



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

GALE R. BURSTEIN, MD, MPH
COMMISSIONER OF HEALTH

February 16, 2021

To Erie County Physicians and Health Care Practices:

New York State has provided information to healthcare providers seeking to administer COVID-19 vaccine in their offices or facilities. Detailed instructions on how to enroll in the New York State Department of Health's (NYSDOH) COVID-19 Vaccination Program are included in this letter. As a healthcare provider, your practice will be vaccinating patients ≥ 16 years who are eligible for COVID-19 vaccine because of a qualifying medical condition (full list: <https://covid19vaccine.health.ny.gov/phased-distribution-vaccine>).

Erie County Department of Health (ECDOH) was informed that NYSDOH will begin shipping a limited amount of vaccine directly to a few enrolled healthcare providers who have pre-booked COVID-19 vaccine starting the week of February 22. COVID-19 vaccine quantities available to providers will be dependent on available vaccine supply. **Vaccine supply is currently limited**; shipments will be determined by NYSDOH.

Healthcare providers interested in administering COVID-19 vaccine must be enrolled in the NYSDOH COVID-19 Vaccination Program to order and/or receive publicly supplied COVID-19 vaccine and ancillary supplies. An online enrollment application tool named "COVID-19 Vaccine Program Provider Enrollment" is now accessible through the Health Commerce System (HCS). Please refer to the instructions for [Accessing the Enrollment Application Tool in HCS](#). Enrollment is a requirement to receive vaccine but is not a guarantee.

If you are interested in enrolling, please review the information in this letter, each of the referenced resource documents and complete the enrollment application in the HCS online application tool.

If your practice is part of a larger organization, please confirm with your parent organization whether your parent organization has or will be enrolling your practice under its application OR your parent organization prefers you to directly enroll your practice. If your parent organization has or will be enrolling your practice, then you do not need to take further action regarding enrollment.

- Refer to the [COVID-19 Vaccination Program Provider Agreement & Profile & Addendum](#) document to see the type of information you will need to enter in the online application tool.
- Carefully review the [Enrollment Instructions Guide](#) for a detailed explanation of key fields in the online application tool.
- You may also view a [recorded webinar](#) for a walk-through of the online application tool.

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The online enrollment application tool includes the following sections:

The CDC COVID-19 Vaccination Program Provider Requirements and Legal Agreement specifies the conditions of participation for vaccination provider organizations and their affiliated facility locations. The chief medical officer (or equivalent) and chief executive officer (or chief fiduciary officer or equivalent) signing this agreement must be the individuals who will be held accountable for and responsible for compliance with the conditions outlined in the agreement. This section of the form will only be completed once, regardless of the number of locations you are enrolling. Each location will be entered under the profile section. (Note: In the HCS online application tool, signatures are obtained using an attestation check box.)

The CDC COVID-19 Vaccination Program Provider Profile and NYSDOH Addendum outlines key minimum data elements required to be collected from every vaccination provider location receiving COVID-19 vaccine and ancillary products, such as receiving site address information, practice type, and patient population size and volume. This information must be completed and signed (electronically) for each location covered under the Organization.

New York State Immunization Information System (NYSIIS) accounts:

Every COVID-19 Vaccine Program provider vaccination location entered under Section B (Provider Profile) will need a NYSIIS account. If a vaccination provider location does not have a NYSIIS organization account one will be set up by the NYS COVID-19 Vaccine Program upon processing the enrollment. It is important to ensure that appropriate staff, including the primary and backup vaccine coordinators listed in the application, have NYSIIS administrative user account access.

Functions that administrative users perform in NYSIIS include placing vaccine orders; monitoring vaccine inventory; entering doses administered and/or performing data exchange (uploading and downloading data) between the provider's electronic health system and NYSIIS; entering vaccine returns and wastage; and generating reports for internal review (e.g. doses administered).

Please take the following steps to obtain access for new users (this may be done before or after your enrollment application is submitted):

1. NYSIIS is located on the Health Commerce System. If responsible staff do not yet have an HCS account, they must apply for one. Please refer to the [Instructions for Requesting an HCS account](#).
2. Take the NYSIIS Administrative User training located [here](#). You must have an HCS ID (step 1 above) to register for the training. Please refer to the [NYSIIS Standard and Admin Users Directions](#).

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Prebooking/Ordering Vaccine

Once you complete the steps required to become an approved vaccine provider, and are ready to start receiving and administering product, please ensure you are submitting Vaccine Weekly Planning Requests/“prebooking” on a weekly basis as instructed by the State Department of Health. The State Department of Health is not able to allocate doses to you if you do not submit your planning request. Planning requests are to be made each Monday by 5 p.m.

Any questions about the enrollment process should be sent to NYSDOH via email at COVID19Vaccine@health.ny.gov.

Resources:

- [COVID-19 Vaccination Program Provider Agreement & Profile & Addendum Enrollment Instructions Guide](#)
- [Instructions for requesting and HCS Account Accessing the Enrollment Application Tool in HCS](#)
- [NYSIIS Standard and Admin User Directions](#)
- [Recorded online application walk-through](#)

Sincerely,

A handwritten signature in blue ink, appearing to read "Gale R. Burstein", with a long horizontal flourish extending to the right.

Gale R. Burstein, MD, MPH, FAAP
Commissioner of Health