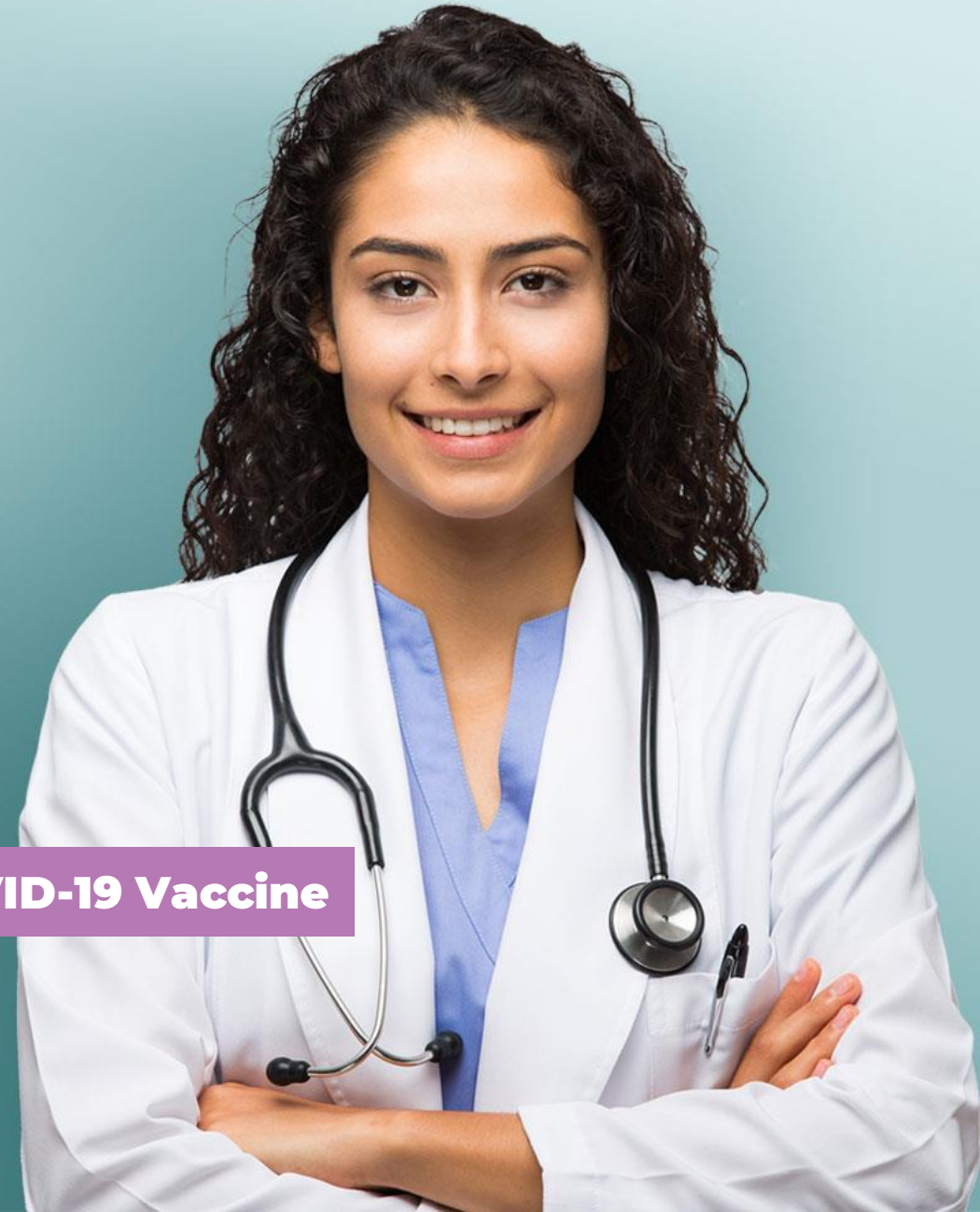




Take Care New Mexico Provider Certificate

Part 2: Getting Your Practice Ready to Manage COVID-19 Vaccine



As a healthcare provider, you will need to make sure you & your staff are ready to manage & administer the COVID-19 vaccine.

- Staff Roles for Vaccine Management
- Vaccine Management Plans
- Billing Compliance
- Standing Orders for Vaccine Administration
- Standing Orders for Vaccine Reactions and Anaphylaxis



Staff Roles for Vaccine Management

Part 2: Getting Your Practice Ready to Manage COVID-19 Vaccine

You will need to identify staff to fulfill two main roles:

1. Temperature Monitoring

Upload temperatures weekly for all storage units used for COVID-19 vaccine.

2. COVID-19 Inventory Reconciliation

Perform inventory reconciliation weekly.



Vaccine Management Plans

Part 2: Getting Your Practice Ready to Manage COVID-19 Vaccine

Every site must have two (Routine & Emergency) written vaccine management plans:

- 1. Routine Vaccine Management Plan**
- 2. Emergency Vaccine Management Plan**

Keep your plans by the storage units!



Billing Compliance

**As a NM certified partner,
you must follow specific
guidelines for billing.**

**Compliance requirements are as
follows**

1. Administer the vaccine with **no out-of-pocket cost** to your patients for the vaccine or administration of the vaccine
2. Vaccinate **everyone**, including the uninsured, regardless of coverage or network status



As a NM certified partner, you must follow specific guidelines for billing.

You may NOT:

1. *Balance bill for COVID-19 vaccinations*
2. *Charge your patients for an office visit or other fee if COVID-19 vaccination is the only medical service given*
3. *Require additional medical or other services during the visit as a condition for getting a COVID-19 vaccination*



Standing Orders: Vaccine Administration

Part 2: Getting Your Practice Ready to Manage COVID-19 Vaccine



The NMDOH has put together a standing order template for your vaccine protocol.

The link can be found in the resource hub.

All you will need to do is add your organization's letterhead to the template.



Standing Orders: Vaccine Reactions and Anaphylaxis (Rare)

Although Anaphylaxis from the vaccines is extremely rare, staff must be prepared.

The Department of Health POD sites must have epinephrine available, and medical practices should have emergency supply kits containing epinephrine.

The Department of Health has made the Standing Orders that you can use for Anaphylaxis Management available in the Take Care NM resource hub.





**Any questions please contact the
NMDOH Immunization Program at
covid.vaccines@state.nm.us.**

