



North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section  
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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

October 25, 2010

**MEMORANDUM**

**TO:** North Carolina Immunization Program (NCIP) Participants

**FROM:** Beth Rowe-West, R.N., B.S.N., Head  
Immunization Branch

**SUBJECT:** Provider Agreement for 2011 and Provider Profile

Each year, the North Carolina Immunization Branch and the federal Vaccines for Children (VFC) Program require an updated provider profile and provider agreement. Enclosed in this mailing are your provider vaccine agreement for 2011 and your provider profile, which includes provider office details and enrollment estimates of the patients you serve.

In addition to reviewing your office information, *please carefully review the enrollment estimate of your patient population.* Provider enrollment estimates are a critical piece in the administration of the NCIP and a requirement of the Centers for Disease Control and Prevention (CDC). Enrollment estimates allow the Immunization Branch to:

- assist providers in vaccine ordering, avoiding over-ordering and under-ordering, both of which result in significant costs to the immunization program;
- make estimates of the active patients in our program which are used to fund new vaccines, address special populations, and identify funding needs for vaccines such as influenza, human papillomavirus (HPV), and meningococcal conjugate; and,
- provide projections which drive state and federal allocations in crisis or shortage situations, such as the *Haemophilus influenzae type b* (PedvaxHIB®) recall in 2007, and the H1N1 novel influenza emergency in 2009.

Please have your lead physician (or health director, for local health departments) sign the new agreement, verify your profile information, and return them to us by **November 19, 2010**. If there are no corrections to your profile, check the box at the top of the form. Corrections to your profile may be made by crossing out incorrect information and writing the correct information above it. Forms should be faxed to the Branch at 1-800-544-3058 or mailed to the North Carolina Immunization Branch, Attn: Vaccine Distribution, 1917 Mail Service Center, Raleigh, NC 27699-1917.

**Providers not returning a signed 2011 agreement and an updated profile will be unable to order state-supplied vaccine beyond November 19, 2010.** If you have problems or questions you may call the Immunization Help Desk, Monday through Friday, 8am to 5pm ET, at 1-877-873-6247.

**Attachments**

CC: RICs SMT CO Staff Vaccine Manufacturers Steve Shore  
RINs Joy Reed Greg Griggs Jessica Gerdes Timika Poston  
Taryn Edwards