



CVFA Enrollment Checklist

Please use the following checklist to help you complete all the sections in the 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 Vaccine Coordinator, Back-up Vaccine Coordinator and the Physician Signing the Agreement (or equivalent) have access to CT WiZ. If you need to request access, please visit the [CT WiZ login page](#) 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 Physician Signing Agreement contact type. Please remember the pin should be included with all CT WiZ requests. For more information on user accounts, visit our [user account webpage](#).
- Confirm that the primary and backup have completed the required training within the last 12 calendar months. The primary and backup vaccine coordinator must complete [Vaccine Storage and Handling](#).
- Please keep your clinic information and staff up to date throughout the year, as make changes as they occur.** During re-enrollment review and [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.
- Review the [eligibility screening document](#) and [CVFA Patient Eligibility Screening Cheat Sheet](#)
- Gather the following breakdown of all uninsured and underinsured adult patients in your practice. If you are unsure how many patients you anticipate seeing, please give a rough estimate. You may need to consult with your billing department or your EHR to complete this portion. The breakdown of the insurances are as follows:

	19-24 yrs.	25-49 yrs.	50 yrs. +	Total
317 Adult (Uninsured and underinsured patients)				
Not VFC eligible (all other insurance types) <i>this number does not need to be included. Simply put a “0” for this category.</i>				

When Filling Out the Re-enrollment

- Visit our [website](#) to find a video tutorial on how to complete the re-enrollment process.
- 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 2025 Re-enrollment must be completed by Friday November 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.

Need additional support: [submit a helpdesk ticket](#) – select Immunizations (CT WiZ) – Clinic Administration – Enroll/Re-enroll in CVP.