



Independent Practices in Contra Costa County Eligible for COVID-19 Vaccine Administration

Contra Costa County is now able to coordinate the supply of COVID-19 vaccine to small independent practices who have not yet been able to receive vaccines. Physicians and other providers must, however, be enrolled in myCAVax and must be able to report vaccinations to the CAIR registry in order to be eligible to receive COVID-19 vaccine doses.

Once enrolled in those systems, a physician practice may request vaccine through the myCAVax system. Although these requests are made to the state, each county health department has the ability to review and modify orders. For practices ordering fewer doses than are in a single shipment (100 doses of Johnson and Johnson and Moderna and 1170 doses of Pfizer), the County is able to receive vaccine shipments, divide those orders, and then deliver them in smaller quantities to physician practices in the County.

Please note that Alameda County has not yet announced a plan for distributing vaccine to independent practices. The ACCMA is in communication with Alameda County and other stakeholders and is advocating for the expedient development of a plan. In preparation for this, Alameda County physician practices wishing to vaccinate patients should also enroll in myCAVax. The ACCMA will continue to provide updates as more information is available.

Enrolling in myCAVax

To receive vaccine doses, the State of California requires that physician practices and other providers be enrolled in myCAVax. All providers with an active license in California that permits the possession and administration of vaccines are eligible to enroll in the CA COVID-19 Vaccination Program, myCAVax. If you have previously enrolled in myCAVax, you do not need to re-enroll.

If you have not yet enrolled, follow the steps below, review these [slides](#), or review the [CDPH/CMA webinar](#):

1. Review the following program requirements and make sure that your organization meets the requirements:
 - a. [Before You Enroll](#)
 - b. [Provider Enrollment Worksheet](#)
 - c. [Storage Guidelines](#)
2. Once you have established that your organization meets the requirements, providers must ensure that their practice is registered with the CAIR immunization registry. You will need to provide your CAIR Org Code during the myCAVax enrollment process.

- a. If you have not enrolled in CAIR, visit <http://enroll.cairweb.org/> and follow the instructions to enroll. Questions about enrolling can be directed to CAIRHelpDesk@cdph.ca.gov or 800-578-7889.
3. Enroll in California's COVID-19 Vaccination program at [myCAvax](#).
 - a. **FOR PROVIDERS:**
 - i. Designate a Point of Contact for your organization. This person will complete Section A on behalf of the organization, including identifying all affiliate locations that will be required to complete Section B, "Provider Profile." Review the following guide to begin the enrollment process:
 1. [Enrolling Provider Organizations](#) (walks you through Section A)
 - a. Please note that Section A contains legal agreements that must be signed by the organization's Chief Medical Officer (or equivalent medical official) and Chief Executive Officer (or chief fiduciary/legal official).
 - ii. The designated Point of Contact will complete Section A before inviting locations to complete Section B. If your organization has multiple locations, each location will need to complete Section B separately. Review the following guide to enroll each provider location:
 1. [Enrolling Provider Locations](#) (walks you through Section B)
 - a. Each location will need to complete Section B, verifying site-level accuracy of hours, capacity, and freezer information.
 - b. Each enrolled location should designate a vaccine coordinator and a back-up coordinator serving as the site's point of contact for receiving vaccine shipments, monitoring storage unit temperatures, managing vaccine inventory, etc.
 - b. **FOR COMMUNITY HEALTH CENTERS:** Many Community Health Centers have already enrolled in the Health Resources and Services Administration (HRSA) Health Center COVID-19 Vaccine Program. If your center has not yet enrolled, please use the following guide to enroll:
 - i. [Enrolling Community Health Centers](#) (HRSA)
4. Once enrolled, providers, key practice staff, and anyone else managing, handling, or administering COVID-19 vaccines at all locations must complete the required training to meet federal and state requirements.
 - a. Anyone logging into the myCAvax provider system must complete the training through myCAvax – completions are tracked through enrollment.
 - b. Other staff should access the training online [here](#).
5. After training, providers should walk through [next steps](#), including optionally signing the TPA Agreement with Blue Shield of California, [onboarding to MyTurn](#), and registering for VaccineFinder.
6. Finally, providers should review the [Readiness Checklist](#) to ensure that all required steps are completed prior to receiving their initial vaccine allocation.

Please be aware that physician practices are NOT required to register with MyTurn if they are only planning to offer vaccines to their own patients. However, MyTurn can be used if desired and must be used if you are holding open vaccination clinics for the public. My Turn allows Local Health Jurisdictions and providers the opportunity to have an all-in-one application from clinic management, dose accountability and reporting, public eligibility, public scheduling and walk-in registration for vaccine clinics.

If you need assistance or if you have any questions about registering for myCAvax or receiving COVID-19 vaccinations, please contact the ACCMA by emailing accma@accma.org or calling 510-654-5383. Questions can also be directed to CMA at vaccinenetwork@cmadocs.org or to Contra Costa Health Services at covid_branch_vaccine@cchealth.org.