VaccineFinder Checklist for <u>Providers</u> using the COVID Locating Health Provider Portal

Overview

VaccineFinder.org provides a national resource of COVID-19 vaccine providers to help consumers find provider locations that carry COVID-19 vaccines and learn how to make an appointment. Initial launch will include:

- Active COVID-19 vaccinating providers in jurisdictions that have volunteered to be among the first to use the system
- Select pharmacy locations participating in the Federal Retail Pharmacy Program (FRPP)
- Other providers that have activated their locations to be visible on VaccineFinder.org.

Reporting on-hand inventory quantities daily to CDC via VaccineFinder remains a requirement regardless of whether a site makes their location visible on VaccineFinder.org. Inventory quantities will not be made publicly visible.

All COVID-19 vaccination providers in VaccineFinder who have set their display field in the COVID-19 Locating Health Portal to 'display' will be publicly viewable when VaccineFinder launches. Please review and share these quick tips to ensure your sites have the information they need to update their Locating Health Portal administration data.

Provider Quick Tips for Public Display

Each location that is set to 'display' on https://vaccinefinder.org will show the information entered by the provider: which vaccines are available at the site, general website, phone number, hours, and a link that leads to an appointment scheduling system or screener.

Updates to provider details submitted before 7:00 am EST will display on VaccineFinder.org the same day.

☐ Determine which site(s) to activate to display to the public on VaccineFinder.org
- ✓ Only activate locations that will receive vaccine deliveries to display.
- ✓ All sites default to 'not display' to the public. Do not activate locations that are not open to the public.

☐ Use the 'In Stock' field to update your site's availability of COVID-19 vaccines

☐ Include a Link for Action for your site(s) (Screener/Scheduler field)
- ✓ Add a valid URL that points consumers to confirm eligibility to get a vaccine or make an appointment.
- ✓ Some states and jurisdictions use a centralized screener and/or scheduler tool for all their providers and others rely on provider-specific tools. Include the appropriate link for each location.
- ✓ **If this field is left blank (NOT populated)**, VaccineFinder will direct consumers to call the site for details about scheduling an appointment.

☐ Ensure your site(s)' phone number(s) are listed correctly

☐ Include site hours of operation

☐ Use the 'Provider Notes' field to share important details about your site(s)
- ✓ E.g., appointments are required, no walk-ins, access from Courtland St., etc..

Helpful documents:

- ✓ Report inventory: Quick Start Guide: Inventory Reporting File Upload or Quick Start Guide: Inventory Reporting Log Manually
- ✓ Update public display fields: **Quick Start Guide for Public Display Information File Upload** or Quick Start Guide for Public Display Information Log Manually
- ✓ Additional resources: https://vaccinefinder.org/covid-provider-resources

How will sites display in VaccineFinder based on the information populated?

Public Display (*pre-screen link* populated)

1. **Location name, display address, and phone number**: from *partner enrollment* files submitted to IZDL. Phone numbers can also be updated via the provider portal.

2. **COVID-19 stock availability***: pulled from the In Stock value for each NDC (*inventory file or log manually page*)

3. **Hours**: pulled from the 7 columns Sun Hours – Sat Hours (*public display file or log manually page*)

4. **Screener/Scheduler URL**: Link for action; pulled from Pre Screen Web Address field (*public display file or log manually page*)

5. **Notes**: Text provided in Notes field (*public display file or log manually page*)

6. **Web Address**: Provider location web URL from Web Address Field (*public display file or log manually page*)

Public Display (*pre-screen link* <u>not</u> populated)

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