



October 28, 2020

Dear valued partners and healthcare providers:

The success of our state's COVID-19 vaccination campaign will depend on the collaboration of the South Carolina Department of Health and Environmental Control (DHEC), our vaccine planning partners, health care systems and South Carolina health care providers to administer pandemic vaccines. Vaccination with a safe and effective COVID-19 vaccine, in addition to other important disease mitigation and prevention efforts such as face masks, frequent handwashing, and physical distancing, can help bring this pandemic under control.

Program Provider Agreement

All health care providers and organizations interested in receiving and administering COVID-19 vaccines in South Carolina are required to complete the CDC COVID-19 Vaccination Program Provider Agreement. The CDC COVID-19 Vaccination Program Provider Agreement (section A) requests basic information regarding the organization, requires the chief medical officer and chief executive or fiduciary officer signatures, and includes an overview of the requirements/conditions for enrolling as a vaccine provider. Section B of the agreement, the Provider Profile information, requests information about the location(s) to which vaccine will be shipped and administered, including clinic hours/days of operation, provider type and setting, patient populations served, and vaccine storage capacity. To review a copy of the CDC's provider agreement in its entirety, click [here](#). *Please note DHEC will NOT accept faxed, emailed, or mailed copies of the COVID-19 Vaccination Program Provider Agreement.* DHEC will utilize a Microsoft Forms survey to document provider acceptance of the terms of this agreement to serve as a COVID-19 vaccine provider. Interested providers should visit [DHEC's COVID-19 Vaccine Provider website](#) to access the link to the enrollment form.

Vaccine Ordering, Distribution, and Documentation Reporting

DHEC will use its immunization information system (IIS) known as SIMON (Statewide Immunization Online Network) for vaccine ordering, distribution, and documentation of administered COVID-19 vaccines throughout the COVID-19 vaccination campaign. Currently, all immunizations administered in South Carolina by any immunization provider must be reported to SIMON under [Regulation 61-120](#). Organizations must also be enrolled in SIMON to participate in the COVID-19 vaccination program. Organizations not currently enrolled in SIMON can click [here](#) to submit a SIMON onboarding request.

South Carolina is making every effort to enroll as many eligible providers as possible into the COVID-19 vaccination program to achieve high vaccine coverage in our population and protect as many as possible. Questions regarding the COVID-19 Vaccine Program Provider Agreement, COVID-19 vaccination program enrollment, or SIMON enrollment for COVID-19 vaccine program participation, can be directed to COVIDProviderEnrollment@dhec.sc.gov.

Thank you for your consideration to provide COVID-19 vaccines to South Carolinians. Together, we can improve health outcomes for all!

Respectfully,

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