

# COVID-19 Vaccine Provider Agreement & Survey Guide

[The agreement and survey may be accessed here.](#) **Please review the agreement form, survey, and this guide in its entirety.** If you have any questions, contact our team at [vaccines@phila.gov](mailto:vaccines@phila.gov).

## How to Enroll Your Organization: An Overview

Thank you for enrolling as a COVID-19 Vaccine Provider! **Please read this guide in its entirety before you fill out the form and survey.** [After reviewing this guide, you can access the agreement and survey here.](#) Remember, if you have any questions you can contact our team at [vaccines@phila.gov](mailto:vaccines@phila.gov).

**The COVID-19 Vaccine Provider Agreement is a single form, split into three separate parts:**

1. **Section A** is the legal agreement. It must be completed by your organization's Chief Medical Officer (CMO) or a CMO equivalent.
2. **Chief Executive Officer (or Chief Fiduciary) Information** is where your organization's Chief Executive Officer (CEO) or Chief Fiduciary Officer (CFO) list their contact information and sign off on the agreement.
3. **Section B** is the provider profile and information section. It needs to be completed by your organization's CEO or CFO and a member (or members) of your staff most familiar with the vaccination facility (or facilities).

### Section A

If your organization's CMO, or CMO equivalent, is also your organization's CEO or CFO and is familiar with the vaccination facility, that person can fill out the entire agreement and submit it for review. However, if your organization has both a CMO and CEO or CFO, then the enrollment must be completed in three parts. Additionally, if your organization has multiple vaccination facilities, **you will need to fill out Section B multiple times for each of those facilities!**

### Chief Executive Officer (or Chief Fiduciary) Information & Section B

Once your CMO, or CMO equivalent, completes **Section A**, they can then send copies of **Section B** to others in your organization by using the **COVID-19 Vaccine Provider Survey**. Submitting an unfinished form will redirect you to a **survey queue page** containing sharable links. Your CMO can copy these links and send them to your CEO or CFO, allowing them to access the **Chief Executive Officer (or Chief Fiduciary)** section of the agreement.

After **Section A** has been completed, and the CEO or CFO has filled out the **Chief Executive Officer (or Chief Fiduciary)** section, **Section B** must be filled out by those familiar with the vaccination facility (facilities). The CMO should send links, just like how they sent links to the CEO or CFO, to these individuals. If you have multiple vaccination facilities, then separate links must be sent out for each of those sites.

When **Section B** has been filled out for each vaccination facility at your organization, your enrollment is complete! Our team will review the application and reach out with the next steps.

Thank you again for enrolling as a COVID-19 Vaccine Provider!

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## Completing Section A

**Section A: COVID-19 Vaccination Program Provider and Legal Agreement** must be completed by your organization's Chief Medical Officer (CMO) or CMO equivalent. To complete **Section A** follow the steps below:

### 1. Organization Identification

- Have your organization's CMO fill out key information regarding your organization and the vaccination facilities you have available.

### 2. Responsible Officers

- Have your organization's CMO agree that they are to be held accountable for compliance with the conditions specified in the agreement.
- Your CMO must provide their signature after reviewing the agreement requirements. (see example below)



The image shows two parts of a digital form. On the left is a form field labeled "Signature" with a red asterisk and the text "\* must provide value". A red circle highlights a green "Add signature" link in the top right corner of this field, with a red arrow pointing to a larger modal window on the right. The modal window is titled "Add signature" and contains a "Signature" label above a dashed-line signature box with a yellow arrow pointing to it that says "SIGN HERE". At the bottom of the modal are two buttons: "Save signature" and "reset".

### 3. Prepare to Send Section B to the CEO (or CFO) and the Vaccination Facility Staff

- Scroll to the bottom of the form, skipping **Section B**, and click **Submit**
- **Please note:** If your organization's CMO is signing off as the CEO or CFO (or if your organization does not have a CEO or CFO) your CMO may complete the section titled **Chief Executive Officer (or Chief Fiduciary) Information**
- **Please note:** If your organization's CMO, or CMO equivalent, is also your organization's CEO or CFO AND is familiar with the vaccination facility, that person can fill out the entire agreement and submit it for review.

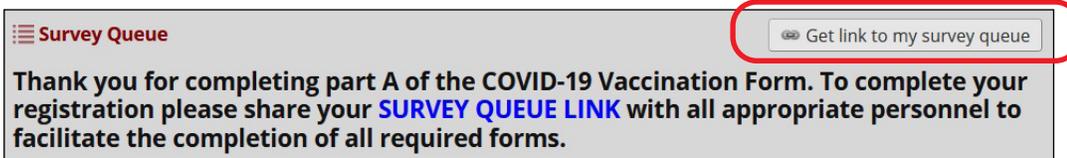
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## Sending Links Through the Survey Page

After your organization's CMO (or CMO equivalent) has finished **Section A** and clicked **Submit** on the form, they will be sent to a redirect page called the **COVID-19 Vaccine Provider Survey**. Your CMO (or CMO equivalent) can send out the unfinished the form from this page by following the steps below:

1. Click on the **Get link to my survey queue** button at the top right of the page (see example below).

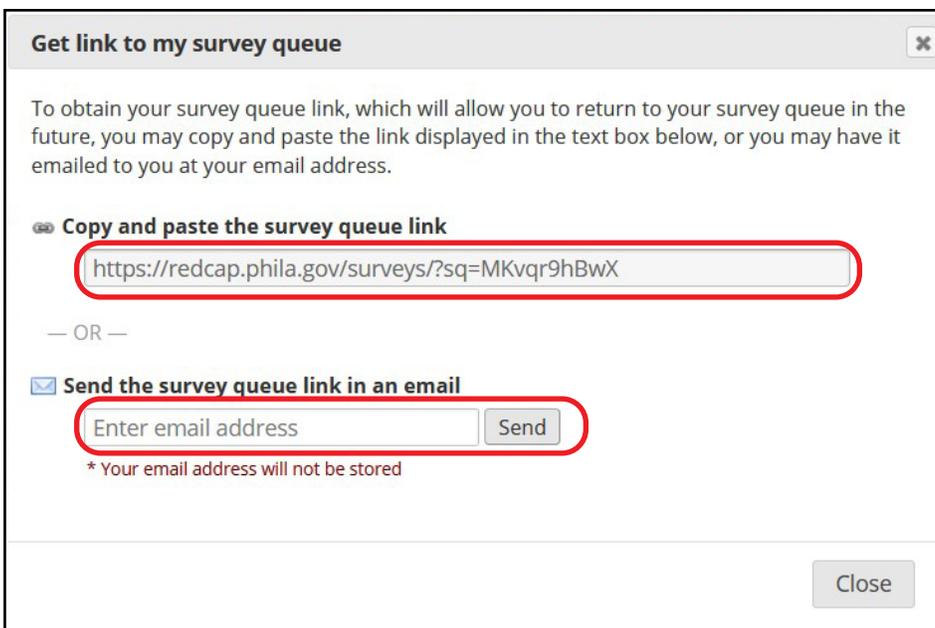


**Survey Queue**

Thank you for completing part A of the COVID-19 Vaccination Form. To complete your registration please share your **SURVEY QUEUE LINK** with all appropriate personnel to facilitate the completion of all required forms.

Get link to my survey queue

2. In the pop up window you'll see a **survey queue link** as well as a field to enter emails (see example below). You can copy the link and email it to the staff, or enter the emails of the staff who need to complete **Section B** and click **Send**. The CMO (or CMO equivalent) should send the link to the following people in your organization:
  - The Chief Executive Officer (CEO) or Chief Fiduciary Officer (CFO).
  - A member (or members) of you staff most familiar with the vaccination facility (or facilities).



**Get link to my survey queue**

To obtain your survey queue link, which will allow you to return to your survey queue in the future, you may copy and paste the link displayed in the text box below, or you may have it emailed to you at your email address.

Copy and paste the survey queue link

<https://redcap.phila.gov/surveys/?sq=MKvqr9hBwX>

— OR —

Send the survey queue link in an email

Enter email address

\* Your email address will not be stored

3. Once the link has been sent, the CMO (or CMO equivalent) is now finished.

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## Completing the Chief Executive Officer (or Chief Fiduciary) Information Section

Once your organization's CEO or CFO has received their link to the survey queue, it is time for them to complete the **Chief Executive Officer (or Chief Fiduciary) Information** section by following the steps below:

### 1. Return to the Agreement Form

- When your CEO or CFO receives the survey queue click, they will need to scroll to the bottom of the page and click on the **Begin survey** button, next to survey title **CEO Signature Form** (see example below).
- Your CEO or CFO will be sent back to the **COVID-19 Vaccine Provider Agreement Form**. There they will need to complete the **Chief Executive Officer (or Chief Fiduciary) Information** section.

Status	Survey Title
<a href="#">Begin survey</a>	<b>CEO Signature Form</b>
<a href="#">Begin survey</a>	Section B COVID19 Facility Enrollment Form - #1

### 2. Chief Executive Officer (or Chief Fiduciary) Information

- The CEO or CFO can now fill out the forms with their own personal and contact information.
- Once the contact information is filled out, they will be required to sign off on the agreement (see example below).

Signature  
\* must provide value

[Add signature](#)

Add signature

Signature

SIGN HERE

Save signature [reset](#)

- After submitting a signature, the CEO or CFO can scroll to the bottom of the page and click Submit.
- Your CEO or CFO are now finished.

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## Completing Section B

Once everyone in your organizations have received their link to the survey queue, it is time to complete **Section B: CDC COVID-19 Vaccination Program Provider Profile Information**. The section is completed in two parts, outlined in the steps below:

### 1. Section B COVID19 Facility Enrollment Form

- When the staff most familiar with the vaccination facilities your CMO listed as COVID-19 vaccination sites receive the survey queue link, they will need to scroll to the bottom of the page and click on the **Begin survey** button, next to survey title **Section B COVID19 Facility Enrollment Form** (see example below).

Status	Survey Title
<a href="#">Begin survey</a>	<b>CEO Signature Form</b>
<a href="#">Begin survey</a>	<b>Section B COVID19 Facility Enrollment Form - #1</b>

- Your staff member will be sent back to the **COVID-19 Vaccine Provider Agreement Form**. There they will need to complete **Section B: CDC COVID-19 Vaccination Program Provider Profile Information**. Once complete, they can scroll to the bottom of the page and click **Submit**.
- Each vaccination facility your CMO (or CMO equivalent) listed in **Section A** will have its own survey to complete. *Your organization must complete them all before your agreement form can be reviewed.*
- Once all vaccination facilities listed have been completed, your organization is finished with their agreement form! The Philadelphia Department of Public Health will review your form and reach out with next steps.