

Instructions: Providers newly enrolled in myCAvax should complete this worksheet as you work through the [Startup Guide](#) to ensure your practice is ready before the first vaccine shipment arrives.

Clinic Operations Setup

- Bookmark & review BAP [Provider Participation Agreement](#); each location is responsible for compliance.
 - Inform practice staff of routine compliance site visits.
- Confirm coordinators understand their roles & responsibilities and report changes to Provider Call Center.
 - Organization Vaccine Coordinator: _____
 - Vaccine Coordinators: Primary: _____ Backup: _____
- Determine which [COVID-19 vaccine products](#) your location will offer.
 - Moderna Spikevax 12Y+ Novavax 12Y+ Comirnaty 12Y+
- Determine if your practice will implement standing orders for COVID-19 vaccines. Yes No
(Standing orders for routine vaccines are typically developed by Immunization Action Coalition and may be [posted here](#) sometime after FDA authorization.)
- Prepare to comply with administration & clinical guidance for products your location will offer.
 - COVID-19 vaccines are ACIP-recommended; strongly encourage vaccination.
 - Prepare clinicians to comply with [ACIP Vaccine Recommendations](#) | [Adult Immunization Schedule](#) and CDC's [Interim Clinical Considerations](#).
 - Prepare clinicians to comply with FDA's [EUA Fact Sheets for HCPs](#) for products your location will offer.
 - Determine how [Fact Sheets for Recipients](#) will be distributed: paper electronic
- Review the BAP billing and reimbursement policy.
 - Never charge for vaccine supplied at no cost by the Bridge Access Program.
 - Never charge patients an administration fee for BAP-supplied vaccines
- Determine how your practice will maintain BAP-related patient and vaccine management documentation (both paper and electronic) for 3 years.

Systems Setup

- Display your location as BAP Provider on [Vaccines.gov](#).
 - Determine who will display all affiliated locations under the Organization:
 - Organization Vaccine Coordinator will display all affiliated locations on [Vaccines.gov](#).
 - Vaccine Coordinators will display their location on [Vaccines.gov](#).
 - Login to the [COVID Locating Health](#) provider portal and display your BAP Provider location
- Confirm readiness to report doses administered daily.
 - EHR/EMR connected CAIR2/RIDE My Turn connected to CAIR
- [Complete digital enrollment](#) if using My Turn clinic management functionality.

Vaccine Management Preparations

- Confirm where you'll store COVID-19 vaccines; review storage requirements for [vaccine products](#) to be offered.
 - Refrigerator Freezer ULT
- Set up storage unit and data logger.
 - Estimate storage needs for vaccines.
 - [Prepare storage units](#) to protect your power supply.
 - [Set up storage units](#) and organize & label shelf space or baskets.

- [Set up and install](#) your data logger.
- Start [recording storage unit temperatures](#) and review instructions [for if an alarm goes off](#).
- Create your [COVID-19 vaccine management plan](#) (VMP) for routine & emergency situations.
- Stock vaccine transport container and supplies for emergencies.
 - Transport container □ Coolants □ Data logger □ Packing supplies
- Designate staff to report nonviable vaccine in myCAvax and return to McKesson

Staff Readiness

- Ensure Coordinators are set up and trained.
 - Login to myCAvax and confirm organization, location, coordinator info is accurate and complete.
 - Add [these critical senders](#) to your contact list or have IT whitelist them.
 - Determine if and how you will communicate Provider Call Center updates to clinicians & staff.
- Ensure Location Coordinators are trained on products and storage and handling protocols.
 - Complete required [COVID-19 Vaccine Product Training](#) for products your location will be administering.
 - Bookmark [COVID-19 Vaccine Product Guide](#) and review storage & handling, administration, and beyond-use (use-by) limits for products to be offered.
 - Bookmark CDC's [Vaccine Product Information Guide](#) (TBD) for details about vaccine shipments, dimensions, PPE, and needle sizes.
 - Review receiving instructions for products your location will offer including instructions for reporting shipment incidents. □ Moderna □ Novavax □ Pfizer-BioNTech
 - Review the emergency protocols in your [COVID-19 Vaccine Management Plan](#).
 - [Register](#) for Provider Office Hours for program and clinical updates.
- Train other staff with vaccine-related responsibilities.
 - Check-In Staff & Scheduling Desk □ Vaccinators □ Clinicians □ Medical Support Staff
 - Administrative Support Staff □ Billing □ Supervisors
- Determine where you will track training completions for key practice staff.
 - COVID VMP □ assessment form on file □ training database or log □ Other

Provider Support

- [Register](#) for **Provider Office Hours** for all things COVID and review [archived sessions](#)!
- Bookmark EZIZ's [Bridge Access Program](#) to find additional job aids!
- Provider Call Center is here to support you and answer all questions COVID: providercallcenter@cdph.ca.gov and (833) 502-1245 Mon-Fri, 8AM-5PM