Vaccine Administration at a Glance

COVID-19 Vaccine

Refer to the EUA fact sheets or product inserts for vaccine-specific storage and handling and administration guidance. This guide outlines requirements in CDC's COVID-19 Vaccination Program Provider Agreement and Vaccine Storage & Handling Toolkit.

Topic	Requirements & Guidance	Resource Links
Standing Orders	Where authorized under state law, standing orders enable eligible nurses and other healthcare professionals (e.g., pharmacists) to assess and vaccinate persons who meet the criteria without the need for clinician examination or direct order from the attending provider at the time of the interaction.	• Pfizer Standing Orders • Moderna Standing Orders • Janssen Standing Orders
Pre-Vaccination Screening	CDC has provided a COVID-19 Screening Form for facilities to assist with patient screening. Now available in English and six additional languages: Arabic, Spanish, French, Korean, Simplified Chinese, and Vietnamese. You can find all of these translations on the Product Info by Vaccine webpages under the Administration Resources section (Pfizer-BioNTech, Moderna, and Janssen/J&J).	• Pfizer-BioNTech • Moderna • Janssen/J&J
Vaccine Preparation	Vaccine preparation is the final step in the cold chain before administration. Handling vaccines with care is equally important as storing them properly. It is important to follow vaccine preparation instructions provided in the vaccine product's EUA Fact Sheet for Healthcare Providers, or the vaccine package insert. COVID-19 vaccine products may have different preparation requirements. Some should not be shaken, or the vaccine will be compromised and cannot be used. Carefully follow the manufacturer's vaccine preparation guidance. **Diluents:** They are not interchangeable unless specified by the manufacturer. Vaccine mixed with the wrong diluent should never be administered.	• Pfizer Vaccine Preparation and Administration Summary • Pfizer Vaccine Preparation: Mixing Diluent and Vaccine • Moderna Vaccine Preparation and Administration Summary • Janssen Vaccine Preparation and Administration Summery

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Vaccine Administration	*Organization must administer COVID-19 vaccine in accordance with all requirements and recommendations of CDC and CDC's Advisory Committee on Immunization Practices (ACIP). (CDC Provider Agreement #1).*	• COVID-19 ACIP Vaccine Recommendations
	Organization must administer COVID-19 vaccine in compliance with all applicable state and territorial vaccination laws. (P.A. #12b)	• Skills Checklist for Vaccine Administration • IM Injection Children 7-18 years • IM Injection for Adults | video • Needle Gauge and Length • Pfizer Low Dead-Volume Syringes & Needles • Beyond Use Date in Vial or Syringe for COVID-19 Vaccines • Injection Safety • Skills Checklist for Vaccine Administration
	Within 24 hours of administering a dose of COVID-19 vaccine and adjuvant (if applicable), Organization must record in the vaccine recipient's record and report required information to the relevant state, local, or territorial public health authority. Details of required information (collectively, Vaccine Administration Data) for reporting can be found on CDC's website. (P.A. #2) *Organization must submit Vaccine Administration Data through either (1) the immunization information system (IIS) of the state and local or territorial jurisdiction or (2) another system designated by CDC according to CDC documentation and data requirements. (P.A. #2)*	Reporting Doses Administered

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	Organization's COVID-19 vaccination services must be conducted in compliance with CDC's Guidance for Immunization Services During the COVID-19 Pandemic for safe delivery of vaccines. (P.A. #6)	[Interim Guidance for Routine and Influenza Immunization Services During the COVID-19 Pandemic](#)
	Organization must comply with all applicable requirements as set forth by the U.S. Food and Drug Administration, including but not limited to requirements in any EUA that covers COVID-19 vaccine. (P.A. #12a) **Emergency Use Authorization:** The EUA authority allows FDA to authorize either (a) the use of an unapproved medical product (e.g., drug, vaccine, or diagnostic device) or (b) the unapproved use of an approved medical product during an emergency based on certain criteria. The EUA will outline how the COVID-19 vaccine should be used and any conditions that must be met as requirements of authorized vaccine use. FDA will coordinate with CDC to confirm these "conditions of authorization." **What is an EUA?** [Video](#)	• [Pfizer EUA](#) (FDA) • [Moderna EUA](#) (FDA) • [Janssen EUA](#) (FDA)
EUA Fact Sheet or VIS	*Before administering COVID-19 vaccine, Organization must provide an approved Emergency Use Authorization (EUA) fact sheet or vaccine information statement (VIS), as required, to each vaccine recipient, the adult caregiver accompanying the recipient, or other legal representative. (P.A. #5)* **EUA Fact Sheets:** Specific, detailed protocols for individual vaccines are provided in manufacturer package inserts for vaccines licensed by the Food and Drug Administration (FDA). However, because COVID-19 vaccines may initially be authorized for use under an EUA, COVID-19 vaccination providers should refer to the EUA Fact Sheets for Consumers and Healthcare Providers for detailed information on each vaccine. Both sets of EUA fact sheets will be available after FDA approval. For more resources, see: [Pfizer](#) | [Moderna](#) | [Janssen](#)	• [Pfizer EUA Fact Sheet for HCP](#) • [Moderna EUA Fact Sheet for HCP](#) • [Janssen EUA Fact Sheet for HCP](#) • [Interim Clinical Considerations](#) • [Preparing for Anaphylaxis](#)

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Vaccination Card	*Organization must provide a completed COVID-19 vaccination record card to every COVID-19 vaccine recipient, the adult caregiver accompanying the recipient, or other legal representative. Each COVID-19 vaccine shipment will include COVID-19 vaccination record cards. (P.A. #11)* Encourage recipients to photograph their Vaccination Card in case they lose it. COVID-19 Vaccination Record Cards are included in the ancillary kits. Vaccination providers should encourage vaccine recipients to keep the card in case the IIS or other system is not available when they return for their second dose. The card provides room for a written reminder for a second-dose appointment. Recipients may consider entering the date the next vaccine dose is due on their electronic calendar.	
Second-Dose Reminders	Second-dose reminders for vaccine recipients will be critical to ensure compliance with vaccine dosing intervals and to achieve optimal vaccine effectiveness. Both VarText and v-safe remind recipients of second doses. *Pfizer:* Pfizer: Schedule 2nd -dose appointment at least 21 days after first dose. See EUA fact sheet (cvdvaccine.com) for details. *Moderna:* Schedule 2nd -dose appointment at least 28 days after first dose. See EUA fact sheet for details. Vaccine interchangeability: Safety and efficacy of a mixed-product series have not been evaluated. Both doses of the series should be completed with the same product. In exceptional circumstances, consult this clinical guidance under Interchangeability.	• VaxText COVID-19 Vaccination Second-Dose Reminder • v-safe
Record Keeping	*Organization must preserve the record for at least 3 years following vaccination, or longer if required by state, local, or territorial law. Such records must be made available to any federal, state, local, or territorial public health department to the extent authorized by law. (P.A. #2)*	

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Billing for Vaccine Administration	*Organization must not sell or seek reimbursement for COVID-19 vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federal government provides without cost to Organization. (P.A. #3)* Providers must follow CDC provider requirements including any updates: • must administer COVID-19 vaccine at no out-of-pocket cost to the recipient • may not deny vaccination based on recipient's coverage or network status • may not charge office visit/other fee if vaccination is sole the medical service provided • may not require additional medical services to receive vaccination • may not seek reimbursement including through balance billing from vaccine recipient	• CDC Provider requirements • Medicare COVID-19 Vaccine Shot Payment (3/15/21) • COVID-19 Care for Uninsured Individuals (HRSA) • HHS Launches New Reimbursement Program • CMS - COVIDvax Provider Toolkit

	Medi-Cal Eligible	Uninsured	Underinsured	Fully Insured
Vaccine	Do not bill	Do not bill	Do not bill	Do not bill
Admin Fee	Do not bill recipient (bill Medi-Cal)	Do not bill recipient (may seek reimbursement from HRSA COVID-19 Uninsured Program)	Do not bill recipient	Do not bill recipient (bill private insurance)

On March 15, 2021, CMS updated the Medicare payment rates for COVID-19 vaccine administration. Effective for services furnished on or after March 15, 2021, the new Medicare payment rate for administering a COVID-19 vaccine is approximately $40 to administer each dose of a COVID-19 vaccine. Get the most up to date list of billing codes, payment allowances and effective dates. Providers and billing staff should review CMS toolkit.

Also see HRSA's COVID-19 Care for Uninsured Individuals and HHS Launches New Reimbursement Program for COVID-19 Vaccine Administration Fees not Covered by Insurance.

Topic	Requirements & Guidance	Resource Links
	Organization must administer COVID-19 vaccine regardless of the vaccine recipient's ability to pay COVID-19 vaccine administration fees or coverage status. Organization may seek appropriate reimbursement from a program or plan that covers COVID-19 Vaccine administration fees for the vaccine recipient. Organization may not seek any reimbursement, including through balance billing, from the vaccine recipient. (P.A. #4)	
VAERS Reporting	*Organization must report any adverse events following vaccination to the Vaccine Adverse Event Reporting System (VAERS) (1-800-822-7967 or http://vaers.hhs.gov/contact.html). (P.A. #10).* The vaccination provider is responsible for mandatory reporting of the following to the Vaccine Adverse Event Reporting System (VAERS): • vaccine administration errors whether or not associated with an adverse event, • serious adverse events* (irrespective of attribution to vaccination), • cases of Multisystem Inflammatory Syndrome (MIS) in adults and children, and • cases of COVID-19 that result in hospitalization or death.	• [Report an Adverse Event to VAERS](#) • [12 Things States Need to Know about VAERS](#)
V-safe	The v-safe poster is now available in multiple languages, including English, Spanish, Korean, Vietnamese, and Simplified Chinese. Other translations are coming soon. Use automated appointment reminders to prompt recipients to enroll in v-safe. Provide the v-safe information sheet to vaccine recipients/caregivers and encourage vaccine recipients to participate in v-safe. V-safe is a new voluntary smartphone-based tool that uses text messaging and web surveys to check in with people who have been vaccinated to identify potential side effects after COVID-19 vaccination. ***Suggested script:*** *"CDC has created a way for you to report how you feel after COVID-19 vaccination through a smartphone-based tool that uses text messaging and web surveys to*	• [Register](#) • [v-safe Poster](#) • [Information Sheet](#) | [Other languages](#) • [COVID-19 Vaccine Monitoring Systems for Pregnant People](#) • [v-safe COVID-19 Vaccine Pregnancy Registry](#) • [FAQs about V-safe](#)

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	*check in with you. Here (or in your packet) is a **v-safe** information sheet with more details and simple instructions to sign up."*	
VaxText	VaxText is a free text messaging platform that providers can offer to their patients. Patients can opt in to conveniently receive text message reminders to get their second dose of COVID-19 vaccine. VaxText offers the added benefit of reminding patients to sign up for v-safe for reporting adverse outcomes following vaccination.	• [VaxText 2nd Dose Reminder](#)
Off-Site Clinic Considerations	Satellite, temporary, and off-site clinics in collaboration with community or mobile vaccinators may assist jurisdictions in providing equitable access for COVID-19 vaccination. However, these situations require additional oversight and enhanced storage and handling practices. Refer to resource links for guidance.	• [Guidance for Satellite, Temporary, and Off-Site Clinics](#) (CDPH) • [Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations](#) CDC • [Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations](#) • [Considerations for Planning Curbside/Drive-Through Vaccination Clinics](#) • [Vaccinating Homebound Persons With COVID-19 Vaccine](#) • Accessibility at Drive-Through Medical Sites [Fact Sheet](#) | [Checklist](#) • [Patient Safety Checklist for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations](#)

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Misc. Technical	The Safe and Proper Sharps Disposal During the COVID-19 Mass Vaccination Campaign discusses how to best protect from needlestick injuries while administering COVID-19 vaccines or while helping at vaccination sites. And Strategies for Sharps Disposal Container During Supply Shortages describes different strategies for managers and purchase agents to consider during supply shortages.	- Safe and Proper Sharps Disposal During the COVID-19 Mass Vax Campaign - Strategies for Sharps Disposal Container During Supply Shortages - Injection Safety for COVID-19 Vaccinators & Vaccine Administrators