

## **Enrollment, Annual Recertification & Withdrawing**

### **How do I enroll in the NCIP Program?**

Enrollment in North Carolina's VFC Program is easy. Contact the Immunization Branch at (919)707-5550 to request an enrollment packet. When e-mailing, be sure to include the practice name, mailing address, phone number, and e-mail address of the person to whom the packet should be sent. For more details see our [enrollment requirements](#).

### **I am enrolling in the NCIP Program. Do I need to mail the original enrollment forms to NCIP, or may I fax them?**

We are able to accept all enrollment forms via mail, fax, or e-mail. Originals are not necessary, but please keep a copy of the forms for your records.

### **I have multiple sites. Do I need to enroll/register each individual site?**

Each site that actively administers vaccine must have a signed Provider Agreement on file with our Branch and be enrolled in our program. Vaccine is shipped directly to the provider to ensure the cold chain is maintained. This protects the cold chain, improves inventory functions in NCIR, and eases the provider burden during federally mandated site visits.

### **Why should I join the North Carolina Vaccines for Children (NCIP) Program?**

Participation in our program will enhance your ability to protect your most vulnerable patients with all recommended vaccines without sending them to other locations for vaccination.

### **When do I need to recertify in the NCIP program and what documentation do I need?**

All providers are required to recertify their enrollment annually. It ensures that your clinic will continue to receive publically purchased vaccines during the upcoming year. NCIP initiates the process by sending you a recertification packet. You do not need to do anything about recertification until you receive the packet.

### **We are changing ownership. What do I need to do?**

Please contact the NCIP immediately to notify us of the change in ownership. Your practice will need to complete a new Provider Profile to update any practice information and if your lead physician or practice name has changed, you will need to submit a new Provider Agreement. For additional assistance, contact your NCIP Customer Service Representative at [ncirhelp@dhhs.nc.gov](mailto:ncirhelp@dhhs.nc.gov).

### **Who is my NCIP Field Representative?**

Each geographic area has designated Regional Nurse Consultant and Regional Immunization Consultant. Please contact the Branch at [ImmInfo@dhhs.nc.gov](mailto:ImmInfo@dhhs.nc.gov) to receive contact information for your consultants.

### **What documentation should I retain for my records?**

Patient immunization records should never be destroyed. All VFC documentation must be retained for at least 36 months This includes:

- Vaccine temperature logs
- NC Borrowing and Replacement Forms
- Manual Vaccines Administered Logs (VALs)
- Copies of all vaccine packing slips
- Thermometer certificate of calibration

### **How do I request temperature logs, vaccine posters, etc.?**

Resources for providers can be accessed [on-line here](#), and printed as needed. A limited number of resources are available for order from our Materials Warehouse and can be ordered using this [order form](#).

### **How do I withdraw from NCIP?**

Should you wish to withdraw from our program, you will need to request a Withdrawal packet from the Immunization Branch by calling 1-877-873-6247 or e-mailing [ncirhelp@dhhs.nc.gov](mailto:ncirhelp@dhhs.nc.gov). The packet includes a brief statement from the physician about why your practice is leaving, instructions for continued NCIR access, and instructions for the transfer of all remaining state-supplied vaccine.