

# THIS IS AN OFFICIAL NH DHHS HEALTH ALERT

Distributed by the NH Health Alert Network  
[Health.Alert@nh.gov](mailto:Health.Alert@nh.gov)  
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## Coronavirus Disease 2019 (COVID-19) Outbreak, Update # 31

### *Instructions for Ambulatory Care Providers to Access Vaccine*

### *Instructions for Enrolling to Become a Vaccine Provider*

#### Key Points and Recommendations:

- The New Hampshire Division of Public Health Services (DPHS) continues to distribute vaccine under the [Phase 1a vaccine allocation guidelines](#). There is not yet enough vaccine to vaccinate all Phase 1a health workers and first responders; priority for vaccination should continue to be given to those who work in situations where the risk of SARS-CoV-2 transmission is highest, or who are at an elevated risk of transmitting the infection to patients at higher risk of severe morbidity and mortality.
- Phase 1a eligible vaccine recipients are accessing vaccine as follows:
  - Hospital health workers through hospital organizations
  - Long term-care facilities (LTCFs) through the federal Pharmacy Partnership Program (PPP) or through arrangements with their Regional Public Health Network (RPHN)
  - First responders at NH State-Managed COVID-19 Vaccination Clinic fixed sites or through arrangements with their RPHN
  - Ambulatory care health workers at NH State-Managed COVID-19 Vaccination Clinics or through their affiliated hospital organization
    - If you are a **hospital** worker or work in a hospital-affiliated ambulatory surgery, physician practice or urgent care center, please coordinate your vaccine appointment through your hospital as they will work with you to determine timing and scheduling.
    - If you are **not affiliated with a hospital**, you will need to schedule your vaccine appointment at a State-Managed COVID-19 Vaccination Clinic and not at a hospital site. If you schedule yourself for an appointment at a hospital site, the hospital will cancel your appointment and direct you to a state site.
- State-Managed COVID-19 Vaccination Clinic fixed sites will open on Tuesday, December 29<sup>th</sup> and will operate 5 days per week at 13 locations across the state. The only people eligible to receive vaccine at these sites currently are first responders and the “most” at-risk ambulatory health workers, which are those who provide direct patient care or who are at risk of exposure to a patient’s bodily fluids or aerosols.
  - First responders have either worked with their local public health network to be vaccinated or been directed to register online using the instructions below. Their organization has assisted in prioritizing this group.
  - Ambulatory care health workers must register online using the instructions provided below. Only those who are at “most” risk are currently eligible to register.
- Healthcare provider organizations that want to receive vaccine at their practice location to vaccinate patients in Phase 1b and beyond are invited to enroll as vaccine providers. See instructions below.

**Ambulatory Care Health Worker Registration Process**

Ambulatory care providers that are affiliated with a hospital organization should follow their organization’s plan for vaccinating ambulatory care providers. Non-affiliated providers should register to be vaccinated at a NH State-Managed COVID-19 Vaccination Clinic fixed site. Non-New Hampshire residents working in NH will be required to verify NH employment status at the state-managed vaccination sites through a paystub or employee ID.

Due to limited availability of vaccine, DPHS is providing vaccine to vaccinate “most risk” health workers at this time. We expect to begin offering vaccine to “moderate risk” health workers in 2 to 3 weeks.

To register for a state-managed fixed site, first review the [Phase 1a vaccine allocation guidelines](#) to determine if you are at most, moderate, or lowest risk. Limited doses of vaccine are available and we need your help to ensure that we have enough doses for those at most-risk first. Coordination within practices to make these determinations is encouraged.

Registration:

Ambulatory care health workers at most risk must go to the following website to register:

[https://prd.blogs.nh.gov/dos/hsem/?page\\_id=10681](https://prd.blogs.nh.gov/dos/hsem/?page_id=10681).

This form must be completed by the individual being vaccinated. The individual will receive information about the vaccine, which must be reviewed prior to arrival at the vaccination clinic.

Scheduling:

Once DPHS receives the registration form, the registration will be reviewed and once approved (this may take several days and is contingent on vaccine supply) the individual will receive an email inviting them to schedule a vaccination appointment via email. Those without access to email will be contacted by phone. The email will come from [no-reply@mail.vams.cdc.gov](mailto:no-reply@mail.vams.cdc.gov). Registrants should ensure that this email address is not blocked or sent to a spam filter.

Once you are approved for scheduling, the available dates, times and locations will be provided to you. There are 13 fixed sites operating at variable days and times. You will be able to access the schedule and location details during the scheduling process.

**When selecting a vaccine appointment, it is critical that you select one of the 13 sites that begin with the prefix “State of NH-(insert clinic location name)”. If a non-hospital affiliated ambulatory care provider or first responder schedules an appointment at a hospital site during this time when vaccine is limited, the hospital will cancel your appointment and direct you to a State-Managed COVID-19 Vaccination Clinic.**

**Do not show up to a fixed site location without an appointment. You will not be able to receive a vaccine and this will cause unnecessary delays for those who are scheduled.**

Clinic Locations	
Claremont (Sullivan)	Littleton (North Country)
Concord (Capital Area)	Londonderry (South Central)
Exeter (Seacoast)	Nashua (Greater Nashua)
Hooksett (Greater Manchester)	Plymouth (Central NH)
Keene (Greater Monadnock)	Rochester (Strafford County)
Laconia (Winnepesaukee)	Tamworth (Carroll County)
Lebanon (Upper Valley)	

Starting 12 hours before your scheduled appointment, you must log into the VAMS system utilizing the link <https://VAMS.cdc.gov> and answer a pre-vaccination health screening questionnaire. **This health screening must be completed before your appointment time.** If it is not completed, you will be asked to fall back in at the end of the line once completed.

Preparing for vaccination at a State-Managed COVID-19 Vaccination Clinics:

- Ensure you have completed your pre-vaccination questionnaire within the last 12 hours
- Bring the following:
  - Face Mask
  - Photo ID (e.g. driver's license)
  - Non-NH residents only: Proof of NH employment
  - Dress appropriately for ease of access to your upper arm (shoulder region)

What to Expect at a State-Managed COVID-19 Vaccination Clinics:

- Traffic control will greet you and direct you to the drive-thru lane
- Please remain in your car and wear your mask
- A registrar will greet you and will confirm your appointment time
- Your identification will be verified, the pre-vaccination questionnaire will be reviewed, and you will receive a packet of information and vaccine administration card.
- You will receive your vaccination in your car and then will be directed to an observation area and asked to wait 15 minutes to ensure your safety (and others if you are driving).

### **Vaccine Provider Enrollment Process**

COVID-19 vaccination of individuals in the Phase 1a category is being coordinated and provided through hospitals, the federal Pharmacy Partnership Program (PPP), the Regional Public Health Networks (RPHNs) and through NH State-Managed COVID-19 Vaccination Clinic fixed sites across the state. As additional COVID-19 vaccine becomes available for Phase 1b individuals and beyond, NH DHHS will distribute COVID-19 vaccines to health care provider offices, urgent care, pharmacies and other local health care facilities that have the capacity to offer vaccination to patients. Note that NH DHHS will only be able to begin providing vaccine to these entities when vaccine supply allows.

To receive/administer COVID-19 vaccine, constituent products, and ancillary supplies, vaccination provider facilities/organizations must enroll in the federal COVID-19 Vaccination Program coordinated through the New Hampshire Immunization Program. Enrolled COVID-19 vaccination providers must be credentialed/licensed in the jurisdiction where vaccination takes place and sign and agree to the conditions in the CDC COVID-19 Vaccination Program Provider Agreements. These conditions are detailed in the agreement itself. In order to enroll as a COVID-19 vaccination provider, download the agreement located online, complete the form electronically being careful to follow the instructions, and email to [C19Enrollment@dhhs.nh.gov](mailto:C19Enrollment@dhhs.nh.gov).

Provider Agreement Instructions:

<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid19-agreement-instructions.pdf>

Provider Agreement (**must be downloaded and opened in Adobe Acrobat, not completed in the web browser**): <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/provider-agreement.pdf>

Agreements submitted will be reviewed and placed in a queue based on the demographics/risk groups that the provider organization serves and relevance to the current phase of vaccine distribution. Training requirements and information will be communicated after the agreement is received and reviewed prior to vaccine distribution.

Key contact information:

Contact	Types of Questions
2-1-1	General questions on vaccination
<a href="mailto:covidvaccine@dhhs.nh.gov">covidvaccine@dhhs.nh.gov</a>	General questions from organizations on when a group is eligible for vaccination, etc.
<a href="mailto:covidvaccinescheduling@dhhs.nh.gov">covidvaccinescheduling@dhhs.nh.gov</a> 603-271-5980	Questions about the state-managed fixed site registration process, the pre-registration form, healthcare screening questions (non-medical support) or currently scheduled appointments. This is staffed by non-medical personnel that can assist with the registration process.
<a href="mailto:C19Enrollment@dhhs.nh.gov">C19Enrollment@dhhs.nh.gov</a>	To receive and submit the vaccine provider agreement and associated questions.

For additional information on COVID-19 Vaccine Allocation please refer to the NH COVID-19 Vaccination Planning [webpage](#).

- For any questions regarding this notification, please call the NH DHHS, DPHS, Bureau of Infectious Disease Control at (603) 271-4496 during business hours (8:00 a.m. – 4:30 p.m.).
- If you are calling after hours or on the weekend, please call the New Hampshire Hospital switchboard at (603) 271-5300 and request the Public Health Professional on-call.
- To change your contact information in the NH Health Alert Network, please send an email to [DHHS.Health.Alert@dhhs.nh.gov](mailto:DHHS.Health.Alert@dhhs.nh.gov).

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**Attachments:** None