

Things to Consider Before Enrolling as a COVID-19 Vaccine Provider

Dual Reporting Required in ImmTrac2 and TDEM/DSHS

Reporting is required in both ImmTrac2 and Texas Department of Emergency Management (TDEM) portals for tracking purposes. ImmTrac2 is the state's vaccine registry to report patient demographic details for those who received the vaccine. TDEM Reporting Requirement is to track the expensed lot of COVID-19 Vaccine from the state to the provider.

Providers are required to report all vaccine dosage information from the previous day to TDEM daily by 8 am CST. Providers may receive verification calls from TDEM regarding daily count of doses.

For guides on how to report this information, please use the following resources: [TDEM/DSHS Portal Reporting Process](#) and [Immtrac2 Manual Reporting Process](#)

Scheduling Patients to Receive Vaccines

Once you have received the vaccines, the practice's name will be on the Department of State Health Services website. Therefore, the practice should prepare to receive and manage high volume of phone calls to accommodate these patients. It is recommended for practices to direct patients to their website and sign up for vaccines through an online scheduling system, such as [Sign-up Genius](#).

Vaccine Storage

Vials must be refrigerated in cold storage according to requirements set by Pfizer and Moderna. Temperatures must be monitored and regulated at all times. If the vaccine is not used within six hours of thawing, vials must be discarded.

Immtrac2 EHR Interface/Automated Reporting

Practices should be able to submit information into Immtrac2 through the EHR if the EHR has the interface. If there are issues with the interface or have questions about the interface, the practice should check with their EHR vendor.

**Since this vaccine is under the status of an "emergency use authorization", signed consents from patients are not required to receive this vaccine.*

UFID Number

During your application process to receive Covid-19 Vaccine, DSHS and TDEM assigns the provider a UFID number for each location. Please refer to your email for the UFID number, issued by DSHS. You will log in to your TDEM portal using that information. For additional questions about your UFID number, please contact Therapeutics@dshs.texas.gov.

Resources

- [How to Become a COVID-19 Vaccinator](#)
- [TMA Checklist for Vaccine Registration](#)
- [The Texas Immunization Registry: Texas DSHS Immunization Portal Registration Guide](#)
- [COVID-19 Vaccine Provider FAQs](#)
- [COVID-19 Vaccine Management Resources](#) (webinars): covid19VacMgmt@dshs.texas.gov
- TDEM Vaccine Support: Vaccine@tdem.texas.gov
- Check status of enrollment and update your enrollment information by contacting the DSHS COVID-19 Vaccine Provider Help Desk: COVID19VacEnroll@dshs.texas.gov and (877) 835-7750, 8AM to 5PM, Monday to Friday