:01 a.m. Fridays and 11:59 p.m. Mondays for orders arriving the following week.

### Q When must I have all vaccines administered after I receive my shipment?

**A** You must initiate vaccination within 72 hours of receipt, and you must expend all vaccine doses within 7 days of receipt. Providers receiving vaccine are completing reconciliation *weekly*.

### Q How will CIIS be fully utilized for vaccine administration and reporting?

**A** CDPHE will use CIIS to consolidate COVID-19 vaccine administration data from all enrolled providers, creating a single source of truth for vaccine record management.

### Q What other training must I do before I become an approved COVID-19 vaccine provider? (all resources listed below will be provided to you by CDPHE)

- Primary and secondary contacts are required to take the CDC Storage and Handling training
- Complete, sign and agree to the conditions in the CDC COVID-19 Vaccination Program Provider Agreement
- Complete and sign the CDC COVID-19 vaccination provider profile form for each location where COVID-19 vaccines will be administered, even if owned under a larger corporate parent organization

### Q What are the reporting requirements for my cold storage unit?

**A** All enrolled COVID-19 vaccine providers must manually document MIN/MAX temperature once daily and temperatures twice daily for each storage unit on a written log. This log should be completed every day the clinic is open.

### Q Will I have to participate in a compliance site visit from CDPHE?

**A** Yes, to be approved for enrollment as a new COVID-19 vaccine provider, an enrollment site visit (this may be virtual) and 5 days of temperature data submission (data logger reports AND paper temperature logs) are required. You will work directly with CDPHE to schedule this following the submission of your enrollment application. An in-person compliance site visit following enrollment is required

### Q Does CMS have resources to help me notify my patients that I can administer the COVID-19 vaccine once I am an approved provider?

**A** Yes, CMS can email you a digital communication kit to help you notify your patients. Email [membership@cms.org](mailto:membership@cms.org) to request this.



## HOW TO APPLY

If you meet the requirements above, you are ready to apply to become an enrolled COVID-19 vaccine provider. To apply, please email [cdphe\\_covidvax@state.co.us](mailto:cdphe_covidvax@state.co.us) and let them know you are a Colorado Medical Society member!

Please email [membership@cms.org](mailto:membership@cms.org) if you have any questions regarding enrollment requirements or if you need assistance after you have become an approved provider. We are here to walk through this journey with you! Thank you for doing this important work and helping protect your patient community from COVID-19.

**APPLY**  
[cdphe\\_covidvax@state.co.us](mailto:cdphe_covidvax@state.co.us)

**QUESTIONS**  
[membership@cms.org](mailto:membership@cms.org)



**SCAN ME TO SEND  
YOUR EMAIL NOW!**