COVID-19 Vaccine Provider Enrollment Steps

1. Complete the CDC COVID-19 Vaccination Program Provider Agreement (Section A) and the COVID-19 Vaccination Program Provider Profile Form (Section B)
   [https://kanphix.kdhe.state.ks.us/KDHECDCCovidVaccineEnroll/](https://kanphix.kdhe.state.ks.us/KDHECDCCovidVaccineEnroll/)
   - It is important to note that you must have all provider signatures before the form is complete

2. Clinic will be created or updated in KSWebIZ as a COVID-19 vaccine provider (approx. 48 hours after paperwork is complete)

3. Information is updated to the CDC
   - This provides access to the VaccineFinder
   - Daily reporting is required. Must report the clinic has the COVID vaccine

4. Trainer will contact the clinic to provide assistance with KSWebIZ
   - CDC provides the details on VaccineFinder (FAQ online)

5. Clinics can proceed with ordering the COVID-19 vaccine
   - Orders need to be in by Wednesday at 5 p.m.

Additional Information is available on the KDHE webpage at [https://www.kansasvaccine.gov/167/How-to-Participate](https://www.kansasvaccine.gov/167/How-to-Participate)

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