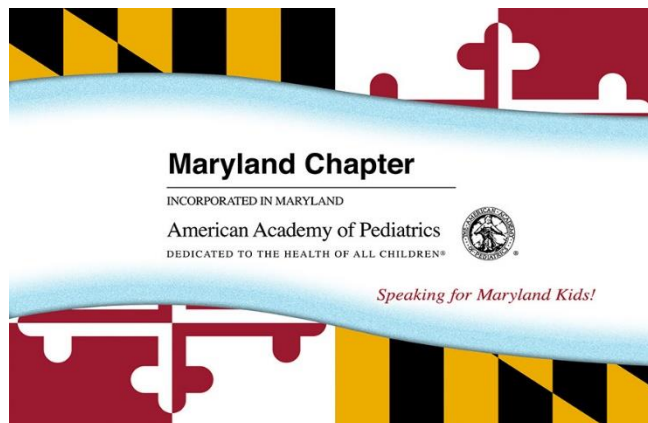


MDAAP

Administering COVID 19 Vaccine in Your Office

A Step By Step Guide for PCP's



October 7, 2021

Ordering COVID 19 vaccines: Step by Step Guide for VFC Providers

1. Ensure/confirm VFC status
www.marylandvfc.org
2. Register to become a COVID Provider and obtain COVID PIN number on Immunet. Takes about 24 hours to get PIN approved.

https://health.maryland.gov/phpa/OIDEOR/IMMUN/Shared%20Documents/ImmuNet_COVID19-Vaccine-Registration-Guide.pdf

Even if you will be participating in “Hub and Spoke” delivery of vaccine, you will still need a COVID PIN to obtain vaccine.

3. Direct ordering of the COVID-19 vaccine is available on Immunet on Thursdays from 8AM-4PM (Pfizer vaccine option will only appear on Thursday.)
 - a. Log in to your Immunet account.
 - b. Go to the “Specialty Vaccine Tab”. Pfizer vaccine will be an option and ordering limits will be displayed. Currently, trays of 1170 are available. Pfizer reports that they will be available in smaller trays of 100 (5-11 years old) and 200 (12 and over) soon.
 - c. Providers can also mdh.covidvax@maryland.gov if they need vaccine but miss the order window on Thursdays.

https://health.maryland.gov/phpa/OIDEOR/IMMUN/Shared%20Documents/ImmuNet_COVID19-Vaccine-Ordering-Guide.pdf

4. Vaccines are usually delivered by the following Tuesday in ultra cold storage (dry ice). Temperature monitor in the container. The Pfizer delivery service will call you to schedule a pick up time for the insulated box.

[Pfizer-BioNTech COVID-19 Vaccine Delivery Checklist \(cdc.gov\)](#)

5. In addition to vaccine, the delivery will include:
 - Adult kits: 1”-1.5” needles, 23 and 25 gauge
 - Pediatric kits: 1” needles, 23 and 25 gauge
 - 1ml and 3ml syringes
 - Alcohol prep pads
 - Vaccine needle guide
 - Band-aids
 - Masks
 - Face shields
 - CDC COVID vaccination record cards for patients

Note: No gloves are included in the delivery.

6. MDH requires similar reporting for the COVID 19 vaccine as it does for all other VFC vaccines: temperature monitoring, wastage, transfer, etc.

[COVID-19 Wastage and Temperature Excursion Reporting Form | Maryland Vaccines for Children Program \(marylandvfc.org\)](#)
[Request to Transfer Doses between Locations \(smartsheet.com\)](#)

7. All doses administered must be reported to ImmuNet within 24 hours of administration. Failure to do so will preclude the ordering of additional COVID 19 vaccines.

Vaccine Storage of the Pfizer COVID 19 Vaccine:

[Pfizer-BioNTech COVID-19 Vaccine Storage and Handling Summary-August 24, 2021 \(cdc.gov\)](#)

STORAGE UNIT TYPE	TEMPERATURE RANGE	TIME LIMIT
Ultra-Low Temp	-80 to -60 C	Until expiration date
Standard Freezer	-25 to -15 C	2 weeks
Refrigerator	2 to 8 C	31 days
Room Temperature		2 hours

Storage requirements may change for Pfizer vaccine for 5-11 year olds.

1. Storage as above for UNDILUTED VACCINE.
2. Daily minimum/maximum temperatures must be recorded daily. DDR data must be uploaded weekly.
[Pfizer-BioNTech COVID-19 Vaccine: Temperature Log for Ultra-Cold Vaccine Storage \(Celsius\) \(cdc.gov\)](#)
[Pfizer-BioNTech COVID-19 Vaccine: Temperature Log for Ultra-Cold Vaccine Storage \(Fahrenheit\) \(cdc.gov\)](#)
[Pfizer-BioNTech COVID-19 Vaccine: Temperature Log for Frozen Vaccine Storage \(Celsius\) \(cdc.gov\)](#)
[refrigerator-storage-logger-celsius.pdf \(cdc.gov\)](#)
[refrigerator-storage-logger-fahrenheit.pdf \(cdc.gov\)](#)
3. Thawing the vaccine (remove one vial for every 6 recipients): 3 hours at 2 to 8 C (35 to 46F) OR 30 minutes at room temperature.
4. Report temperature excursion and wastage per VFC.

[COVID-19 Wastage and Temperature Excursion Reporting Form | Maryland Vaccines for Children Program \(marylandvfc.org\)](#)

<https://health.maryland.gov/phpa/Documents/2021.09.24%20-%20MDH%20Notice%20-%20Bulletin%20COVID%2019%20Vaccine%20Distribution%20Update.pdf>

Pfizer COVID 19 Administration

[Pfizer-BioNTech COVID-19 Vaccine Preparation and Administration Summary \(cdc.gov\)](#)

1. Dilute with 1.8 ml of diluent. Post dilution, the vaccine must be used within 6 hours.
2. Provide each patient:
 - EUA Fact Sheet for Pfizer

[Pfizer-BioNTech COVID-19 Vaccine EUA Fact Sheet for Recipients and Caregivers \(fda.gov\)](#)
 - Prevacination checklist

[Prevaccination Checklist for COVID-19 Vaccines Information for Healthcare Professionals \(cdc.gov\)](#)
 - Informed consent (See Pediatric Center example)
3. Observation period:
 - 30 Minutes: Any patient with a history of anaphylaxis.
 - 15 Minutes: Everyone else.
4. All offices administering vaccine in their office, should have on hand:
 - Epinephrine (autoinjector or vial) of at least three doses
 - Blood pressure cuff
 - Oral antihistamine

[Management of Anaphylaxis at COVID-19 Vaccination Sites | CDC](#)

Transfer and Transport of Pfizer COVID 19 Vaccine

<https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/pfizer-transporting-vaccine.pdf>

[Request to Transfer Doses between Locations \(smartsheet.com\)](#)

1. Complete “Request to Transfer Doses between Locations” 24-48 hours prior to the transfer date. Both the transferring and the receiving provider must be registered as COVID providers on Immunet.
2. Doses should be transported in a vaccine freezer/refrigerator or a qualified unit with pack outs. Ancillary supplies should be included in the transfer.

Portable Vaccine Storage Unit - A type of powered refrigerator, freezer or Ultra-Cold (UTC) freezer unit specifically designed for use during vaccine transport. These are passive units that require a power source to function. Some active units are “qualified” to maintain desired temperatures for a set amount of time in the event of a power loss. For proper use, follow directions stated in manufacturer instructions.

Qualified Container and Pack-out: A type of container and supplies specifically designed for use when packing vaccines for transport. They are passive containers that do not require a power source and are “qualified” through laboratory testing under controlled conditions to ensure they achieve and maintain desired temperatures for a set amount of time (i.e., Cool Cubes, TempArmour, etc.). For proper use, follow directions stated in manufacturer instructions.

3. Maintain temperature through transport using DDL (preferred) or manual temperature recording.

<https://www.cdc.gov/vaccines/covid-19/downloads/transport-temperature-log.pdf>

4. Immediately upon arrival at the destination, vaccines should be stored in an appropriate storage unit with a temperature monitoring device (TMD). Be sure to follow these guidelines for monitoring and recording storage unit temperature.

Getting Paid for the Pfizer COVID 19 Vaccine

<https://www.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/covid-19-vaccine-for-children/covid-19-vaccine-administration-getting-paid/>

1. Verify patient insurance.
2. If a pediatric patient does not have insurance, bill through VFC. VFC pays \$23.28 for administration.
3. To vaccinate people over the age of 65 (parents, caregivers, grandparents, etc.), apply for a temporary Medicare number and bill to Medicare.

Noridian Healthcare Solutions

The toll-free Hotline Telephone Number: 1-866-575-4067

Hours of Operation: 8:00 am – 6:00 pm CT

Providers should have the following information available during the call:

- Legal name
- National Provider Identifier (NPI) number
- Social security number
- Valid in-state or out-of-state license
- Address information and telephone number

During the telephone conversation, the MAC will contemporaneously screen and enroll the physician or nonphysician practitioner and will inform the practitioner of their approval or rejection of temporary Medicare billing privileges.

4. All other patients (including parents) may be billed directly through their insurance. In our office, we put them into our EMR as a new patient and bill directly from there.
5. The following codes should be used:
Pfizer-Biontech COVID 19 vaccine: 91300 with a payment allowance \$0.010

Administration Fee:

First COVID vaccine: 0001A

Second COVID vaccine: 0002A

Third COVID vaccine: 0003A

6. Reimbursement for administration fees are at geographically adjusted rates:

DC Metro (MD suburbs): \$47.10

Baltimore City and surrounding counties: \$43.10

Remainder of Maryland: \$41.27