



*10 STEPS TO STARTING A*  
**VACCINE  
PROGRAM**

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Starting a new niche, like an **immunization program**, is a great way to generate more traffic in your business and increase OTC, retail and prescription sales. But one of the main reasons independent pharmacy owners don't have an immunization program in their business is because getting started can be daunting.



WE'RE HERE TO GUIDE YOU WITH THESE TOP  
10 STEPS TO STARTING A VACCINE PROGRAM  
IN YOUR INDEPENDENT PHARMACY.

**1**

### CHECK WITH YOUR STATE PHARMACY BOARD

Every state has its own regulations. Your State Pharmacy Board sets the standards and regulations for pharmacies to follow, including those for immunizations. Contact your Board or review their webpage for your state-specific regulations and to see what types of immunizations your pharmacy may administer. Our Pharmacy Immunization Compliance Program also contains all the state specific requirements.

**2**

### COMPLETE IMMUNIZATION TRAINING

In order to get your pharmacy immunization license, you or the pharmacist who will be giving the immunizations, will need to attend an approved immunization course. These are usually provided by a local university's School of Pharmacy or in some cases by your State Pharmacy Association. Once you've completed your immunization training, you'll need CPR training and a CPR card which you can obtain through organizations like the American Red Cross or American Heart Association. With Health & Human Services declaring COVID-19 a public health emergency, restrictions have been lifted allowing pharmacy techs to administer immunizations. For more detail information please [click here](https://www.hhs.gov/sites/default/files/prep-act-guidance.pdf).

**3**

### SUBMIT YOUR APPLICATION TO YOUR STATE BOARD

After you or your pharmacist-in-charge has completed all the necessary training, fill out your immunization application and submit it to your state board. Once they approve the application, they will grant you an immunization license and you will be ready to start moving forward with immunizations. The immunization license approval process can range from three weeks to three+ months, depending on your state.

**Note:** all pharmacists must be licensed to give immunizations unless immunizations are included within your RPh license.

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#### APPLY FOR A MEDICARE IMMUNIZATION PROVIDER TRANSITION ACCESS NUMBER (PTAN)

Having a Medicare Immunization PTAN will allow you to quickly expand your audience and get more traffic into your pharmacy by serving Medicare Part B patients. The fee for 2022 is \$631. By completing the application online through PECOS, it allows the application to be processed quickly; generally within a few weeks.

Trying to determine what type of Supplier to choose on your 855b Application? Mass Immunization (Roster Biller Only) can bill more than 3 claims at a time for COVID-19, monoclonal antibody, influenza and pneumococcal services.

The Pharmacy supplier option will allow you to bill for COVID-19, monoclonal antibody, influenza, pneumococcal services, Hepatitis B and Diabetic Self-Management Training (DSMT) if you have a training certificate.

When submitting “Roster Billing” to A/B MACs, more than a single beneficiary must be on the roster. It is strongly recommended the mass immunization roster contain five or more beneficiaries from the same date. This will prevent billing challenges at the A/B MACs.

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#### GET YOUR IMMUNIZATION DOCUMENTATION IN ORDER

As “Compliance Experts”, we strongly believe in keeping your pharmacy in compliance to ensure the safety of your patients and also to safeguard your license. Certain policies and procedures are not required by law but are highly recommended. In the unlikely chance of an adverse event, your insurance company will ask for these policies and procedures. Having an immunization compliance program in place will help you dot the i’s and cross the t’s while starting this niche in your business. In addition, having a compliance program will be beneficial in accomplishing the next step in the process which IS REQUIRED by every state. Check with your State Pharmacy Board for all their regulations or [sign up for our Pharmacy Immunization Compliance Program](#).

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#### STANDING ORDERS AND VACCINE POLICIES & PROCEDURES

Talk to a physician to ask if they will sign your standing order. In most cases, if you have a good relationship with the physician, they will sign it. If you have an immunization compliance program, physicians are more likely to support your business and sign the order. Additionally, there are other entities, like some wholesalers, that have a physician on staff who will sign all their member’s standing orders.

#### **Some states do not require Standing Orders.**

However, if your state does, your doctor will need to sign each individual order you have. We recommend the physician signs the standing order every year. Even if your state doesn’t require Standing Orders, it’s still a great item to have in place as they serve as mini Policies & Procedures specific to each vaccine and age group.

Our Pharmacy Immunization Compliance Program has over 30 standing orders including: Shingrix, Seasonal Flu, Pneumococcal, and COVID-19. Note: if the patient has a prescription for the vaccine, standing orders are not required.



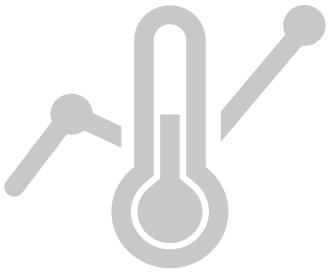


## 7

### MAKE IMMUNIZATION BILLING EASY

Independent pharmacists are great at giving vaccines but, frankly, many are not as great at processing immunization billing. The key is to make billing as simple as possible. That is why we recommend our clients sign up for TransactRx billing service. TransactRx has an easy process to make it quick for the pharmacist to check insurance coverage or process cash patients before the immunization is given. Billing is handled on the spot in just a short amount of time with each patient, eliminating roster billing. TransactRx also ensures you bill for the full reimbursement. Some additional billing companies are ERx Network, Easy DME, and OmniSys.

[Visit Transactrx](#)



## 8

### MAKE TEMPERATURE MONITORING AS SIMPLE AS POSSIBLE

Other requirements that make pharmacies apprehensive about starting an immunization program are proper vaccine storage and mandated temperature monitoring. Both of these are extremely important to the success of your program. The CDC and state boards are very strict about what type of refrigerators and freezers to use for vaccine storage. They also require that a staff member check and record the temperature of your vaccine storage area twice a day during operating hours. There are several options on the market; however, in light of the COVID pandemic, a lot of temperature monitoring devices are on backorder.

[Reference the CDC's vaccine storage retirements for more info.](#)

Here are a few things to look for while keeping in mind the CDC recommends a “digital data logger” (DDL) be used for temperature monitoring.

- These units are usually calibrated for 2 to 3 years
- Temperature are recorded so they can be downloaded
- Keep for at least 3 years, best to check state regulations
- Buffered temperature probes provide the most accurate temperatures to match vaccine instead of the standard thermometers which reflect only the air temperature
- One DDL should be used per unit

Note: vaccines are not allowed to be stored in a dormitory-style or bar-style combined refrigerator/freezer unit.



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#### CREATE A GREAT SCREENING QUESTIONNAIRE

Having a great screening questionnaire allows you to document necessary information such as the vaccine lot number, the expiration date, the dose given, the date administered, and a statement signed by the patient to verify that a vaccine information statement was given to them. It ensures you have all your bases covered and you are in compliance. It's a great recordkeeping item.


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#### PROMOTE YOUR IMMUNIZATION BUSINESS & INCREASE OTC SALES

You are only limited by your imagination, you know what works in your community and what attracts people. Reach out to universities, physicians, your local Chamber of Commerce, local travel agents, and local business people who travel internationally, especially places of worship, retirement communities, and senior centers to increase awareness of the immunization services you offer.

Having an immunization program is a great way to drive traffic into your business and shows the community that you are serious about their health and well-being. Plus, while customers need to wait in your pharmacy for 15 minutes after they receive any vaccine, you gain valuable minutes of shopping time where they can pick up their prescriptions, consult with the pharmacist, get their blood pressure checked, or learn more about your store and services.

# GETTING STARTED CHECKLIST

- |                          |          |   |   |                          |           |   |   |
|--------------------------|----------|---|---|--------------------------|-----------|---|---|
| <input type="checkbox"/> | <b>1</b> |    | CHECK WITH YOUR STATE PHARMACY BOARD  | <input type="checkbox"/> | <b>6</b>  |    | STANDING ORDERS AND VACCINE POLICIES & PROCEDURES       |
| <input type="checkbox"/> | <b>2</b> |    | COMPLETE IMMUNIZATION TRAINING  | <input type="checkbox"/> | <b>7</b>  |    | MAKE IMMUNIZATION BILLING EASY                          |
| <input type="checkbox"/> | <b>3</b> |    | SUBMIT YOUR APPLICATION TO YOUR STATE BOARD                                 | <input type="checkbox"/> | <b>8</b>  |    | MAKE TEMPERATURE MONITORING AS SIMPLE AS POSSIBLE       |
| <input type="checkbox"/> | <b>4</b> |   | APPLY FOR A MEDICARE IMMUNIZATION PROVIDER TRANSACTION ACCESS NUMBER (PTAN) | <input type="checkbox"/> | <b>9</b>  |   | CREATE A GREAT SCREENING QUESTIONNAIRE                  |
| <input type="checkbox"/> | <b>5</b> |  | GET YOUR IMMUNIZATION DOCUMENTATION IN ORDER                                | <input type="checkbox"/> | <b>10</b> |  | PROMOTE YOUR IMMUNIZATION BUSINESS & INCREASE OTC SALES |



# Having an Immunization Compliance Program helps...

- Gain Physician signatures for Standing Orders and Emergency Protocols
- Protect you and your pharmacy with licensure, insurance, and compliance requirements
- Prove you have a policy and procedure manual to your insurance company in case of an adverse event
- Generate more traffic into your pharmacy
- Increase OTC, retail, and prescription sales

**ORDER NOW**

## WHAT ARE THE ADVANTAGES?

- Protect your pharmacy and your pharmacist license(s)
- Create a safety net for compliance
- Grow your sales without the worry of thinking about compliance

**The R.J. Hedges & Associates Immunization Program is \$695 for year one and only \$120 each year after. Call (724) 357-8380 to enroll.**

## THIS PROGRAM INCLUDES:

- COVID specific documentation
- Easy-to-follow policies and procedures with the necessary documents needed to implement a successful immunization program
- Over 30 different standing orders
- Emergency Protocols
- Patient Questionnaires
- Mass Immunization Roster Forms (including COVID)
- Workflow management
- OSHA requirements
- Facility Safety Program
- Web-based training videos

**All this is in one spot and available 24/7 !  
Visit [www.rjhedges.com/immunizations](http://www.rjhedges.com/immunizations) or call 724-357-8380 to get started.**

We're here to keep you  
stress-free and in compliance!™



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