

Quick Reference Guide: Provider Withdrawal Process

Last Revised: 7/2024

This quick reference guide outlines the process for withdrawing from a Public Vaccine Program (PVP). If you are a currently enrolled provider who no longer wishes to participate in a PVP, please complete the following process.

Withdrawal Form

1. All providers must submit a completed Wyoming Public Vaccine Program Provider Withdrawal Form to the Immunization Unit at least two weeks before the withdrawal date. This allows time to arrange for a vaccine transfer.
2. The Wyoming Public Vaccine Program Provider Withdrawal Form can be found on the Immunization Unit [website](#), navigate to the Vaccines for Children (VFC) Enrollment and Withdrawal tile and select the “Withdrawal form.pdf.”

Vaccine Transfer

1. Providers are responsible for publicly supplied vaccines until they are safely transferred to another provider.
2. Vaccine transfers must be completed in the Wyoming Immunization Registry (WyIR) and require Immunization Unit approval before the physical transfer of vaccine takes place. See [Quick Reference Guide: VOMS 2.0 Vaccine Transfers](#)
3. The withdrawing provider:
 - i. Will 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. Must ensure the vaccine is packed and transported correctly (see [CDC Storage & Handling Toolkit](#)).
 - a. Any vaccine loss due to inappropriate packing is subject to the Vaccine Restitution Policy, which can be found on the Immunization Unit [website](#).
 - iv. Will create a vaccine transfer in the WyIR if the publicly supplied vaccine is still in the provider’s inventory.
3. The receiving provider will:
 - i. Check the vaccine upon arrival to ensure it was stored at appropriate temperatures, and immediately contact the Immunization Unit if a temperature excursion occurs during transport.
 - ii. Receive the Vaccine Transfer in the WyIR.

Withdrawal Confirmation

1. The Immunization Unit will confirm the physical transfer of the vaccine and approve the WyIR transfer.
2. The withdrawing provider will receive an email confirming that the withdrawal from the public vaccine program is received and completed.
3. No further action is necessary.



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**Wyoming Department of Health
Immunization Unit
(307) 777-7952
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Resources:

[CDC Storage & Handling Toolkit](#)

[Provider Withdrawal Form](#)

[Quick Reference Guide: VOMS 2.0 Vaccine Transfers](#)

Questions? Please contact the Immunization Unit at wdh.immunize@wyo.gov or 307-777-7952.



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