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TO: Vaccines for Children (VFC) Providers

FROM: Sarah Royce, M.D., M.P.H., Chief 
Division of Communicable Disease Control, Immunization Branch

SUBJECT: Update Practice Information Link – Now Available!

Your California Vaccines for Children (VFC) Practice Profile is an important part of your participation in the VFC Program. Information such as your shipping address and delivery hours are used to ensure that vaccines are delivered to the correct location and during times when staff can receive them. Information on key practice staff is used to ensure that important program information is communicated to the right people. Vaccine storage unit and temperature monitoring equipment information is used to ensure that your practice has the capacity to store and manage publicly-purchased vaccines according to VFC Program requirements. Patient estimates help determine your VFC volume and how many doses your practice should be ordering for your VFC-eligible patient population and how often VFC orders should be placed.

UPDATING PRACTICE INFORMATION

Any updates to information on your VFC profile should be communicated to the VFC Program as soon as possible. To better facilitate the receipt of changes to your practice profile, the VFC Program has launched its new “Update Practice Information” online form. You may access the form by logging in to your [MyVFCvaccines](#) home page. The format of the Update Practice Information form is similar to that of VFC’s annual Recertification page.

The Update Practice Information form is divided into several pages:

- Practice Profile
 - Update the practice name, delivery address, delivery days and times, and the practice’s phone and fax numbers.
- Key Practice Staff
 - Only staff members associated with the PIN who have completed all the required [EZIZ lessons](#) will display on this page.



- Any changes to the Provider of Record or Provider of Record Designee cannot be made online, and a [Key Practice Staff Change Request Form](#) will need to be completed and submitted to the VFC Program.
 - Provider of Record Designee: The Provider of Record must sign that they authorize this designated staff member to act on his/her behalf on VFC Program related matters, such as signing the site visit acknowledgement form, when the Provider of Record is unavailable.
 - Provider of Record: If the Provider of Record is changing, they must sign the VFC Provider Agreement and California VFC Program Provider Agreement Addendum included in the form.
- Vaccine Storage and Temperature Monitoring Equipment
 - Update refrigerator or freezer unit information.
 - Update temperature monitoring equipment such as the thermometer type, model, serial number and calibration expiration date.
- Provider Population
 - Update changes to your VFC and non-VFC eligible patient population by age group and VFC eligibility category.
- Health Care Providers with Prescription Writing Privileges
 - Add or delete health care providers at your facility with prescription writing privileges who will administer VFC vaccines.

Please refer to Table 1: “Key Information Regarding Updates to Practice Information” for more details on how to update information and when to update.

IMPORTANT: You must go through each step in the Update Practice Information form (even if there are no other changes) in order to reach the last step of submitting the completed form.

Table 1: Key Information Regarding Updates to Practice Information:

Information	How to Update	When to Update	Notes
Practice Information			
Practice Name	myVFCvaccines.org	As soon as possible	
Delivery address	myVFCvaccines.org	Prior to your next vaccine order	You may be contacted by your field rep for verification
Delivery days and times	myVFCvaccines.org	Prior to your next vaccine order	
Key Practice Staff			
Provider of Record (POR)	Key Practice Staff Change Request Form	As soon as possible	The POR must sign the VFC Provider Agreement and CA VFC Provider Agreement Addendum
Provider of Record Designee	Key Practice Staff Change Request Form	As soon as possible	
Vaccine Coordinator	myVFCvaccines.org	As soon as possible	
Backup Vaccine Coordinator	myVFCvaccines.org	As soon as possible	
Vaccine Storage and Temperature Monitoring Equipment			
Certificate of Calibration expiration date	myVFCvaccines.org	When new calibration certificate is received or device is replaced	For those with digital MIN/MAX thermometers, it must be replaced with a digital data logger that meets VFC Program requirements upon expiration
Vaccine Storage Unit	myVFCvaccines.org	When new vaccine storage unit is in place and is maintaining temperatures	
Thermometer	myVFCvaccines.org	When new digital data logger is in place	For those with digital MIN/MAX thermometers, it must be replaced with a digital data logger that meets VFC Program requirements upon expiration
Provider Population			
Patient estimates	myVFCvaccines.org	When there is a change to the number of VFC-eligible patients your practice serves	
Health Care Providers with Prescription Writing Privileges			
Health care providers with prescription writing privileges	myVFCvaccines.org	When there are new health care providers in your practice who will be administering VFC vaccines	