

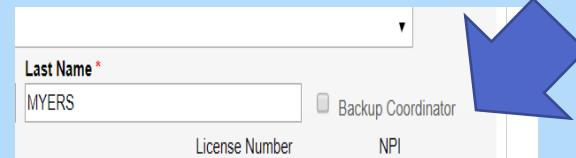
Clinic Staff Roles

- Primary Vaccine Coordinator

- Primary responsibility for ordering, monitoring, and ensuring the quality of vaccines at the practice.
- Choose either **Non-physician (Primary) Contact** or **Physician Contact (Primary)** depending on title.
- If dual role as Physician Signing Agreement, choose **Physician Signing Agreement** and alternate contact type **Physician Contact (Primary)**.

- Back-up Vaccine Coordinator

- In the absence of the primary coordinator, same responsibility as the primary vaccine coordinator.
- Choose either **Non-Physician (Back-Up)** or **Physician Contact (Back-Up)** depending on title.
- If main role is Physician Signing Agreement, then the Backup Coordinator checkbox.



Last Name *
MYERS

Backup Coordinator

License Number NPI

Clinic Staff Roles

- **Physician Signing Agreement**

- Official registered health care provider signing the agreement.
- Must be a practitioner authorized to administer pediatric vaccines under state law.
- Held accountable for compliance by the entire organization and its providers with the responsible conditions outlined in the provider enrollment agreement.
- **Choose Physician Signing Agreement.**

- **Prescribers and Administers**

- These roles describe staff, depending on title, who either prescribe or administer vaccines.
- Choose either **Physician Contact** or **Non-Physician Contact** depending on title.

NOTE: It is not necessary to add staff for **Hospital Contact** or **Mailing Contact**.