



State of New Jersey

DEPARTMENT OF HEALTH

DIVISION OF EPIDEMIOLOGY, ENVIRONMENTAL AND OCCUPATIONAL HEALTH
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To: New Jersey Vaccines for Children (VFC) Providers

Date: December 20, 2013

Re: 2013 Vaccines for Children Re-enrollment

In order to remain an active participant in the New Jersey Vaccines for Children Program (NJVFC) all child and adult providers must re-enroll beginning December 20, 2013 and ending January 17, 2014. Due to recent CDC changes, all providers must re-enroll now, even if re-enrollment forms were recently faxed to VFC or if the office was newly enrolled in the VFC program this year.

**NJVFC IS EXCITED TO ANNOUNCE THAT FOR 2013, VFC RE-ENROLLMENT WILL BE ONLINE,
ELIMINATING PAPER DOCUMENTS AND STREAMLINING THE RE-ENROLLMENT PROCESS**

To re-enroll in the VFC program, go online to NJIS.NJ.GOV:

1. Sign into NJIS or IMODS
 - a. In NJIS, click on NJIMODS on the left, then VFC Reenrollment
 - b. In IMODS, on the left, click on VFC Re-enrollment
2. The 2013 re-enrollment form will appear
 - a. The information you see on the form is pre-populated for you from the last enrollment.
 - b. Read each box to ensure it contains correct and current information.
 - c. Click inside the boxes to delete old information and type in current information if necessary.
 - d. One Licensed Medical Provider, physician; must be indicated as the Medical Director.

- e. List physicians, physician assistants and nurse practitioners as Licensed Medical Providers.
 - f. Vaccine Delivery Hours are in military time from 00:00 to 24:00 hours. The office must be open to receive vaccine at least one half day between Tuesday and Friday. No vaccine deliveries are made on Mondays.
 - g. In Provider Population, Part A, enter **all children** (or adults for adult sites) who received vaccinations in the last year; include those with private insurance and those who were VFC eligible.
3. A pop-up will appear if the form is incomplete or incorrect information was entered. Correct all items in the pop up and click Continue to submit the form.
 4. Print a copy of the form for your records.
 5. VFC will send an email to the email address on the form confirming it was received. Another email will be sent when the re-enrollment is accepted and processed for the upcoming year or if it has been rejected. If your re-enrollment is rejected your email will indicate what corrections are necessary and you will be able to re-submit the application to the program with the necessary corrections.
 6. Ensure that the Lead Physician reads the Provider Enrollment Agreement. The Lead Physician will ensure that Vaccines for Children Program policies and procedures are carried out in the office.

The NJVFC Program is very pleased to offer this enhanced re-enrollment process to our providers this year and has taken many steps to ease and simplify this requirement. However, should you have any questions or issues in completing the online re-enrollment process, please contact the program at (609) 826-4862 and a customer service representative will assist you.