

December 17, 2020

**\*\*Attention Pharmacies and Pharmacists\*\***  
**Additional Information about Pharmacist Enrollment**

**This communication provides information that supplements the communication issued on December 11<sup>th</sup> regarding Pharmacist Enrollment.**

The Department of Vermont Health Access (DVHA) is issuing this notice for pharmacies and pharmacists who will provide COVID-19 vaccines to Vermont Medicaid members. The federal PREP Act and Vermont law allows licensed pharmacists, and pharmacy technicians and pharmacy interns under the supervision of a licensed pharmacist, to administer COVID-19 vaccines. Please refer to the [Vermont Board of Pharmacy Emergency Guidance](#) for specific pharmacist authorities.

Effective September 1, 2020, Vermont Medicaid allows pharmacists to enroll in the Medicaid program as licensed providers to provide Medicaid services in accordance with their scope of practice, and state and federal law. This includes ordering and administering COVID-19 diagnostic tests and COVID-19 vaccines during the public health emergency. **Any pharmacist who plans to administer or supervise administration of a COVID-19 vaccine must be enrolled with Vermont Medicaid for the pharmacy to be eligible for reimbursement for such vaccinations.** Please enroll as soon as possible to assure that claims will process correctly.

**Pharmacist Enrollment:** To enroll as a provider with Vermont Medicaid, please follow the instructions below:

1. Visit <https://vermont.hppcloud.com/Home/Index/>
2. Click "Menu" on the top left-hand corner of the screen
3. Select Provider Enrollment and then New Enrollment
4. Fill out the enrollment form and click submit
5. Informational Provider Management Module training can be found by clicking <http://www.vtmedicaid.com/#/provEnrollResources>

Please have the following documents available to complete the application:

- Copy of license
- A Word document to upload that states a W9 is not required
- Certifications: This section may be bypassed. However, you may choose to upload any applicable certifications here.
- Malpractice insurance (either individual or the pharmacy's liability coverage)
- National Provider Identifier (NPI) number
- EFT is not required (pharmacists are paid by employer pharmacy)

To begin a new enrollment, click Menu on the top left-hand corner of the screen. Select Provider Enrollment and then New Enrollment.

**Remember to save your ATN and password**

1. Pharmacists →select Individual enrollment
2. Mail to address → where notices are to be sent
3. Service location → practice location. If not applicable, use home address. *You can input multiple service locations if you work at more than one pharmacy*
4. SSN→ Use your personal Social security number, select Individual (don't choose individual Business)
5. Pharmacists may choose to opt out of Provider Lookup. If you opt out, you will not be listed on the public-facing Provider Lookup <http://www.vtmedicaid.com/#/providerLookup>

There is no enrollment application fee for pharmacists.

Helpful hints:

- Use your personal email for the verification code. (it may hit your 'junk email' so you may need to look there). Do not leave this page until you receive the verification code.
- Take a picture or snip of setup email and password and tracking number for future use.
- Be read the "self-disclosure" questions carefully when answering yes or no
- We have resources available to assist in your enrollment process if you have questions.

**Questions related to Provider Enrollment should be directed to: [vtproviderenrollment@dxc.com](mailto:vtproviderenrollment@dxc.com) or call 800-925-1706 (in-state toll free) or 802-879-4450, and press option 1 for the Provider Services Helpdesk. Please advise the Help Desk you are a pharmacist trying to enroll.**

For questions regarding pharmacy COVID-19 vaccinations, please contact the DVHA Pharmacy Unit at [ahs.dvhaph@vermont.gov](mailto:ahs.dvhaph@vermont.gov) . **Further guidance on the billing and reimbursement of COVID-19 vaccinations will be issued soon.**

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Director of Pharmacy Services