



# IDAHO IMMUNIZATION PROGRAM



## 2018-2019 Provider Re-Enrollment

May 2018

*Important information for health care providers enrolled in the Idaho Immunization Program (IIP)*

### **2018-2019 PROVIDER AGREEMENT**

Providers enrolled with the Idaho Immunization Program (IIP) are required to re-enroll annually. Beginning this year, re-enrollment will take place in Idaho's Immunization Reminder Information System (IRIS). The medical director or equivalent, who signs the Provider Agreement, will need to have IRIS access. If an IRIS account is needed, or if a current user needs to change his or her IRIS access, then please complete the IRIS user request form for healthcare providers. The form may be found on the [IRIS](#) login screen or by clicking the following link: [Healthcare Provider – Request an IRIS Account](#).

Please review and follow the steps in the [Provider Re-enrollment in IRIS](#) resource. The resource is available on the [Provider Resources and Forms](#) page in the [Healthcare Providers](#) section of the IIP website at [www.immunizeidaho.com](http://www.immunizeidaho.com) or by clicking the following link: [Provider Re-enrollment in IRIS](#).

Read and review the [policies and guidelines](#) carefully paying special attention to vaccine management and storage and handling requirements. The following key changes have been made to the policies and guidelines:

- Vaccines for Children providers must notify the IIP of any changes to clinic staff or demographics (i.e. primary vaccine coordinator, medical director, or address). Beginning July 1, 2018, all changes must be communicated to the IIP through the **Vfc Re-Enrollment** feature in IRIS.
- Out-of-range vaccine storage temperatures must be reported to the IIP. Beginning July 1, 2018, all out-of-range temperatures will be reported online through IRIS (on the **related links** tab). The Temperature Incident Report will no longer be used.
- On rare occasions, a provider's private vaccine stock may be administered to a child eligible for the vaccine supplied by the IIP or a provider may inadvertently administer a vaccine supplied by the IIP to an ineligible patient. The provider must document the instance and replace the dose. Beginning July 1, 2018, all vaccine replacements will be reported online through IRIS (on the **related links** tab). The Vaccine Replenishment Report will no longer be used.

The completed VFC Re-enrollment packet must be submitted to the IIP through IRIS by Sunday, July 1, 2018. After **July 1, 2018**, the IIP will not process any vaccine orders until a completed VFC Re-enrollment packet is submitted.

If you have any questions about the VFC re-enrollment process, the provider agreement, or provider policies and guidelines, then please contact the IIP by phone (208) 334-5931 or email [IIP@dhw.idaho.gov](mailto:IIP@dhw.idaho.gov).

The Idaho Immunization Program would like to thank you for your participation in the Vaccines for Children program. Your continued dedication and hard work to protect the health of Idaho's children are greatly appreciated.