



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**LISA J. PINO, M.A., J.D.**  
Executive Deputy Commissioner

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Dear Healthcare Provider:

New York State healthcare provider practices (outside of the five boroughs of New York City) interested in administering COVID-19 vaccine must be enrolled in the New York State COVID-19 Vaccination Program to be ready to order and receive publicly supplied COVID-19 vaccine and ancillary supplies when the vaccine becomes available to you. An online enrollment application tool named “COVID-19 Vaccine Program Provider Enrollment” is now accessible through the Health Commerce System (HCS). Please refer to the instructions for [Accessing the Enrollment Application Tool in HCS](#).

Please review the information in this letter and each of the referenced resource documents (links provided) and complete the enrollment application in the HCS online application tool.

If your practice is part of a larger organization, please confirm with your parent organization whether A) the parent organization has or will be enrolling your practice under its application or B) the parent organization prefers you to directly enroll your practice. If your parent organization has or will be enrolling your practice, then you do not need to take further action regarding enrollment.

- Refer to the [COVID-19 Vaccination Program Provider Agreement & Profile & Addendum](#) document to see the type of information you will need to enter in the online application tool.
- Carefully review the [Enrollment Instructions Guide](#) for a detailed explanation of key fields in the online application tool.
- You may also view a [recorded webinar](#) (approximately 30 minutes long) for a walk-through of the online application tool.

### **The online enrollment application tool includes the following sections:**

The **CDC COVID-19 Vaccination Program Provider Requirements and Legal Agreement** (Section A) specifies the conditions of participation for vaccination provider organizations and their affiliated facility locations. The chief medical officer (or equivalent) and chief executive officer (or chief fiduciary officer or equivalent) signing this agreement must be the individuals who will be held accountable for and responsible for compliance with the conditions outlined in the agreement. This section of the form will only be completed once, regardless of the number of locations you are enrolling. Each location will be entered under the profile section. (Note: In the HCS online application tool, signatures are obtained using an attestation check box.)

The **CDC COVID-19 Vaccination Program Provider Profile and NYSDOH Addendum** (Section B) outlines key minimum data elements required to be collected from every vaccination provider location receiving COVID-19 vaccine and ancillary products, such as receiving site address information, practice type, and patient population size and volume. This information must be

completed and signed (electronically) for **each** location covered under the Organization listed in Section A.

### **New York State Immunization Information System (NYSIIS) accounts:**

Every COVID-19 Vaccine Program provider vaccination location entered under Section B (Provider Profile) will need a NYSIIS account. If a vaccination provider location does not have a NYSIIS **organization account** one will be set up by the NYS COVID-19 Vaccine Program upon processing the enrollment. It is important to ensure that appropriate staff, including the primary and backup vaccine coordinators listed in the application, have NYSIIS **administrative user account** access.

Functions that administrative users perform in NYSIIS include placing vaccine orders; monitoring vaccine inventory; entering doses administered and/or performing data exchange (uploading and downloading data) between the provider's electronic health system and NYSIIS; entering vaccine returns and wastage; and generating reports for internal review (e.g. doses administered).

Please take the following steps to obtain access for new users (this may be done before or after your enrollment application is submitted):

1. NYSIIS is located on the Health Commerce System. If responsible staff do not yet have an HCS account, they must apply for one. Please refer to the [Instructions for requesting and HCS account](#).
2. Take the NYSIIS Administrative User training located [here](#). You must have an HCS ID (step 1 above) to register for the training. Please refer to the [NYSIIS Standard and Admin Users Directions](#).

Please click on the below resources to assist with your application:

[\*COVID-19 Vaccination Program Provider Agreement & Profile & Addendum\*](#)  
[\*Enrollment Instructions Guide\*](#)  
[\*Instructions for requesting and HCS Account\*](#)  
[\*Accessing the Enrollment Application Tool in HCS\*](#)  
[\*NYSIIS Standard and Admin User Directions\*](#)  
[\*Recorded online application walk-through\*](#)

Any questions about the enrollment process should be sent to [COVID19Vaccine@health.ny.gov](mailto:COVID19Vaccine@health.ny.gov).