



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Dave A. Chokshi, MD, MSc
Commissioner

October 15, 2020

Dear Colleague,

The New York City (NYC) Department of Health and Mental Hygiene (Health Department) is now enrolling hospitals located in the five boroughs of NYC in the Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Program. Hospitals in NYC that want to receive and administer COVID-19 vaccine are required to sign a federal Provider Agreement (attached) and complete a Provider Profile available in the NYC Citywide Immunization Registry (CIR). Please note that federal hospitals (i.e., Veterans Administration hospitals) will enroll directly with the CDC.

Hospital networks should complete one Provider Agreement (Section A of the agreement) but must identify each vaccination site and complete a Provider Profile (Section B of the agreement) for each site. A vaccination site may be a facility that will receive a vaccine shipment and administer vaccine or be used to administer vaccine but will not receive a vaccine shipment. The Provider Agreement must be signed by the Chief Medical Officer (or equivalent) and Chief Executive Officer (or Chief Fiduciary Officer). The Provider Profile for each vaccination site must be signed by a designated COVID-19 Vaccine Coordinator or the Medical/Pharmacy Director.

Access to the Provider Agreement and Provider Profile is now available in the CIR Online Registry. When vaccine is available, COVID-19 vaccine ordering will also be done using the Online Registry. Please use the Online Registry account associated with one of the CIR Facility Codes your facility uses for reporting adult vaccinations to the CIR. Instructions on how to access the Provider Agreement and Provider Profile are attached.

The Health Department will host the following webinars to provide guidance on completing the Provider Agreement and Provider Profile in the Online Registry. Please use the links to register.

Webinar 1: Tuesday, October 20, 2020, 1 p.m. to 2 p.m. [REGISTER HERE](#)

Webinar 2: Thursday, October 22, 2020, 3 p.m. to 4 p.m. [REGISTER HERE](#)

For questions on how to access the Online Registry, how to find your CIR Facility Codes or any other immunization issue, please call (347) 396-2400 during regular business hours (Monday to Friday, 9 a.m. to 5 p.m.) or email nycimmunize@health.nyc.gov. We thank you for your continuing efforts in protecting NYC residents from vaccine-preventable diseases.

Sincerely,

A handwritten signature in black ink, appearing to read 'Demetre C. Daskalakis'.

Demetre C. Daskalakis, MD, MPH
Deputy Commissioner
Division of Disease Control
NYC Department of Health and Mental Hygiene