

Tips and Tricks on How to Enroll in the COVID-19 Vaccine Program

As part of COVID-19 Vaccine Program Organization Registration, the following information will be needed to complete the registration process.

ImmTrac2 Participating Organizations

If your organization participates with the Texas Immunization Registry (ImmTrac2), you will need the ImmTrac2 Organization Code.

- Contains four letters followed by four numbers.

TVFC/ASN Provider Organizations

If your organization previously enrolled with the Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN) Program, you will need your TVFC/ASN PIN.

- Contains a six-numerical digit PIN (Personal Identification Number).

Organization Information to Complete Registration

- Organization Name (no special characters and less than 40 characters in length)
- Organization's Physical and Mailing Address (no special characters)
- Organization's Phone Number (main phone number) and fax number
- Organization's hours of operation
- Your Contact Information: First and last name, phone number, and a unique email address
- Organization's Point of Contact: First and last name, phone number, and unique email address
- Responsible Medical Professional (RMP): First and last name, phone number, unique email address, Texas medical license number, license type, individual National Provider Identification Number (NPI), and Medicaid ID
- Data Logger Certificate of Calibration: Obtain and upload the current certification of calibration for each data logger on hand.
- Hours of Operation: You must have at least one weekday, other than Monday, which has a four-hour designated window for delivery of vaccine shipment (for example: Friday 8 a.m. – 12 p.m.)
- Patient Population: Provide the unique number of patients served at the organization location within the last calendar year. Each category marked "Yes" in the enrollment must include the number of unique patients served, regardless of number of visits or encounters. Patient profile data will determine the number of allocated COVID-19 vaccine doses to your facility.

For questions about the COVID-19 Vaccine Program, please call the DSHS COVID-19 Vaccine Provider hotline at (877) 835-7750, 8 a.m. to 5 p.m., Monday through Friday or email COVID19VacEnroll@dshs.texas.gov.

