

Childhood Vaccine Program – View Online Provider Agreements

LHJs search, view, and add comments to provider agreements in the system using the Provider Agreement function.

Instructions:

- Using the Navigation Menu, click on the **Orders/Transfers Menu Heading** and click **Provider Agreement** on the menu to access the *Provider Agreements Search Screen*.
LHJs only see agreements for the providers within their jurisdiction.
- To see all the agreements for all providers in your jurisdiction, click the **Search** button.
- To see all the agreements for a single provider, select the provider in the **Facility Name** drop down box;
OR
Select the provider's PIN in both the **From** and **To** drop down boxes. Then click the **Search** button.

The screenshot shows the 'Provider Agreement Search' form. The 'Facility Name' dropdown menu is highlighted with a red box. Below it, the 'PIN' section has two dropdown menus, 'From' and 'To', both containing the value '154001', which are also highlighted with red boxes. A red arrow points to the 'Search' button.

To see a range of PINs, select the first PIN to be included using the **From** drop down box and select the last PIN to be included using the **To** drop down box. Then click the **Search** button.

The screenshot shows the 'Provider Agreement Search' form. The 'PIN' section has two dropdown menus, 'From' and 'To', containing the values '154000' and '154500' respectively, which are highlighted with red boxes. A red arrow points to the 'Search' button.

TIP: Always select a value in both the **From** and **To** fields to improve your search results.

Reduce the number of agreements in the Search Results by refining your search.

- Select a **Status**: Selecting a status returns only the agreements with the selected status.
- Select a **Submit Date Range**: Selecting a date range returns only the agreements submitted within the selected date range.

The screenshot shows the 'Provider Agreement Search' form. The 'Submit Date Range' section has 'From' and 'To' dropdown menus containing '05/01/2013' and '05/31/2013' respectively, highlighted with a red box. The 'Status' dropdown menu is also highlighted with a red box and contains the value 'Approved'. A red arrow points to the 'Search' button.

- Agreements matching the selected search criteria display under Provider Search Results. Results are listed in alphabetical order by Facility Name.

Select	PDF Frozen Vaccine	PDF Signature Page	PDF-Frozen Vaccine	Facility Name	PIN	Approval Status	Date	Approval Date	Expiration Date	Create Organization (IRMS)	Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	BOGACHEL CLINIC	154021	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	CLALLAM BAY MEDICAL CLINIC	154030	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	CLALLAM COUNTY HHS/FORKS OFFICE	154002	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	CLALLAM COUNTY HHS/PORT ANGELES OFFICE	154000	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	FAMILY MEDICINE OF PORT ANGELES	154004	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	FORKS COMMUNITY HOSPITAL	154001	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	JAMESTOWN FAMILY HEALTH CLINIC	154010	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	PENINSULA CHILDREN'S CLINIC	154003	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	QUILEUTE HEALTH CLINIC	154011	EXPRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
→	→	PDF PDFSignature	PDF-Frozen Vaccine	ROXIE'S CLINIC	154500	EXPRED	01/15/2013	01/01/2011	12/31/2011		Delete	Archive

Showing 1 to 10 of 20 entries

Add Export Agreement Export Provider Export Provider/Practice Profile

- 5) To sort the agreements, use the arrows in the column headers.

Select	PDF	PDF	PDF-Frozen	Facility Name	PIN	Approval Status	Date	Approval Date	Expiration Date	Create Organization (IRMS)	Delete	Archive
Select Frozen Vaccine Full	Signature Page	PDF-Frozen Vaccine		BOGACHEL CLINIC	154021	EXPIRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive

- 6) To open an agreement, click the **Select** button.

Select	PDF	PDF	PDF-Frozen	Facility Name	PIN	Approval Status	Date	Approval Date	Expiration Date	Create Organization (IRMS)	Delete	Archive
Select Frozen Vaccine Full	Signature Page	PDF-Frozen Vaccine		BOGACHEL CLINIC	154021	EXPIRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive

- 7) Review the agreement by paging through the screens using the navigation buttons at the bottom of each screen.

Facility Type: Private: ALL private sites (individual or group)

Facility Comments:

Back View Provider View Provider/Practice Profile View Certify Frozen Vaccine Add Comments and Submit

- 8) To add a comment to an agreement, click the **Add Comments and Submit** button.

Facility Type: Private: ALL private sites (individual or group)

Facility Comments:

Back View Provider View Provider/Practice Profile View Certify Frozen Vaccine Add Comments and Submit

- 9) On the *Provider Agreement Approval Screen* enter your comments in the **Approver Comments** text box. Then click the **Submit to State** button.

Provider Agreement Approval

Created By: KAREN MERANDA
Created Date: 11/08/2013 04:41:57 PM
Approved By:
Approved Date:
LHJ Comment By:
LHJ Comment Date:
Expiration Date: 12/31/2014
Last Updated By: KAREN MERANDA
Last Updated Date: 12/13/2013 10:39:32 AM
Organization (IRMS) Confirmed:
Status: SUBMITTED

Approver Comments: (Internal Use Only)

Approver Comments:

Back Submit to State

NOTE: Comments in the upper *Internal Use Only* box can only be seen by local health and state staff. Comments in the lower box can be seen by anyone with access to the agreement (e.g. provider, local health staff, and state staff). Enter only business appropriate comments.

- 10) To export provider agreement data for your jurisdiction, use the **Export** buttons on the *Provider Agreement Search Screen*. Data for all the agreements included in the search results will be exported.

PDF PDFSignature PDF-Frozen Vaccine	QULEUTE HEALTH CLINIC	154011	EXPIRED	03/28/2013	01/01/2013	12/31/2013	Delete	Archive
PDF PDFSignature PDF-Frozen Vaccine	ROXIE'S CLINIC	154500	EXPIRED	01/15/2013	01/01/2011	12/31/2011	Delete	Archive

Showing 1 to 10 of 20 entries

Add Export Agreement Export Provider Export Provider/Practice Profile