

September 29, 2020

Dear Health Care Providers,

The success of the COVID-19 vaccination campaign will depend on the collaboration of the Iowa Department of Public Health (IDPH), Iowa local public health agencies and Iowa health care providers to administer pandemic vaccines. All health care providers and organizations interested in receiving and administering COVID-19 vaccines in Iowa are required to complete the CDC COVID-19 Vaccination Program Provider Agreement. IDPH will utilize a REDCap survey to document provider acceptance of the terms to serve as a COVID-19 vaccine provider. The survey includes a PDF of the CDC COVID-19 Vaccination Program Provider Agreement in its entirety.

The CDC COVID-19 Vaccination Program Provider Agreement, includes basic information regarding the organization, including clinic hours/days of operation, provider type and setting, patient population served, demographic logistical information for receiving COVID-19 vaccine shipments, number of patient's the clinic is able to vaccinate weekly and vaccine storage capacity (refrigerated/frozen/ultra-cold temperature).

CDC COVID-19 Vaccination Program Provider Agreement - The [CDC COVID-19 Vaccination Program Provider Agreement](#) - REDCap Survey is available via this link. IDPH has developed a frequently asked questions (FAQ) document to address questions about the provider agreement and the survey tool. The FAQ is included as a PDF in the REDCap survey. *IDPH will **NOT** accept faxed, emailed or mailed copies of the COVID-19 Vaccination Program Provider Agreement.*

Immunization Registry Information System (IRIS) - IDPH will use the Immunization Registry Information System (IRIS) for the ordering, distribution and documentation of COVID-19 vaccine doses administered. Local Public Health Agencies will be responsible for the allocation of COVID-19 vaccine to local health care providers and other organizations according to the county pandemic vaccination plan. Health care provider sites interested in offering pandemic vaccines must also enroll in IRIS. Sites not currently enrolled in IRIS, should do so at this time.

- [Authorized Site Agreement - Organization](#) for the facility
- [IRIS Authorized Individual User Agreement](#)

The completed IRIS Authorized Site Agreements for Organizations and IRIS Individual User Agreements can be emailed to IRISEnrollment@idph.iowa.gov or faxed to 800-831-6292.

Health care providers and organizations who enroll in IRIS and complete the COVID-19 Vaccine Provider Agreement are not obligated to provide COVID-19 vaccines. In addition, enrollment in IRIS and completing the COVID-19 Vaccine Provider Agreement does not guarantee the receipt of pandemic vaccines.

Thank you for your consideration to provide COVID-19 vaccines to Iowa residents. If you have questions regarding IRIS enrollment, contact the IRIS Help Desk at 1- 800-374-3958. Questions regarding the COVID-19 Vaccine Provider Agreement can be directed to the IDPH Immunization Program at 1-800-831-6293 or COVID19Vaccines@idph.iowa.gov.

Respectfully,

A handwritten signature in black ink, appearing to read "Don Callaghan". The signature is written in a cursive style with a large initial "D".

Don Callaghan, Chief
Bureau of Immunization and Tuberculosis
Iowa Department of Public Health