

GETTING STARTED

BECOME A COVID-19 VACCINATION PROVIDER



San Bernardino County greatly appreciates the partnership of healthcare providers and organizations administering the vaccine within our communities. The steps below will help with getting started as a COVID-19 vaccine provider. For detailed information regarding the enrollment process, please visit <https://eziz.org/covid/enrollment/> or by visiting <https://mycavax.cdph.ca.gov/s/>

STEP 1: REVIEW PROGRAM REQUIREMENTS

The resources below will help with preparing for enrollment:

- [Enrollment Kit](#)
- [Provider Enrollment Worksheet](#)
- [Vaccine Storage & Handling Requirements](#)



STEP 2: ENROLL IN CAIR

Ensure that your organization is enrolled in the California Immunization Registry ([CAIR](#)).

For assistance, contact the CAIR Help Desk

- Phone: 1-800-578-7889
- Email: CAIRHelpDesk@cdph.ca.gov

STEP 3: ENROLL IN MYCAVAX

- Complete the Provider Enrollment Worksheet to gather the information required.
- The California Medical Association has dedicated staff that can help expedite this process.



STEP 4: TRAIN YOUR STAFF

For a breakdown of required trainings, please visit the [California Department of Public Health's Training and Resources website](#).

STEP 5: REGISTER FOR VACCINEFINDER ON VACCINES.GOV

Providers are required to report daily vaccine inventory on [vaccines.gov](#). This is a program that is required by the CDC.

For assistance, review the [Vaccine Finder Quick Start Guide](#).



STEP 6: STATE APPROVAL VIA MYCAVAX

Providers will be notified of their approval status on myCAvax. At that time, a Provider Outreach Partner from the San Bernardino County Department of Public Health will reach out to the contacts listed.

Providers can begin placing COVID-19 vaccine orders directly through the Outreach Partner or through myCAvax.

STEP 7: RECEIVE THE COVID-19 VACCINE

Providers can request direct shipments of orders in the minimum quantities outlined below:

- Pfizer – 1,170 or 450 doses (6 doses/vial)
Diluent included
- Moderna – 140 doses (14 doses/vial)
- J&J – 100 doses (5 doses/vial)

If providers would like to place an order smaller than the minimums outlined above, a San Bernardino County Provider Outreach Partner can assist with completing an order and arranging delivery directly to each facility.

