

Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
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To: Maine Immunization Providers  
From: Maine Immunization Program  
Subject: 2015 Maine Immunization Program Provider Vaccine  
Agreement Date: December 18, 2014

Providers enrolled in the Maine Immunization Program are required to submit an annual provider agreement. The Provider Agreement will be available on ImmPact beginning December 17, 2014. Providers who have not submitted an agreement prior to December 31, 2014 will be suspended from ordering vaccines until an agreement has been received and approved.

The following changes have been made to the 2015 Provider Agreement:

1. Practice NPI – Please provide the National Provider Identifier (NPI) of the practice receiving vaccine (page 1). Additionally, health professionals should list their individual NPI's using the manage clinicians/providers pages (page 3).
2. Vaccine Need – (page 2) Due to the State of Maine universal vaccine coverage, underinsured children should now be included under the category non-VFC eligible along with all other privately insured children.
3. Vaccine Storage Equipment – A dormitory-style refrigerator (a small combination refrigerator-freezer unit outfitted with a single external door) is **not acceptable for storage** of VFC vaccines. See next page for examples.

Beginning in 2015, the Maine Immunization Program will start conducting separate Vaccines for Children (VFC) and Immunization Rate Improvement (AFIX) site visits. We will also be making unannounced visits to review provider storage and handling practices. These unannounced visits may occur at any time throughout the year, so please ensure continued adherence to VFC storage and handling requirements.

Additionally, each enrolled and active VFC provider site must participate in an educational training during each calendar year. Guidance on this requirement will be sent when available.

Prior to starting the 2015 Provider Agreement, verify site clinician and providers list are up to date:

- Click Manage Clinicians: Update your Clinicians, as needed.
- Click Manage Providers: Update your Providers, as needed. **ALL PROVIDERS MUST HAVE A MEDICAL LICENSE NUMBER and NATIONAL PROVIDER IDENTIFIER (NPI).**

To complete the 2015 Provider Agreement, Log in to ImmPact and please do the following:

1. Click Provider Agreement
2. Click on Create New 2015 Provider Agreement
3. Complete all required fields in Provider agreement
4. Complete Signature Pages, Acknowledgements and Submit

5. Once the agreement is submitted in ImmPact, Click Provider Agreement, Click PDF Signature and print these pages.
6. Have the appropriate person(s) sign next to their electronic signature/name.
7. Either fax (287-8127 or 1-800-437-5743) or mail PDF Signature Pages to:

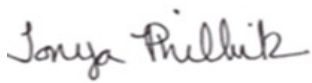
Maine Immunization Program  
286 Water Street, 9th Floor  
Augusta, ME 04330

Please print the full PDF for your records. Appendix A includes the official conditions for your practice to receive vaccine from the Immunization Program. Failure to comply with these conditions can jeopardize your ability to receive vaccine from the Immunization Program. Vaccine loss due to disregard for any requirements outlined in Attachment A(8)(a-i) or staff error may result in your facility reimbursing for the cost of the vaccine.

Thank you for your dedication to keep the citizens of Maine free from vaccine-preventable

diseases. If you have any questions, please contact the Maine Immunization Program at:  
Phone (207) 287-3746 or (800) 867-4775, Email: [ImmunizeME.DHHS@Maine.gov](mailto:ImmunizeME.DHHS@Maine.gov)

Sincerely,



Tonya Philbrick, BS, NCMA  
Director, Maine Immunization Program

**Unacceptable** Vaccine Storage Units:  
A refrigerator unit with a built in freezer compartment is considered dormitory-style and is **not acceptable** for vaccine storage.



**Acceptable** Vaccine Storage Units:  
A refrigerator unit with no freezer compartment is not considered dormitory-style and **is acceptable** for vaccine storage.

