COVID-19 Vaccine Site Locator Website: How to Add, Edit, or Remove Locations (for NCIR Users)
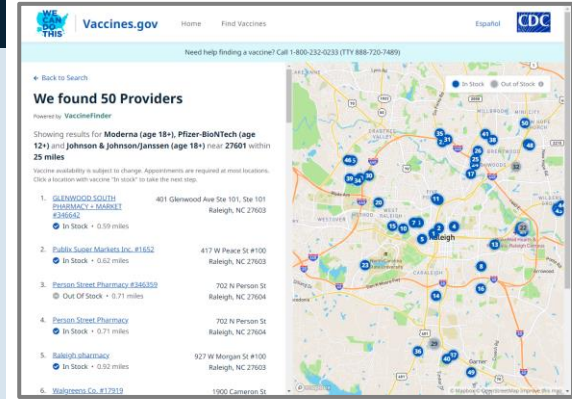
NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

What is the CDC's Vaccines.gov website (Vaccine Site Locator)?

The Centers for Disease Control and Prevention (CDC) Vaccines.gov website allows people to search for COVID-19 vaccine providers near them and obtain information on how to schedule an appointment and receive the COVID-19 vaccine. It is available at https://vaccines.gov

All COVID-19 vaccine providers and community COVID-19 vaccine events should list themselves on the Vaccine Site Locator website, unless they are a provider that is only vaccinating selected recipients (e.g., a long-term care facility, correctional facility, primary care provider only vaccinating their own patients).

Edit or Remove Locations that are already displayed on Vaccines.gov

❑ After your site is fully approved, **log in** to the Provider Enrollment Portal at

   https://covid-enroll.ncdhhs.gov/

❑ Go to the **Vaccines.Gov Locations** tab

❑ Select a location

❑ Click **Edit**

   ❑ To **Add** a site to the Vaccine Site Locator website, enter Yes in the field labeled "Display on Vaccine Site Locator"

   ❑ To **Remove** a site, enter No in the field labeled "Display on Vaccine Site Locator"

   ❑ **Edit** any information as needed

      o The Phone Number and Appointment Scheduling Website (at least one is required) should be the public contact information where recipients can schedule an appointment, or learn how to sign up for the waitlist/walk-ins

      o Event Type indicates whether this location is a short-term, long-term event, or main site ("Not Applicable")

      o The Vaccine Site Locator website displays which vaccine brands (e.g., Pfizer, J&J, Moderna) a location has. To change which brands of vaccine a location has, **move the appropriate vaccine brand to the right window.** You will need to remember to change it as your inventory changes.

      o Complete the Provider Survey (optional): accept insurance or walk-ins, language spoken, opening hours, online prescreening

❑ Click **Save**

> **!** *Your location(s) should always be displayed on the Vaccine Site Locator website if you serve the eligible public, even if you do not have available appointments.*

Create new locations to add to the Vaccine Site Locator website

You may want to add a new location to display on the Vaccine Site Locator website (e.g., if you're hosting a pop-up community COVID-19 vaccine event). Note that this does not impact allocations of where doses are shipped.

❑ **Login** to the CVMS Provider Enrollment Portal at https://covid-enroll.ncdhhs.gov/

❑ Go to the **Vaccines.Gov Locations** tab

❑ Click **New**

❑ Complete the New Location Form:

   o Select an Account (Primary Location)

   o Select an Event Type (select Short-term event for events that will last for less than 3 weeks; or select Long-term)

   o Select which brands of vaccine your location will offer; **move the appropriate vaccine brand to the box on the right**

   o Add the Address where you will be vaccinating recipients (this is where they will need to go to receive the COVID-19 vaccine)

   o Add an appointment website and/or phone number (at least one is required)

   o Complete the provider survey (optional): accept insurance or walk-ins, language spoken, opening hours, online prescreening

❑ Select Yes for '**Display on Vaccine Site Locator'**. Your location may take up to seven days to appear on the Vaccine Site Locator website

❑ Click **Save**

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Need help or have questions? Please call the NC Vaccines Help Desk at (877) 873-6247 or submit a ticket here: NC Vaccines - NC Vaccines Help Desk (servicenowservices.com).