

# Updating Patient Population

Accurately recording a facility's patient population is an important component of filling out the COVID-19 Pandemic Enrollment since it shows how many patients each facility could potentially vaccinate. When recording the total count of patients, provide the total count of patients being served in the facility within the past calendar year. Only one patient should be counted in the "total count of patients being served" even if they have had multiple visits to the facility or if they have received multiple vaccines. To provide the most accurate patient numbers as possible, it is recommended to pull information from digital patient records system or billing, if that applies. If these resources are not available, an educated estimate will suffice.

Below are instructions on how to adjust a facility's patient population depending on your enrollment status:

## **Enrollment In-Progress:**

- 1) Provider can log-in to their enrollment and update this information as needed, along with completing the remaining sections of the enrollment. The username is the firstname.lastname of the person who registered the enrollment.

## **Enrollment Pending Approval:**

- 1) A provider can call the COVID-19 Vaccine Help Desk (877) 835-7750, 8 a.m. to 5 p.m., Monday through Friday or email [COVID19VacEnroll@dshs.texas.gov](mailto:COVID19VacEnroll@dshs.texas.gov) to have their enrollment unlocked in order to log-in and make the updates. In either case, provide the following:
  - a. Site name and address
  - b. ImmTrac2 Org Code

## **Enrollment Approved:**

- 1) Fill out the following form as accurately and complete as possible and email it to [COVID19VacEnroll@dshs.texas.gov](mailto:COVID19VacEnroll@dshs.texas.gov).

# Patient Population Adjustment Form

Please fill out the following form completely to adjust the patient population for your facility's COVID-19 Vaccine Enrollment application. This is only to be filled out and emailed if your facility has been approved. Each item of information requested is essential in being able to update the application correctly. The facility information listed below must match the information on the application. Filling out this form is not a guarantee that your future vaccine allocations will be affected. Email the following completed form to [COVID19VacEnroll@dshs.texas.gov](mailto:COVID19VacEnroll@dshs.texas.gov).

Facility Information	
Facility name:	
Immtrac2 organization code:	
Facility address:	
City/state:	
Zip Code:	
Primary phone:	
Primary email address:	
Patient Population Information	
Total patients	
Unique patients/clients seen per week, on average	
Influenza vaccine doses administered during peak week of the 2019-20 influenza season	
Long-term care facility residents (nursing home, assisted living, etc)	
General adult population	
General pediatric population	
Adults 65 years of age or older	
Healthcare workers	
Critical/infrastructure workers (e.g., education, law enforcement, fire services)	
People experiencing homelessness	
Pregnant women	
Racial and ethnic minority groups	
Tribal communities	
People who are incarcerated/detained	
People living in rural communities	
People who are underinsured/uninsured	
People with disabilities	
People with underlying medical conditions that are risk factors for severe COVID-19 illness	
Military- veteran	
Military- active duty/reserves	
Other people at higher-risk for COVID-19	