



Hawaii Department of Health

Information for Potential Vaccine Providers

BECOME A VACCINE PROVIDER IN 4 STEPS!

STEP 1:

Complete Survey

Complete the COVID-19 Provider Survey Form



STEP 2:

Fill out Provider Agreement

Receive Provider Enrollment Agreement from HDOH, complete and submit



STEP 3:

Complete Enrollment Forms

Receive enrollment forms, including Vaccine Reimbursement Agreement from HDOH, complete and submit



STEP 4:

VAMS Registration

New provider registers in Vaccine Administration Management System (VAMS) or the Hawaii Immunization Registry (HIR)



For more information on how to become a provider please visit:
<https://health.hawaii.gov/coronavirusdisease2019/become-a-covid-19-vaccine-provider/>

Or send inquiries to: doh.covid-enrollment@doh.hawaii.gov



Hawaii Department of Health

Financial Reimbursement Guide for Vaccine Providers

TWO OPTIONS FOR SEEKING REIMBURSEMENT

Once Providers enroll with HDOH as COVID-19 Vaccine Providers, they may seek reimbursement from the State of Hawaii for providing vaccine administration services to recipients. Providers will receive **reimbursement documents from HDOH, along with the enrollment forms.** Reimbursement is subject to fund availability.

There are two types of reimbursement for enrolled COVID-19 Vaccine Providers to choose from:

Rate Schedule (expedited)

Reimbursement at the following rate:

- Twenty-five dollars (\$25.00) per vaccination; and
- Facility Support Costs consisting of rental costs, if any, to lease space

Actual Cost (expenses)

Reimbursement for the following expenses including, but not limited to:

- Personal Protective Equipment
- Facility Support Costs
- Additional Staff
- Emergency Medical Care
- Communications
- Equipment
- Transportation Support

Rate Schedule Process:

Email completed form monthly to HDOH which includes:

- POD event dates
- POD event names/ locations
- Number of vaccinations administered per event
- Facility support costs

Actual Cost (Expense Report) Process:

Submit comprehensive expense report monthly to HDOH including, but not limited to:

- Contracts, invoices, and proofs of payment
- Labor expenses breakdown, incl. staff summary
- Equipment expenses breakdown, incl. usage logs and proofs of ownership
- POD event dates, locations, and vaccination totals

NOTE: Providers cannot invoice for FEMA reimbursements for vaccine doses provided by a federal allocation program – only doses provided by the state are eligible for this FEMA reimbursement