

## How To Set Up A New VFC Provider

- 1) Provider contacts LHD with interest to become a VFC provider.
- 2) LHD verifies current MCIR site ID or requests MCIR staff issue new site ID via the MCIR Provider Site Usage Agreement. MCIR staff assigns site administrator to new sites and trains as needed on their responsibilities including adding new users.
- 3) LHD has provider complete the VFC online enrollment in MCIR and submit to LHD. \*LHD or MCIR Provider Site Administrator verifies both the VFC Primary and VFC Backup have completed registration in MCIR.  
*\*Required to complete online enrollment*
- 4) LHD reviews enrollment for completion and approves participation in the VFC program at the local level and submits to MDHHS.
- 5) MDHHS VFC staff issues VFC PIN for new provider and enters in MCIR site. New provider is placed in suspended status in MCIR. New PIN & provider demographics are entered into PEAR by MDHHS.
- 6) LHD conducts VFC new enrollment site visit and documents in PEAR.
- 7) LHD contacts MDHHS VFC staff to lift suspension & provider is directed to contact MCIR staff or trainer to schedule VIM/E-order training.
- 8) Once VFC Primary and VFC Backup have scheduled VIM/E-Order training, MCIR staff will update VFC Primary and VFC Backup to E-Order contacts immediately prior to or during training.
- 9) LHD confirms MCIR VIM training has been completed and assists provider with initial E-Order