Important Notice: Provider Information for COVID-19 Vaccine Enrollment

This communication applies to the Medicaid programs for Simply Healthcare Plans, Inc. (Simply) and Clear Health Alliance (CHA) as well as the Florida Healthy Kids (FHK) and the Medicare Advantage program for Simply.

Are you interested in serving your community by providing COVID-19 vaccinations? To become a COVID-19 vaccine provider your organization must be enrolled in Florida SHOTS and the Vaccines for Children/Adult Program (VFC/VFA).

Florida SHOTS
Providers must hold an active and valid medical license to enroll.
- **If you are not enrolled in Florida SHOTS:** Visit **https://www.flshotsusers.com** to complete an enrollment application. Check the "COVID-19 Enrollment" box. You will receive a confirmation email with your login credentials after your application has been processed.
- **If you are enrolled in Florida SHOTS:** Login to Florida SHOTS using your ID, username and password. If you do not remember your login ID, contact the Florida SHOTS help desk (**877-888-7468**, Option 2). If you need to reset your password, click "Need Password Assistance" on the login page.

Vaccines for Children (VFC)/Vaccines for Adult (VFA)
Each location or site where vaccines will be ordered and received must be enrolled in VFC/VFA. An application or form to enroll in VFC/VFA is not needed as COVID-19 vaccine enrollment staff will contact providers directly to conduct the enrollment process.

COVID-19 Vaccination Provider Agreement
All providers must complete two sections of the COVID-19 Provider Agreement.
- **Section A: Provider Requirements and Legal Agreement** (One agreement must be completed for the organization and signed by both the Chief Medical Officer and Chief Executive Officer)
    1. Log into your Florida SHOTS account and visit the COVID-19 Enrollment page.
    2. Click "Submit COVID-19 Section A" to fill out the agreement. The PDF document must be downloaded, signed by both responsible parties, and emailed to COVIDVaccineProgram@flhealth.gov

https://provider.simplyhealthcareplans.com
https://provider.clearhealthalliance.com

- **Section B: Provider Profile** (You will not be able to complete this section until you have started the VFC/VFA enrollment process. One provider profile must be completed for each VFC/VFA enrolled location or site.)
    1. Log into your Florida SHOTS account and visit the COVID-19 Enrollment page.
    2. Click "COVID-19 Enroll Section B" to complete and submit the provider profile.
- The COVID-19 vaccine enrollment desk will contact you to provide information on how to order and receive vaccines as available.

Additional Resources:
- **COVID-19 Vaccine Enrollment Process for Providers**
  http://www.floridahealth.gov/programs-and-services/immunization/COVID-19VaccineInfo/_documents/covid-vaccine-flow-chart.pdf
- **COVID-19 Vaccine Enrollment Information**
  http://www.floridahealth.gov/programs-and-services/immunization/COVID-19VaccineInfo/_documents/covid-vaccine-flow-chart-info.pdf

For additional information please contact the Department of Health's Immunization Section at **877-888-7468**. Providers can also direct questions to CovidVaccineProgram@flhealth.gov.