

## Provider Profile Checklist

Please use the following checklist to help you complete all the sections in the Provider Re-enrollment process. Review the checklist to make sure your clinic has completed all the proper paperwork and steps needed.

### Prior to completing the Re-enrollment

- Make sure the Primary Coordinator, back-up coordinator and the Physician Signing the Agreement (or equivalent) have access to CT WiZ. If you need to request access, please visit <https://ctwiz.dph.ct.gov/ctwiz/Login.aspx> and click on "Request User Account." Coordinators should pick the appropriate "Access Requested" (primary or backup), and physician's signing the agreement (or equivalent) should choose Chief Medical Officer/Physician Signing Agreement. Please remember the CVP pin should be included with all CT WiZ requests.
- Confirm that the primary and backup have completed the Fall CVP Webinar. If your clinic was unable to attend, please watch the recorded version which can be found [here](#). Certificates are not required to be uploaded to CT WiZ, only the date in which the webinar was reviewed.
- To avoid having to do so during the re-enrollment, update all clinic information in CT WiZ using the Clinic Tools, Clinic Information screens. This includes your clinic's address, contact information, delivery hours, staff and staff training. Just a reminder, there can only be one primary coordinator, backup coordinator and physician signing the agreement.
- Gather the insurance breakdown of all children in your practice. It is important to get these amounts as accurate as possible. You may need to consult with your billing department or your EHR to complete this portion. The breakdown of the insurances are as follows:

	Birth to 1 yr.	1-6 yrs.	7-18 yrs.	Total
VFC Eligible-Medicaid/Medicaid Managed Care (Husky A)				0
VFC Eligible-Uninsured (Patients without Insurance)				0
VFC Eligible- American Indian/Alaska Native CHIP (Husky B)				0
VFC Eligible-Underinsured at FQHC				0
Not VFC Eligible (Private Insurance)				0
Total Number of All Patients in your practice who will be administered state supplied vaccine (must equal the sum total for rows 1-6 above)	0	0	0	0

### When Filling Out the Re-enrollment

- Visit our website to find a video tutorial on how to complete the re-enrollment process. This can be found at: [https://portal.ct.gov/DPH/Immunizations/CVP--Provider-Profile-Enrollment Reenrollment](https://portal.ct.gov/DPH/Immunizations/CVP--Provider-Profile-Enrollment_Reenrollment)
- Please remember that the Physician Signing the Agreement (or equivalent) must log in to CT WiZ to electronically sign the agreement. **The primary coordinator cannot sign the document for the physician.**
- Answer all questions listed under the Additional Questions tab of the enrollment. You will not be able to submit the enrollment unless these fields have been completed.
- The 2022 Re-enrollment must be completed by Wednesday December 15th.** Failure to do so will result in suspension from the program and you will not be allowed to order any vaccines until the re-enrollment is complete.