

# COVID-19 Provider Enrollment & Resource Checklist

## Enrollment Steps:

Medical Providers seeking to enroll and participate with the State of Michigan CDC COVID-19 Vaccination Program.

1. **Complete** a current [MCIR Provider Usage Agreement\\*](#), (if not already a current MCIR provider), MCIR ID is required for COVID immunizing provider application processing.
2. **Complete Part 1 of Enrollment** visit [Registration CDC COVID-19 Vaccination Program Provider Agreement Form](#).
3. **Complete Part 2 of Enrollment** directly in the MCIR system. Log in via [MILogin](#) to the MCIR with your credentials to complete CDC COVID-19 Vaccine Site Provider Registration. You will need the Corporate/Organization CMO License number to complete this form.
4. **Approved** COVID-19 providers will receive an ‘Congratulations’ email from the MDHHS Division of Immunization COVID-19 Provider Registration Processing Team with next steps and resources included in the email communication. This approval does not guarantee your site will receive vaccine it only approves your site as an enrolled and registered MDHHS CDC COVID-19 provider. A separate communication from MDHHS is sent when your site receives vaccine.
5. **Follow up** with questions regarding your enrollment please connect via email [MDHHS-COVIDVaccineProviders@michigan.gov](mailto:MDHHS-COVIDVaccineProviders@michigan.gov)

## Enrollment Application Requirements

- Organization Site & Affiliate Location Site(s) Information
- MCIR Site ID – [How to Find your MCIR Site ID](#)
- Chief Medical Officer & Chief Executive Officer, (fiduciary) License Information & Signatures
- Site Immunizing Provider (MD, DO, NP, PA, RPh) License Information
- Site Vaccine Storage Unit & Current Storage Capacity
- Site Vaccine Coordinator Contact Information, & Site Vaccine Delivery Times
- Site Provider Type and General Patient Demographic Information



## Vaccine Storage & Handling, Administration & Redistribution Resources

Connect with your [Local Health Department](#) contact(s) regarding vaccine administration, vaccine transport, and storage & handling or redistribution concerns. Also, visit [MDHHS COVID-19 Provider Guidance and Educational Resources](#).

## MCIR Transaction, Documentation and Training Guidance

Connect with your [Regional MCIR Office](#) and visit our [MCIR Immunizing Provider webpage](#) or the [COVID-19 Immunizing Provider webpage](#) regarding site administrator, MCIR dose documentation, transaction adjustment and inventory education and training resources.