



Immunize for Life, State-Supplied Vaccine Program Enrollment Instructions, 2011-2012

Access the enrollment system

To access the enrollment system, visit <https://kidsnet.health.ri.gov/vaccine>

Logging in

Practices may login to the State Supplied Vaccine (SSV) enrollment website using their SSV PIN and Medical License Number. Enter your entire PIN (including any letters). For the license number, use the credentials (e.g. MD) plus the five digits of your lead provider's license number. Providers who participate in KIDSNET may enroll by logging into KIDSNET with their User ID and password.

SSV Practice Menu

Read the instructions, and then click on the *2012 Enrollment (6/1/2011 - 6/30/2012)* link. When your enrollment is complete and has been certified by the Rhode Island Department of Health (HEALTH), links will be available to update information about your practice.

Menu on the left side of the screen

Use the links on the left side of the screen to log off, access the Immunization Resource Manual, or return to KIDSNET.

Practice profile page – patient count

Provide patient estimates and insurance status by age group. For renewing SSV providers, the data entered last year will appear next to this year's entry box for your reference.

Pre-book & breakdown page for influenza vaccine

Provide the number of doses of influenza vaccine you will need by patient age group and vaccine type. Don't forget to include staff members in your influenza vaccine dose count. Upon completion of your enrollment, you will not be able to modify this page. Contact Deborah Porrazzo at 401-222-7876 if changes are needed.

Medical practice information

Verify or update the information on this page. Throughout the system, red asterisks indicate required fields. Please note that you must have an approved refrigeration unit to receive vaccines. In addition, you must have an approved freezer if you will be storing varicella vaccine. Please check the appropriate refrigerator and freezer boxes.

Delivery information

Verify or update the practice vaccine delivery address, and then check the days and times your facility can accept vaccine shipments. You are required to have at least two delivery days checked. Nursing homes are required to receive their deliveries from their corporate pharmacy. For this reason, nursing homes must include the name and address of their designated corporate pharmacy in this section (e.g., Pharmerica, Omnicare).

Contact Information

Ensure that your office and vaccine contact information are accurate and current. Once enrolled, you may edit or update this information at any time. To request a change in the KIDSNET Administrator, check the designated box and submit a signed KIDSNET agreement.

Licensed Vaccine Provider list

If you need to add a new Licensed Vaccine Provider (a licensed professional who can prescribe vaccine), click “Add Another Provider.” If you need to modify information about an existing provider, click “edit” (next to that provider’s name). An e-mail address is required for the lead vaccine provider.

Terms and Conditions

Enrollment requires that you read and agree to the Terms and Conditions of the State-Supplied Vaccine (SSV) program. If your practice vaccinates patients who are younger than 19 years of age, you are also required to read and agree to the Terms and Conditions of the Vaccines for Children (VFC) program. A link is provided to print a copy for your records. HEALTH no longer requires a printed, signed copy.

KIDSNET Agreement

You will be required to print, sign, and submit a KIDSNET Agreement if:

- Your practice will vaccinate patients who are younger than 19 years of age for the first time, **OR**
- There is a change to your KIDSNET Group Administrator, **OR**
- You have a new Lead Licensed Vaccine Provider.

Enrollment confirmation

Print the Enrollment Confirmation page. Any required actions will be listed on this page, as well as links to copies of the Terms and Conditions of your enrollment. Click “Finish” to return to the SSV Menu Page and then “Log off.” If you are new to the Vaccines for Children (VFC) program, you will also need to schedule an orientation visit by contacting Sue Duggan-Ball at 222-1580 or sue.dugganball@health.ri.gov

SSV communication

All SSV communication will be sent by email. Please verify that all email addresses listed within the enrollment profile are accurate and current (you may edit/update this information throughout the year). Failure to confirm or update this information may result in your practice not receiving vital immunization information.

Still have questions about enrollment?

For general enrollment questions, contact Deborah Porrazzo at 401-222-7876/
deborah.porrazzo@health.ri.gov

For questions about Vaccine for Children (VFC) enrollment, contact: Sue Duggan-Ball at 401-222-1580/sue.dugganball@health.ri.gov

For questions about KIDSNET enrollment, contact either Janet Limoges at 222-7681/
janet.limoges@health.ri.gov; or Phanida Phivilay at 222-4644/ phanida.phivaley@health.ri.gov

Immunization Resource Manual

The Immunization Resource Manual, which includes forms, recommendations, policy statements, and many other documents, is available at www.health.ri.gov/resources/immunization