



**NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE**

Dave A. Chokshi, MD, MSc
Commissioner

December 8, 2020

Dear Colleague:

The New York City Department of Health and Mental Hygiene (NYC Health Department) is now enrolling private practices, independent pharmacies and other facilities that will immunize adults in the NYC COVID-19 Vaccination Program. If your facility chooses to participate, you will need to complete the COVID-19 Vaccination Program Provider Agreement (Provider Agreement) in the online Citywide Immunization Registry (CIR). Access to the Provider Agreement is now available and instructions are attached.

Please note individual providers other than private practitioners do not need to enroll; only one enrollment form should be submitted per facility. If you are on staff at a hospital or Federally Qualified Health Center, these facilities have already completed the Provider Agreement or are in the process of doing so. Likewise, individual clinics that are part of a hospital network should not enroll at this time, as vaccines will be sent to a central point of distribution for the network. Facility groups or networks should complete a single Provider Agreement (Section A) but must identify each vaccination site and complete a Provider Profile for each site (Section B). The Provider Agreement must be signed by the Chief Medical Officer (or equivalent) and Chief Executive Officer (or Chief Fiduciary). The Provider Profile for each vaccination site must be signed by a designated COVID-19 Vaccine Coordinator or the Medical/Pharmacy Director.

A paper version of the Provider Agreement is attached to help you prepare to complete the online form. Facilities that are located outside of NYC but are still in New York State (NYS) will need to enroll with NYS. These facilities and practices will receive information from the NYS Department of Health.

The NYC Health Department is holding the following webinars to offer guidance on completing the Provider Agreement in the CIR:

Enrollment in the NYC COVID-19 Vaccination Program

Thursday, December 10, 2020, 12:00 to 1:00 p.m.

[Register Here](#)

Enrollment in the NYC COVID-19 Vaccination Program

Tuesday, December 15, 2020, 1:00 to 2:00 p.m.

[Register Here](#)

The Provider Agreement includes sections A and B. Section A must be signed by the Chief Medical Officer (or equivalent) and Chief Executive Officer (or Chief Fiduciary Officer). Section B, which is a Provider Profile, must be signed by a designated COVID-19 Vaccine Coordinator or Medical/Pharmacy Director.

Four vaccines are in Phase 3 trials in the United States to assess their safety and whether they can prevent COVID-19 infection. Two of these vaccines, the Pfizer and Moderna messenger RNA (mRNA) vaccines, have completed enrollment and released initial vaccine efficacy data. Pfizer and Moderna have

each submitted an Emergency Use Authorization (EUA) application to the U.S. Food and Drug Administration (FDA). The other two vaccines are DNA vaccines from Oxford/AstraZeneca and Johnson & Johnson/Janssen. Trials for these vaccines are still enrolling participants.

Supply of COVID-19 vaccines will be limited in the initial phase of the vaccination program. During this period, vaccination will be offered to people who are at the greatest risk of exposure to COVID-19 or of severe illness from COVID-19, following guidance from the Centers for Disease Control and Prevention (CDC) including the national Advisory Committee on Immunization Practices (ACIP). During all phases, vaccine distribution will be prioritized in a way that promotes equity and social and economic well-being.

Initial distribution of the Pfizer and/or Moderna vaccines to hospitals is expected to begin in mid-December, after an EUA is signed by the FDA and the ACIP releases its recommendations for vaccine use. During the initial phase of distribution, the NYC Health Department anticipates that vaccine will be distributed to:

- Hospitals, for administration to health care personnel at the greatest risk of exposure to COVID-19 (such as those working in emergency departments or intensive care units)
- Agencies and organizations serving staff working in settings such as long-term care facilities, emergency medical services or home health

Distribution to additional health care facilities and providers will follow based on vaccine supply, populations prioritized for vaccination, and vaccine storage and handling capacity. Guidance is pending regarding when vaccination will be offered to patients at high risk for COVID-19, other health care personnel and non-health care essential workers. As vaccine supply increases, the vaccine is expected to meet the demand of the general population. As we learn more information about the priority groups for COVID-19 vaccination, we will send additional communications.

Below are more details about the NYC COVID-19 Vaccination Program. The most important steps that providers can take at this time are to make sure their facilities are registered with the CIR and that they can complete the COVID-19 Vaccine Provider Agreement and report COVID-19 vaccinations to the CIR.

Please note that completing the Provider Agreement does not mean that you will be able to order and receive vaccine right away. Once an adequate supply of the vaccine is available, you will be notified when you can place your COVID-19 vaccine order. All ordering will be done in the CIR.

Register With the CIR

Facilities that are not already registered with the CIR or have not reported to the CIR in over a year should register now by visiting the NYC Health Department's [Online Service Registration page](#). After registering, you will receive the CIR facility code and you will then need to set up a CIR account and enroll in the COVID-19 Vaccination Program by completing the Provider Agreement.

Prepare to Report COVID-19 Vaccinations to the CIR

Reporting all COVID-19 vaccinations within 24 hours of administration is required by the federal government. Your facility should set up reporting to the CIR now (see below for details). The vaccine will not be distributed to facilities that are not set up to report vaccinations to the CIR. If you will be reporting to the CIR from your electronic health record (EHR) system, COVID-19 vaccine codes will need to be added to your EHR screens and CIR interface. The CIR sent EHR vendors the following codes:

CVX	CPT	Sale Proprietary Name	MVX	Unit of Sale (UOS)	UOS Package
207	91301	Moderna COVID-19 Vaccine	MOD	80777-273-99	Carton, 10 multi-dose vials
208	91300	Pfizer COVID-19 Vaccine	PFR	59267-1000-2	Carton, 195 multi-dose vials
208	91300	Pfizer COVID-19 Vaccine	PFR	59267-1000-3	Carton, 25 multi-dose vials (to be available at a later date)

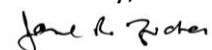
The following table describes the currently known characteristics of the Pfizer and Moderna vaccines, which are the two vaccines most likely to be available first:

	Pfizer vaccine	Moderna vaccine
Minimum order	195 vials (975 doses) (One tray is 9 X 9 X 2 inches)	10 vials (100 doses) (One carton)
Freezer storage	Ultra-cold (between -60 degrees Celsius (C) and -80 degrees C) <ul style="list-style-type: none"> Up to 6 months in an ultra-cold temperature freezer Up to 15 days in the thermal shipper the vaccine is shipped in with dry ice replenishment 	Frozen (between -25 degrees C and -20 degrees C) <ul style="list-style-type: none"> Up to 6 months in a freezer
Refrigerator storage	Between 2 degrees C and 8 degrees C for up to five days	Between 2 degrees C and 8 degrees C for up to 30 days
Room temperature	Up to 6 hours	Up to 12 hours
Reconstitution required	Yes	No
Route of administration	Intramuscular	Intramuscular
Minimum interval between doses	21 days	28 days

Providers will be required to offer the COVID-19 vaccine to people regardless of insurance status or ability to pay. Providers may not bill for the cost of the vaccine but may bill the person's health insurance plan for an administration fee. Providers vaccinating people with no health insurance or whose insurance does not cover the administration fee can request reimbursement for the administration of the COVID-19 vaccine through the [Provider Relief Fund](#).

For questions, please call the Provider Access Line at 1-866-692-3641 or email nycimmunize@health.nyc.gov. We will send periodic updates to keep you informed and will update our [COVID-19 vaccine webpage](#). We thank you for your interest in participating in this historic effort to protect New Yorkers from COVID-19.

Sincerely,



Jane R. Zucker, MD, MSc
Assistant Commissioner
Bureau of Immunizations