

# Kansas COVID-19 Vaccine Provider Enrollment

## Frequently Asked Questions (FAQs)

Q. Can we submit a paper form?

A. No. The Kansas Department of Health and Environment - Kansas Immunization Program (KDHE-KIP) will not accept any paper forms, the electronic form with electronic signatures are required to successfully enroll to receive COVID-19 vaccines.

Q. Can anyone from the organization fill out the enrollment form?

A. Yes, however, a unique email address for the Chief Medical Officer (or Equivalent) and the Chief Executive Officer (or Chief Fiduciary) is required so the system can generate an email for the required electronic signatures.

Q. We have multiple clinics. Do we need to fill out multiple forms?

A. The first section asks how many affiliated vaccination locations are covered by this agreement and requires email addresses for each location's primary COVID-19 vaccine coordinator. The COVID-19 vaccine coordinator can fill out the information for their specific location. The Chief Medical Officer (or Equivalent) and the Chief Executive Officer (or Chief Fiduciary) will only need to electronically sign once for the entire organization.

Q. We have the same Primary Vaccine Coordinator for all our locations. Will they be able to use the same email address for each location?

A. Yes. The Chief Medical Officer (or Equivalent) and the Chief Executive Officer (or Chief Fiduciary) are the only ones that need unique email addresses.

Q. I have questions regarding filling out the electronic enrollment forms. Who can I contact?

A. KDHE-KIP has an email address monitored by multiple Kansas Immunization personnel created specifically to assist with the enrollment process. Questions can be emailed to [kdhe.COVIDEnrollment@ks.gov](mailto:kdhe.COVIDEnrollment@ks.gov) or you can call us toll free at 1-877-296-0464.

Q. What is the IIS?

A. The Immunization Information System (IIS) is the statewide immunization registry, also known as KSWebIZ.

Q. How do I find my IIS (KSWebIZ) Identifier?

A. If you currently have access to KSWebIZ, you can log into your account and find the number in the blue bar at the top of your screen. If you are a Vaccines for Children (VFC) provider, it is your VFC pin which will be in the same spot. EX: 3000 or NV3000. If you have a NV in your identifier, please include it on the enrollment. If you don't have access or are unsure of what to put please contact KDHE-KIP via email at [kdhe.COVIDEnrollment@ks.gov](mailto:kdhe.COVIDEnrollment@ks.gov) or you can call us toll free at 1-877-296-0464.

Q. For the question about how many Multi-Dose Vials (MDV) can your location store, are you asking about total facility storage capacity at peak usage or about COVID-19 storage capacity above regular stock storage?

A. This question is asking about the facility's capacity to store COVID-19 vaccine. Facilities should continue to store routine vaccinations, including influenza vaccine, so that individuals can continue to be vaccinated as recommended by the Advisory Committee on Immunization Practices (ACIP).

Q. Which individuals need to be listed under the Providers practicing at this facility?

A. List all licensed health care providers with prescribing authority who will be administering vaccinations at this location. (ex: MD, DO, NP, and PA).

Q. We have quite a few Providers practicing at this facility, can we upload a file, or do they need to be typed in individually on the enrollment?

A. At this time, KDHE-KIP does not have an upload feature included in the enrollment. The form is limited to a maximum of 25 providers and each provider will need to be added manually.