

Provider Enrollment Process

Quick Reference Guide

Enrollment is required in order for providers to participate in the Vaccines for Children/Wyoming Vaccinates Important People (VFC/WyVIP), Vaccines for Uninsured Adults (VUA), and the Adult Hepatitis Vaccine (AHV) Program.

The enrollment process is a two-part process that includes the Vaccine Program enrollment and enrollment into the Wyoming Immunization Registry (WyIR).

New providers

- Enrollment for new providers occurs as needed.

Existing Providers

- Enrollment for existing providers takes place during a scheduled date during the year. The 45 day timeline for completing enrollment is firm.
- Providers that are unable to complete enrollment documents by the established dates will not be permitted to continue their participation in the program

Electronic Enrollment

- The enrollment process is an entirely electronic process. To maintain the integrity of this process, none of the forms may be printed, handwritten on, faxed, or scanned.
- All of the forms used in the enrollment process are electronic PDF forms.
- Complete forms are emailed to wdh-vfcreporting@wyo.gov as an attachment in their original PDF format.

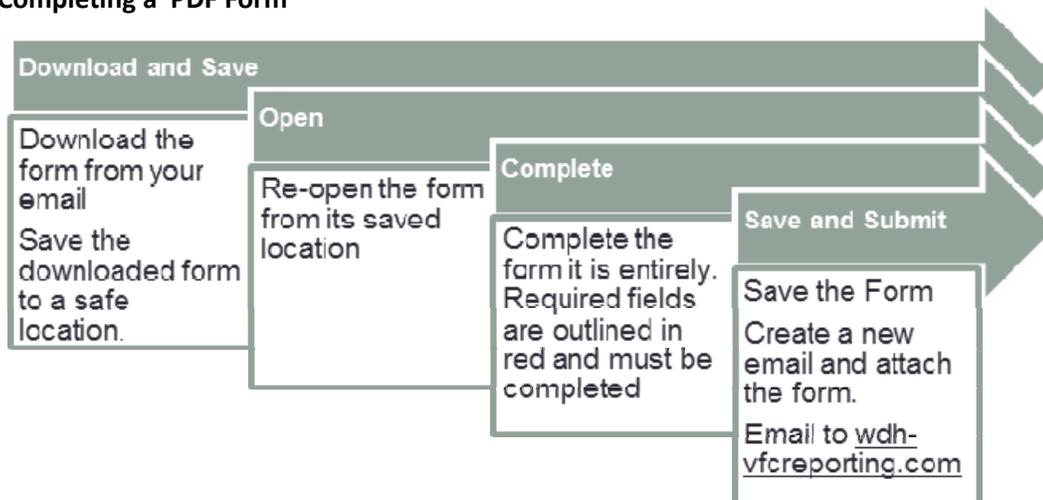
Public Vaccine Program Enrollment Forms

1. Provider Profile
 - This is a pre-enrollment form that is used throughout the year to review orders, identify patient populations, and facility contacts.
 - This form may be completed by a Vaccine Coordinator.
2. Provider Agreement
 - Completed annually to participate in a public vaccine program
 - This form must be completed by the Responsible Physician/Practitioner

WyIR Enrollment Forms

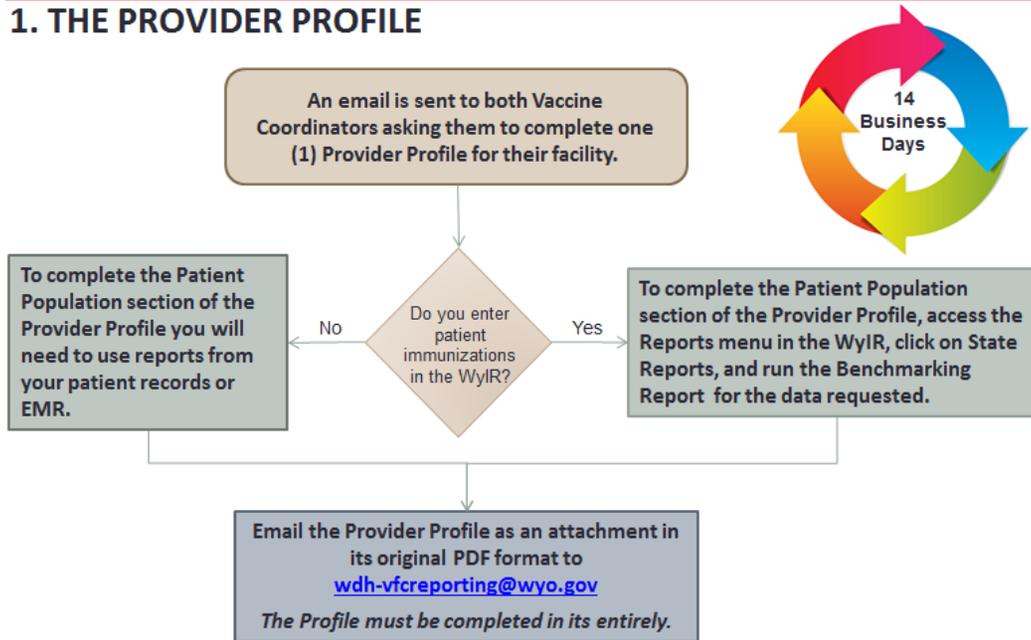
3. WyIR Provider Enrollment Agreement
 - Completed upon initial enrollment or as needed to gain or maintain access to the WyIR.
 - Providers must manage publicly-supplied vaccine inventory and place vaccine orders in the WyIR.
 - Signed by the Responsible Authority reported on the Provider Profile.
4. Access Level Form
 - Used to manage user access to the WyIR
 - Completed by the WyIR Facility Contact named on the WyIR Provider Enrollment Agreement

Completing a PDF Form

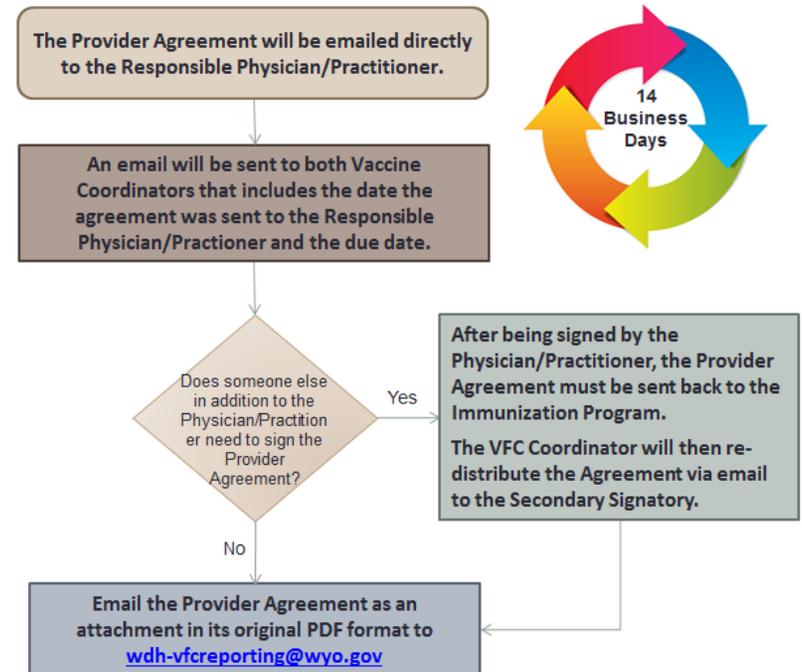


- **Verify Adobe 8 or higher has been installed.**
- **Not following this process may result in lost information and the submission of blank forms .**

1. THE PROVIDER PROFILE



2. PROVIDER ENROLLMENT AGREEMENT



3. WylR Provider Agreement

- The WylR Provider Agreement will be emailed to the WylR Organization Contact. The Responsible Authority will need to agree to the terms and conditions by typing their acceptance on the form.
- An email will be sent to WylR Facility Contact that includes the date the agreement was sent to the WylR Organization Contact and the due date.
- Email the WylR Provider Agreement as an attachment in its original PDF format to wylr@wyo.gov.



4. WylR Access Level Form

- The WylR Facility Contact must download the Access Level Form from the website.
- Email the WylR Provider Agreement as an attachment in its original PDF format to wylr@wyo.gov

Enrollment Complete

When the enrollment forms have been submitted and reviewed by Immunization staff, providers will be officially enrolled in a Public Vaccine Program and be able to access the WylR, create vaccine orders, and manage publicly-supplied inventory.