

Provider Memorandum

You Can Become a COVID-19 Vaccine Provider

Molina Healthcare of Illinois (Molina) has gathered resources that will help you register to become a COVID-19 vaccine provider. You must enroll on the state level with the Illinois Department of Public Health (IDPH), via the Illinois Comprehensive Automated Immunization Registry Exchange (I-CARE).

Join the Pool of Providers Administering the Vaccine

Illinois providers are required to enroll with I-CARE as a COVID-19 Vaccine Provider. I-CARE is a web-based immunization record-sharing application developed by IDPH.

Begin the enrollment process on Illinois' [Mass Vaccination Guidance for Providers](#) page: coronavirus.illinois.gov/s/guidance-for-providers. This page outlines the steps to take if you are currently enrolled in I-CARE; if you are not currently enrolled, you must do so.

Providers who have enrollment questions may contact dph.icare@illinois.gov.

More Enrollment Resources

The process includes completing the Centers for Disease Control and Prevention (CDC) [COVID-19 Vaccination Provider Agreement](#). You must be approved by IDPH before you are eligible to receive any COVID-19 vaccines.

If you are enrolled in Medicare under most institutional or non-institutional provider types, you don't need to take any action with Centers for Medicare & Medicaid Services (CMS) to administer and bill the COVID-19 shot, either through individual claims or roster bill, without enrolling as a mass immunizer. Details are found on the CMS website: cms.gov/medicare/covid-19/enrollment-administering-covid-19-vaccine-shots.

CMS has guidance for providers wishing to enroll in roster billing or centralized billing for administering the vaccine. Three PDF infographics that explain the enrollment process by provider type:

- Providers already eligible to administer vaccines: [covid-19-vaccine-enrollment-scenario-1.pdf](#).
 - No enrollment action is needed.
 - However, you must follow procedure to submit vaccination claims.
- Other provider types: [covid-19-vaccine-enrollment-scenario-2.pdf](#).
 - You must enroll through the provided hotline numbers.
 - Also, you must follow procedure to submit vaccination claims.
- Providers not currently enrolled in Medicare: [covid-19-vaccine-enrollment-scenario-3.pdf](#).
 - You must enroll through the provided hotline numbers.
 - Also, you must follow procedure to submit vaccination claims.

Securing a Vaccine Supply

Currently, local health departments determine who receives the vaccine within their jurisdictions. Information regarding vaccine supply is available through IDPH and the [CDC VaccineFinder](#). CMS offers a variety of resources for providers on its COVID-19 vaccine page: cms.gov/COVIDvax.

Storing the Vaccine

As part of the CDC's [COVID-19 Vaccination Provider Agreement](#), providers are required to store and handle COVID-19 vaccines under proper conditions, including maintaining cold-chain conditions and chain of custody at all times in accordance with an Emergency Use Authorization (EUA), vaccine package insert, manufacturer guidance, and CDC guidance in the [Vaccine Storage and Handling Tool Kit](#).

You should have the capacity to consistently store the vaccines at the following temperatures:

- Store COVID-19 vaccine (Moderna) between -13°F and +5°F. [Moderna temperature chart PDF](#).
- Store COVID-19 vaccine (Pfizer) between -112°F and -76°F. [Pfizer temperature chart PDF](#).

Procedure for Recording Vaccinations

As the COVID-19 vaccine provider, you must record certain data elements for each dose administered **within 24 hours of administration**. View the data requirements on the vaccination provider support page of [CDC's Immunization Information Systems \(IIS\) website](#).

Providers are also required to adhere to any revised safety reporting requirements throughout the duration of the Emergency Use Authorization (EUA) as posted on the [COVID-19 pages](#) of the FDA's website. The EUAs for the [Pfizer vaccine](#) and the [Moderna vaccine](#) are posted as well.

Reporting an Adverse Event in a Patient After Vaccination

The CDC and FDA require providers to use the [Vaccine Adverse Event Reporting System \(VAERS\)](#) to report any adverse event. Providers are also required to adhere to any revised safety reporting requirements throughout the duration of any Emergency Use Authorization as posted on [FDA's website](#).

Questions?

We're here to help. Contact your Provider Network Manager or email the Provider Network Management team at MHILProviderNetworkManagement@MolinaHealthcare.com. For help identifying your Provider Network Manager, visit [Molina's Service Area](#) page at MolinaHealthcare.com.

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Note: Molina's website and documents are best viewed in Google Chrome or Microsoft Edge.