

For those enrolled for COVID19 Vaccination

Action item list **before** vaccine arrives:

- ✓ WebIZ registration for facility and all staff
- ✓ Complete CDC [“You Call the Shots”](#) module “Vaccine Storage and Handling” and submit certificate of completion to rachel.odom@arkansas.gov or the ADH WebIZ help desk at <http://adhimmiregistry.hesk.com>.
- ✓ Apply for individual NPI for all pharmacists: <https://nppes.cms.hhs.gov/#/>
- ✓ Enroll in Vaccine Finder
 - You will receive an email from vaccine finder to register for vaccine finder **once your first order is placed**. This email will be sent to the provider organization’s email address submitted in the provider enrollment form. Once you receive the vaccine, you are required to enter inventory daily, including weekends and holidays.
- ✓ Reach out or respond to [Local Emergency Managers](#) and Tier 1 distribution pharmacies to begin discussions on coordinating efforts in your county.

Action item list **after** vaccine arrives:

- ✓ Coordinate vaccination clinics for Phase 1a and 1b recipients
- ✓ Distribute vaccine fact sheet to recipients and a COVID19 card
- ✓ Tell patients about V-Safe to report their side effects and be reminded of their second dose
- ✓ Report vaccinations to WebIZ within 24 hours
- ✓ Report inventory to VaccineFinder every day, including weekends and holidays
- ✓ Assign a staff member for freezer temperature checks, if needed
- ✓ Report required adverse events to VAERS
 - Vaccination administration errors, whether or not associated with an adverse event
 - Severe COVID-19 illness (e.g., resulting in hospitalization)
 - Serious adverse events (AEs) regardless of causality.
- ✓ Billing
 - Upload to your pharmacy dispensing software as soon as you are able. May need to create new profiles. Can bill through PBM now, medical billing is still forthcoming.