

IMMUNIZATION PROGRAM PROVIDER WITHDRAWAL PROCESS

If you are a currently enrolled provider that no longer wishes to participate in a public vaccine program, please complete the following process. **Providers are responsible for publicly-supplied vaccine until it is safely transferred to another provider approved by the Immunization Program.**

1. Withdrawal Form

- a. All providers must complete and submit the Withdrawal Form to the VFC Coordinator no less than two weeks prior to the withdrawal date.
 - i. Time is needed to arrange for a vaccine transfer.
- b. The Provider Withdrawal Form can be found at www.immunizewyoming.com on the Vaccine Programs Provider Portal.

2. Vaccine Transfer

- a. The Immunization Program will identify another provider to receive any remaining publicly-supplied vaccine.
- b. The withdrawing provider:
 - i. Must contact the receiving provider and arrange a time for the physical transfer.
 - ii. Is responsible for appropriately packing the vaccine and transporting it to the receiving provider.
 - iii. For guidance on how to pack vaccine for transport; see the Storage & Handling Toolkit: Vaccine Transport section on page 69.
 1. Any vaccine loss due to inappropriate packing is subject to the Vaccine Replacement Policy.
 - iv. Must create a Vaccine Transfer in the WyIR.
- c. The receiving provider:
 - i. Will check the vaccine temperature upon arrival, store the vaccine at appropriate temperatures, and immediately report any temperature excursion that took place during transport to the Immunization Unit.
 - ii. Will “receive” the Vaccine Transfer in the WyIR.

3. Withdrawal Confirmation

- a. The Immunization Program will confirm the physical transfer of the vaccine and approve the WyIR transfer.
- b. An email will be sent to the withdrawing provider confirming that their withdrawal from the public vaccine program is complete.
- c. No further action is necessary.

We appreciate your patience and cooperation with the withdrawal process and thank you for your past participation in the program.

If you have any questions about this process please contact Jude Alden, VFC Coordinator, at jude.alden@wyo.gov or 307-777-2413. Thank you.