



## PUBLIC VACCINE PROGRAMS: VACCINE COORDINATOR DUTIES

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- Record vaccine storage unit minimum and maximum (min/max) temperatures on the TL from a calibrated data logger thermometer. This must be done once per day, in the morning, except weekends, state holidays, and office closures.
- Download and review data logger temperature data once per week; preferably Monday morning.
- Maintain current Certificates of Calibration for each data logger thermometer. Data logger thermometers must be calibrated every 24 months.
- Have at least one calibrated data logger thermometer to serve as a backup for the facility.

## VACCINE INVENTORY MANAGEMENT

- Keep in stock all Advisory Committee on Immunization Practices (ACIP) recommended vaccines for the patient population served, assuring an adequate quantity of vaccine without under or overstocking.
- Clearly label your private stock separately from your public stock.
- Reconcile vaccine inventory in the WyIR at least once every thirty (30) days and prior to placing any public vaccine order.
- Report vaccine expiration and waste in the WyIR and return the vaccine to the vaccine distribution center within 30 days of expiration or waste.

## PVP OVERSIGHT

- Verify patient and vaccine eligibility is screened and documented at each immunization encounter prior to administration of publicly-supplied vaccine.
- Ensure billing practices are in place to prevent charging more than the allowable amount for the administration of publicly-supplied vaccine and to prevent charging for publicly-supplied vaccine.
- Work with billing staff to verify the vaccine administration fee for publicly-supplied vaccine does not exceed the state/territory vaccine administration fee cap established by the Centers for Medicare and Medicaid (CMS). The current administration fee cap in Wyoming is \$21.72 per dose for VFC-eligible patients and \$21.72 per antigen for WyVIP-eligible patients.
- Your facility may not charge a fee for publicly-supplied vaccine.

## WYIR FACILITY CONTACT

As the Facility Contact, you are responsible for:

- Ensuring compliance with the [Wyoming Department of Health Immunization Program Administrative Rules](#).
- Immediately reporting the termination of any current WyIR user's employment within 24 hours of them no longer being part of facility staff.
- Reporting changes to facility information, within 72 hours of when they are known, including phone numbers, addresses, and or any other pertinent information.
- Submitting the *User Access/User Updates* Form, located on the [Immunization Unit website](#), for:
  - New WyIR user access,
  - Updates to user access levels or permissions, and
  - Reactivation of a user account that has been inactive for 90+ days or was previously terminated.
- *It is not necessary that as the Facility Contact you maintain a user account for yourself, however, you may request one using the form above if you have the need for one.*
- Ensuring staff are aware of how to submit general questions about the WyIR, including password reset requests, utilizing the [WyIR Help Desk Google form](#).