

# NC NCIR COVID-19 Vaccine Provider Enrollment Process

This serves as a guide on how a provider currently using NCIR can enroll in the COVID-19 Vaccine Management Program prior to the release of the functionality that will allow them to manage COVID-19 vaccine in NCIR.

**For Provider Organizations Using NC Immunization Registry (NCIR):** Soon, provider organizations currently using NCIR (including VFC providers) who are planning to administer COVID-19 vaccine, will be able to manage their COVID-19 vaccine in NCIR. In preparation, they should complete the CDC COVID-19 Vaccination Provider Enrollment Agreement in the COVID-19 Vaccine Management System (CVMS). While the ability to manage COVID-19 vaccine in NCIR is forthcoming, by completing enrollment now, it will expedite the process once the functionality is available. In turn, this will help meet demand for pediatric vaccines with experienced and trusted providers.

Before getting started in CVMS, someone from your organization should:

- Review recorded [Step 1 and Step 2](#) of CVMS Provider Enrollment Training Sessions
- Plan to attend a live CVMS Provider Enrollment Training Session if able - [CVMS Training Schedule](#)

**COVID-19 Vaccine Management System (CVMS):** COVID-19 Vaccine Management System (CVMS) is a secure, cloud-based system that enables COVID-19 vaccine program enrollment, COVID-19 vaccine management, and data sharing across recipients, care providers, hospitals, agencies, and local, state, and federal governments on one common platform. This Fall, providers will go ahead and enroll in the COVID-19 Vaccination Provider Program by completing the CDC COVID-19 Vaccination Provider Enrollment Agreement in CVMS. Shortly after, they will have the ability to go back and select which system (CVMS or NCIR) best meets their vaccine management goals. Communication will be sent out once the system selection functionality is available.

Enrollment can be initiated at <https://covid-enroll.ncdhhs.gov>.

## Key Roles

**Organization Administrator:** Person responsible for initiating the provider enrollment process on behalf of an organization and completing Section A of the CDC COVID-19 Vaccination Provider Enrollment Agreement in CVMS Provider Enrollment Portal.

**Health Care Location Manager:** Provider Portal user who can add recipients, record vaccine administrations, manage vaccine inventory, enable and manage CVMS appointment scheduling settings, and manage location details to be visible on [Vaccines.gov](#).

**Vaccine Coordinator (Primary & Back-up):** Person responsible for completing Section B of the CDC COVID-19 Vaccination Provider Enrollment Agreement in CVMS Provider Enrollment Portal. The back-up is the second point of contact after the Primary Vaccine Coordinator for a specific location.

**DHHS Immunization Branch (IB) Enrollment Team:** Responsible for reviewing and approving/rejecting locations who have submitted their completed CDC COVID-19 Vaccination Provider Enrollment Agreement in CVMS.

## Your enrollment journey begins here...

### 1 Receive email giving option to enroll in CVMS

Organization Administrator receives email from NCDHHS with guidance on enrolling their organization in the COVID-19 Vaccination Provider Program.

If the organization does not intend to use CVMS prior to the NCIR COVID-19 management functionality, they are advised to complete Sections A & B of the COVID-19 Vaccination Provider Enrollment Agreement and then STOP, disregarding any messages received regarding CVMS onboarding.

Responsible: Organization Administrator

### 2 Access Provider Enrollment & create login

Organization Administrator navigates to the Provider Enrollment (PE) Page via the link in the email sent by NCDHHS and creates a username and password for login.

Responsible: Organization Administrator

### 3 Provide Organization Details

*Provider Enrollment Portal - Section A\**

Organization Administrator will complete Section A by providing details including:

- Organization details
- Details of each location within the organization
- Vaccine Coordinator details for each listed location
- Selection of Provider Type
- CEO and CMO contact information

Responsible: Organization Administrator

### 4 Register Each Vaccine Location

*Provider Enrollment Portal - Section B\**

Location Vaccine Coordinators will receive a unique email link to create a login for the CVMS Provider Enrollment Portal and complete Section B. Details include:

- Storage & Handling capabilities
- ALL Healthcare providers at that location who are licensed to authorize the vaccination.

Responsible: Location Vaccine Coordinator

### 5 CEO and CMO Signatures

Sign the CDC COVID-19 Vaccination Program Agreement.

Responsible: CMO & CEO



### 6 Provider enrollment tasks complete!

### 8 Provider Enrollment Application is Approved

When the IB enrollment team changes the application status to "Approved", emails will be triggered:

- PE approval emails sent to the Organization Administrator, CEO/CMO, and Vaccine Coordinators
- The first Health Care Location Manager (HCLM) added during Provider Enrollment will be automatically added as a user in CVMS and receive an email to register in the CVMS Provider Portal, but they should NOT continue with registration if the organization does not intend to manage COVID-19 vaccines in CVMS.

Responsible: IB Enrollment Team

### 7 Provider Enrollment Review for Approval

- DHHS IB Enrollment Team review submitted applications for:
  - Provider licensure
  - Storage & Handling
- Approve/reject application

Responsible: IB Enrollment Team

### 9 Post-enrollment

- Locations should not proceed with onboarding users in CVMS
- Locations should not request any COVID-19 vaccine

Once the ability to manage COVID-19 vaccine administrations in NCIR is available, the Organization Administrator will receive a follow-up email from NCDHHS instructing them to go back into the Provider Enrollment Portal to Section A of the COVID-19 Vaccination Provider Agreement and select NCIR as their system choice for COVID-19 vaccine management.

Additional COVID-19 vaccine information and trainings will follow.

Key ● PROVIDER ACTIONS ● DHHS Actions

Questions? For CVMS Provider Enrollment or COVID-19 vaccine questions, you can find helpful knowledge articles or submit an inquiry by visiting the [CVMS Help Desk Portal](#). You can also call the helpdesk at (877) 873-6247 (Monday - Friday 8:00 a.m. - 4:45p.m.).