**MDPH Immunization Division**

**Regulation: 105 CMR 220.000** [https://www.mass.gov/regulations/105-CMR-22000](https://www.mass.gov/regulations/105-CMR-22000-immunization-of-students-before-admission-to-school)

**Website**: [Immunization Division | Mass.gov](https://www.mass.gov/immunization-resources-and-events)

**Address:** Bureau of Infectious Disease and Laboratory Sciences, MDPH

305 South Street, Jamaica Plain, MA 02130

**Phone: (**617) 983-6800, 6828 **Email**: dph-vaccine-management@mass.gov

**MDPH Immunization Nurse Manager**: Laurie Courtney, MSN, RN , laurie.a.courtney@mass.gov , (617) 983-6811

**MDPH Regional Immunization Nurse:** (617) 983-6837 (Your designated Regional Immunization Nurse will depend on where you are employed)

**Contact the Immunization Division for your Board of Health Provider # xxxxx (*This is your health department’s 5 digit PIN which you will refer to for all things vaccine related)***

|  |  |
| --- | --- |
| **Immunization Resources** | * ["The Pink Book"](https://www.cdc.gov/vaccines/pubs/pinkbook/index.html)
* [Immunization Action Coalition (IAC) / immunize.org](https://immunize.org/)
* [Vaccine Management | Mass.gov](https://www.mass.gov/resource/vaccine-management)
 |

**A free, comprehensive online training on Immunization Guidelines is available through the Local Public Health Institute (LPHI):**

[Immunizations | Local Public Health Institute of Massachusetts (bu.edu)](https://sites.bu.edu/masslocalinstitute/2014/05/15/immunizations/)

**Several conferences and trainings are provided by the MDPH Immunization Division**. Some are mandatory; all are beneficial and well worth your investment of time as PHN. For more information, go to: [Immunization Division events | Mass.gov](https://www.mass.gov/service-details/immunization-division-events)

1. Vaccine Management Protocol
2. Immunization Administration Procedure
3. Standing Orders
4. Vaccine Ordering
	* MDPH Vaccine Orders
	* Private Purchase Vaccine Orders
5. MA Immunization Information System (MIIS)
6. Reimbursement
7. **Vaccine Management Protocol**

For more details not covered in these guidelines, go to: [Vaccine Management | Mass.gov](https://www.mass.gov/resource/vaccine-management)

[Vaccine Program | Mass.gov](https://www.mass.gov/info-details/vaccine-program#enrollment-)

**Enrollment:** Renewed yearly in January. All healthcare providers who wish to receive vaccine from the MDPH Immunization Division must enroll each year. The [Enrollment Cover Letter (PDF)](https://www.mass.gov/doc/enrollment-cover-letter/download) and the [Agreement to Comply with Federal and State Requirements For Participation in the MDPH Immunization Division](https://www.mass.gov/doc/agreement-to-comply-with-federal-and-state-requirements-for-participation-in-the-mdph-3/download) ([DOC](https://www.mass.gov/doc/agreement-to-comply-with-federal-and-state-requirements-for-participation-in-the-mdph-2/download)) gives an overview of the enrollment process and requirements.

Here are the requirements for enrolling in the MDPH Vaccine Program:

1. Each provider must read and sign the [Guidelines for Compliance with Federal Vaccine Administration Requirements (PDF)](https://www.mass.gov/doc/guidelines-for-compliance-with-federal-vaccine-administration-requirements/download)  annually.
2. Create a Vaccine Management Standard Operating Procedure (SOP) for your practice. A [sample SOP (PDF)](https://www.mass.gov/doc/sample-standard-operating-procedure-sop-0/download)  can be downloaded and adapted to your practice as needed.
3. Read the [Restitution Policy (PDF)](https://www.mass.gov/doc/restitution-policy/download) to fully understand your practice’s responsibility in the event of a vaccine loss.
4. MDPH requires any site that administers at least some vaccine to those <19 years of age must have pharmaceutical grade refrigerators for all refrigerated vaccine storage units, and stand-alone freezers for all frozen vaccines in their facility as stated in the [Pharmaceutical Grade Refrigerator Requirements](https://www.mass.gov/doc/pharmaceutical-grade-refrigerator-requirements/download) resource embedded here:
5. **VFC Compliance Training:** The Vaccine Coordinator (Public Health Nurse) and Back-up Vaccine Coordinator (another designated coworker in your office) are required to complete an annual VFC Compliance Training. This training requirement may be fulfilled by attending an in-person MDPH Immunization Update offered yearly, or a recorded webinar ([VFC Compliance Training Webinar](https://www.cvent.com/d/9jqj83)), is also available. . Keep training certificates on file.
6. Providers must complete detailed information on each vaccine storage unit in the Massachusetts Immunization Information System (MIIS).

If you have any questions about Enrollment, contact the Vaccine Unit at (617) 983-6828.

**Temperature Logs/ Data Loggers:** MDPH requires using a digital data logger to monitor the temperature in all vaccine storage units. MDPH provides Fridge Tag 2L data loggers for vaccine refrigerators and freezers. Refer to [Daily Procedure for Monitoring Temperatures Using Fridge-Tag](https://www.mass.gov/doc/fridge-tag-2l-data-logger-infographic-0/download?_ga=2.256079631.50976453.1626705103-1976138937.1597089356) for the daily procedures for monitoring temperatures.

Both Data Loggers must be checked in the AM when arriving and in the PM when leaving work. Refrigerator temperature range should be between 2 to 8 degrees C; Freezer temp range between -50 to -15 degrees C. Data Log records must be uploaded to the MA Immunization Information System (MIIS) monthly and when ordering vaccines from MDPH.

Frozen vaccines: Varicella, MMR (MMR may be kept in fridge, but freezer is preferred)

Refrigerated vaccines: All other vaccines

**Temperature Excursions:** If temps fall outside of required ranges, **notify the MDPH Vaccine Unit immediately (617-983-6828)**, and follow their instructions. (Vaccines are not automatically considered spoiled depending on the circumstances)

Expect a site inspection to be conducted by MDPH at least every two years to assure compliance to MDPH vaccine management standards.

**Who is eligible to receive state-supplied immunizations?**

Massachusetts has been providing vaccines for the people of the Commonwealth for more than 100 years. Children in MA benefit from a universal select childhood vaccine program and some of the highest childhood vaccination rates in the nation. Adults, however, have less access to vaccines, vaccine services, and vaccine information. Consequently, adult immunization rates are not meeting national adult immunization goals. Barriers to vaccination include: a lack of insurance coverage, insurance reimbursement difficulty, and vaccine access. Lack of knowledge of vaccines, beliefs about vaccines, and practices of both health care providers and consumers can also impact adult vaccination rates. Immunizing adults can decrease health care costs and substantially reduce morbidity and mortality from infectious disease. Efforts to achieve high immunization coverage levels need to be coordinated and sustained.

The immunization needs in your community may vary based on several factors: age, where they live, and where they travel. However, most are best protected by following the **CDC Recommended Immunization Schedules**, which are here:

[Birth-18 Years Immunization Schedule | CDC](https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html)

[Adult Immunization Schedule by Vaccine and Age Group | CDC](https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html)

MDPH Immunization Division offers following vaccines, free of charge to the following eligible groups:

[Childhood Vaccine Availability](https://www.mass.gov/doc/availability-table-childhood-0/download?_ga=2.194125737.50976453.1626705103-1976138937.1597089356) [Adult Vaccine Availability](https://www.mass.gov/doc/availability-table-adult-0/download?_ga=2.235102085.50976453.1626705103-1976138937.1597089356)

1. **Immunization Administration Procedure**

Many receive their needed immunizations through their personal health providers. However the local Health Department, through the services of the PHN, can offer the opportunity of available immunizations for both children and adults who may not have sufficient access to health services.

Residents can make an appointment for all available vaccinations, except when vaccinations are offered as part of a mass immunization clinic (see **Chapter** **8. Flu Clinic / Mass Vaccination Guidelines**). If patient is under 18, a parent/guardian must be with the child to receive any vaccination.

**Before the appointment:**

Request an immunization record for review before appointment. Also look up patient in the MIIS Registry to see if an immunization record is on file. If a school nurse calls with the name of a student requiring vaccinations, request a copy of the immunization record before an appointment is made for the student.

Review record for valid dates of immunizations (minimal age, minimal interval between vaccinations), needed vaccinations). **Written documentation is the only acceptable form of verification of immunization**. If there is no written documentation, then vaccinate. Regarding varicella, if there is no physician documentation of the disease, give the varicella vaccination.

**When patient arrives for appointment:**

Provide a **Vaccine Information Statement** (VIS) in patient’s language for each vaccine offered and for each dose. VISs are information sheets produced by the CDC, explaining both the benefits and risks of a vaccine. Federal law requires that VISs be handed out whenever certain vaccinations are given. A list of most up-to-date VISs (in English and other languages) is on the IAC website: [www.immunize.org/vis](http://www.immunize.org/vis)

Ask if patient has any allergies or if they have had ay reactions to any previous vaccines given. If they have had any adverse reactions to previous doses of vaccine, **DO NOT** give the vaccine. If they have allergies, check vaccine components to see if allergen is present (see MDPH Contraindications & Precautions to Routine Immunizations).

Prepare the VAR with patient’s name, address, phone, school if applicable. If patient is <18 years old, fill out a **VFC Patient Eligibility Screening form**. This must be done at every visit. Attach to patient’s VAR. In MA, children can receive school-required vaccines, regardless of whether they are VFC eligible. However, the form must still be filled out. [VFC Patient Eligibility Form](https://www.mass.gov/files/documents/2017/12/12/vaccine-management-patient-eligibility-screening.pdf)

Immunize as directed. **Note**: when giving PPD, MMR, Varicella: they **must** be given on the same day; otherwise, they **must** be separated by at least 28 days.

Complete the VAR and Certificate of Immunization. Make copy of Certificate of Immunization for patient; if applicable, send a copy to school nurse. Enter all information into the computer file, and MIIS Registry.

**After the appointment:**

Enter patient vaccine information into the MIIS Registry. If preferred, a hard copy of the VAR and Certificate may be downloaded written in by hand:

[Vaccine Administration Record](https://www.mass.gov/doc/vaccine-administration-record-form/download?_ga=2.26299261.1107424660.1630429792-1976138937.1597089356) (VAR) [Certificate of Immunization](http://www.mass.gov/eohhs/docs/dph/cdc/immunization/record-certificate-of-immunization.pdf)

If an adverse reaction occurs, fill out a **Vaccine Adverse Event Reporting System (VAERS) report** online at: <https://vaers.hhs.gov> . VAERS, co-managed by CDC and the Food and Drug Administration (FDA), is the national safety monitoring system that accepts reports about adverse events that occur after vaccine administration. All VAERS reporting is done electronically. Adverse events are reported using the VAERS 2.0 online reporting tool in one of 2 ways: directly online, which is preferred; or download the pdf form and complete, then it can be scanned and uploaded to VAERS. Instructions and forms for reporting to VAERS are available at <https://vaers.hhs.gov/reportevent.html>. Additional assistance is available via email at [info@vaers.org](file:///C%3A%5CUsers%5Ckmaho%5CDownloads%5Cinfo%40vaers.org) or at 1-800-822-7967. Also you may call your Regional MDPH Immunization Nurse at (617) 983-6837, for further assistance.

1. **Standing Orders**

Standing orders are written protocols approved by a physician or other authorized practitioner that allow qualified health care professionals (who are eligible to do so under state law, such as registered nurses or pharmacists) to assess the need for and administer vaccine to patients meeting certain criteria, such as age or underlying medical condition. The qualified health care professionals must also be eligible by state law to administer certain medications (i.e., epinephrine) under standing orders should a medical emergency occur. Many Health Departments utilize their Board of Health Physician to sign their Standing Orders, but any licensed active authorized practitioner who is willing may sign them. Refer to [Using Standing Orders for Administering Vaccines](https://www.immunize.org/standing-orders/)  by the Immunization Action Coalition for general guidance on standing orders.

Standing Orders should be updated and renewed yearly. Model Standing Orders are available through the Massachusetts Department of Public Health at [Vaccine Model Standing Orders | Mass.gov](https://www.mass.gov/lists/vaccine-model-standing-orders) or the Immunization Action Coalition at [Vaccine Standing Orders for Healthcare Providers (immunize.org)](https://www.immunize.org/standing-orders/).

1. **Vaccine Ordering**

All required childhood vaccines may be ordered from the MDPH Immunization Program (Vaccines for Children Program [VFC] Funded); adult Td can also be ordered from MDPH at no cost. All other vaccines must be purchased by the Health Department. Many Health Departments have a Revolving Account set up, where vaccine reimbursements received are deposited.

**MDPH Vaccine Orders:**

All MDPH vaccine is ordered through the [Vaccine Management Module in the Massachusetts Immunization Information System (MIIS)](https://sso.hhs.state.ma.us/) to order, return, and track vaccine**.**

Application to and training in MIIS is required in order to use all MDPH supplied/managed vaccine. Go to:

**MIIS Website:** [Massachusetts Immunization Information System (MIIS)](https://www.mass.gov/service-details/massachusetts-immunization-information-system-miis)

**MIIS Help Desk: (617) 983-4335** MIIShelpdesk@state.ma.us

Log on to MIIS: [EOHHS- Virtual Gateway](https://sso.hhs.state.ma.us/oam/server/obrareq.cgi?encquery%3Dh4pwcHRvPD%2BzC6M6J1j5LWVc4SFWZQjB9ZrXfhpp0410tAKV13iFpIEuiQGOS0nioR%2FXYZfr528cq7b87b%2BSZD195SmES8Dkf5fFRe%2B9m2JCXRoN4v5NsFuF0LpsAuW8GQeeYkdTZBPU3xD6%2B1Ufy2CJElkzGzRIP4RBfgS9LxZU41hqNgSwgAQdT00s4%2BRPgg0tM2CjKJr0hhS2A6wEmwB66azZqgA2vvWqh2w1ToY1aY6P%2FSFTjNkePdbDd1nwm0W5hDh67rOxLXwZBm3sjNisVsJF%2BTzOQ40KLHCTt6dIvHtFdD660cgiTymlD24tFBKc1vfshVUtdXCWDB%2BJ%2FSdyYAnPQZabW7IkoKCOGga0IKFXLfg1G9zZGZ2xk4sBHX%2ByBExMmqCCbpdHCeQVfEbg98aFLIhmtrIXbI2tli7jSg26uOrBxuv9rdHnPrTVKpdQ0VAd8OA1O9ZD%2B%2F7wkA%3D%3D%20agentid%3Dwebgate1%20ver%3D1%20crmethod%3D2&ECID-Context=1.6095385197746936%3BkXhglfC)

**Private Purchase Vaccine Orders:**

Most vaccines can be purchased online. You may also have a vaccine representative designated for your territory for several of the vaccine companies. These reps are generally very helpful with all questions and concerns regarding vaccines. Some offer informational seminars when asked.

When purchasing vaccine for use in a local health department or other public health facility, you will be offered the same vaccine rates as that offered to the MDPH, which coincide with the CDC Vaccine Price List. ([VFC | Current CDC Vaccine Price List | CDC](https://www.cdc.gov/vaccines/programs/vfc/awardees/vaccine-management/price-list/index.html))

The major vaccine companies are:

|  |  |  |
| --- | --- | --- |
| **Vaccine Manufacturer** | **Contact** | **Available Vaccines**  |
| **Sanofi Pasteur** | [www.vaccineshoppe.com](http://www.vaccineshoppe.com)  | Influenza , Tdap |
| **Merck** | [www.merckvaccines.com](http://www.merckvaccines.com)  | PPSV23, MMR, Varivax, Hepatitis A (Adult), Hepatitis B (Adult) |
| **Glaxo Smith Kline** | [www.gskpro.com](http://www.gskpro.com)  | Influenza, Tdap, Shingles, Hepatitis A (Adult), Hepatitis B (Adult) |
| **Pfizer** | [www.pfizer.com](http://www.pfizer.com) | PCV13 (Adults) |
| **Dynavax** | [www.dynavax.com](http://www.dynavax.com)  | Hepatitis B (Adult) |
| **Seqirus** | [flu.seqirus.com](https://flu.seqirus.com/) | Influenza |
| **AstraZeneca** | [FluMist® Quadrivalent](https://www.flumistquadrivalenthcp.com/)  | Influenza Vaccine Live, Intranasal |

1. **MA Immunization Information System (MIIS)**

All immunizations, both state-supplied and privately purchased, are recorded in the MIIS. See **Chapter 15, Section IV. Vaccine Ordering.**

1. **Reimbursement**

Many Health Departments participate in the **Commonwealth Medicine Vaccine Reimbursement Program** (CM)

**Director**: Brittany Rahall, brittany.rahall@umassmed.edu

**Website:** [Vaccine Reimbursement Program for Public Providers | Commonwealth Medicine (umassmed.edu)](https://commed.umassmed.edu/flureimbursement)

Under the UMass Medical School’s Center for Health Care Financing, CM bills the contracted health plans for the administration and/or cost of the vaccines on behalf of the public providers that enroll. The health plans then provide payments which are distributed to providers, minus a 10% fee.

CM’s services include: Contracting with health plans; Eligibility determination; Electronic submission of claims to Medicare, MassHealth and commercial health plans; Follow up and resubmission of any claims that need re-adjudication; Guidance for enrolling or revalidating with Medicare; Customer support and training; and Payment distribution. (Must be enrolled in Medicare B and MassHealth to be reimbursed by those programs)

There are programs for Adult Vaccine, and Childhood Vaccine (administration reimbursement only); and for Flu and Pneumococcal Vaccines. CM offers update trainings yearly before the flu clinic season.