



## Notification of Staff or Facility Changes



Providers are required to notify the Alaska Immunization Program of changes in their organizations/facilities.  
Use this chart and applicable links to meet these state and federal requirements.

Type of Change	Deadline (within # days of event)	Required method of Notification
<b>Staff members</b>		
Vaccine Certifying Provider	10 days of change	Submit Provider Agreement in VacTrAK
Vaccine Coordinator or Back up Coordinator	10 days of change	<a href="#">Request to Modify VacTrAK Users</a> form
Physician or vaccinator	10 days of change	<a href="#">Request to Modify VacTrAK Users</a> form
IQIP contact	10 days of change	Email: <a href="mailto:immune@alaska.gov">immune@alaska.gov</a> Include the following: <ul style="list-style-type: none"> <li>- "IQIP contact change"</li> <li>- Organization/facility name</li> <li>- PIN</li> <li>- Contact person</li> <li>- Contact phone</li> </ul>
Remove staff member	3 days of employment termination	<a href="#">Request to Modify VacTrAK Users</a> form
VacTrAK Organization or Facility Administrator or designated contact	3 days of change	<a href="#">VacTrAK Contract</a>
<b>Organization/Facility</b>		
New facility	<a href="#">Notice of Regulation 7 AAC 27.650</a>	<a href="#">VacTrAK Contract</a>
Address (any)	10 days of change	Submit Provider Agreement in VacTrAK
Shipping days/hours for receipt of vaccine	Update upon next order	VacTrAK Create Order page
Closure/merger (Upon notification, Immunization Program staff will contact you)	Minimum 30 days prior to event	Email: <a href="mailto:immune@alaska.gov">immune@alaska.gov</a> include the following: <ul style="list-style-type: none"> <li>- Organization/facility name</li> <li>- PIN</li> <li>- Contact person</li> <li>- Contact phone</li> <li>- Date of closure/merger</li> </ul>
VFC Unenrollment (Upon notification, Immunization Program staff will contact you)	Minimum 30 days prior to planned Provider Agreement termination	Email: <a href="mailto:vfc@alaska.gov">vfc@alaska.gov</a> include the following: <ul style="list-style-type: none"> <li>- Organization/facility name</li> <li>- PIN</li> <li>- Contact person</li> <li>- Contact phone</li> <li>- Date of planned agreement termination</li> </ul>