

All providers that have received COVID-19 vaccine must immediately vaccinate healthcare workers, Texans over the age of 65, and people with medical conditions that put them at a greater risk of severe disease or death from COVID-19, all categorized as Phase 1.

The DSHS website has specific information about which people are considered to be in Phase 1A and Phase 1B.

☼ **Report Administered Doses in ImmTrac2 within 24 hours:**

It is important to document the recipient's date of birth, sex and race/ethnicity too.

☼ **No Residency Requirement:**

There is no residency or citizenship requirement to receive a COVID-19 vaccine, and a social security number is not required.

☼ **Confirming Chronic Medical Conditions:**

To confirm chronic medical conditions, providers should refer to the person's medical history. If a provider doesn't have access to the person's medical history, the person can self-disclose their qualifying medical condition. They do not need to provide documents to prove that they qualify.

☼ **Second Dose:**

Vaccine shipments are identified as either first or second dose when they are sent to a provider. Providers do not need to save any of the doses in a first dose shipment to use for administration of the second dose. Providers can order second doses to arrive in time to administer them on schedule. Providers should use all of their vaccine supply within a week of receiving it. It is important to make sure that the vaccine recipient receives a record card that lists the type of vaccine they received and the date for the second dose. The vaccines are not interchangeable. The first and second dose must be the same vaccine.

☼ **Don't Waste Vaccine:**

If you have vaccine that would otherwise be discarded and there is no one in Phase 1 immediately available, you should then vaccinate any willing person rather than let it go to waste.

☼ **Remember, No Patient Copay:**

You CANNOT charge a copay to the patient. You can bill insurance for the administration, however no person can be turned away due to inability to pay the administration fee.

☼ **If You Have Exhausted Your Vaccine Allotment:**

If you have exhausted your vaccine allotment, we suggest the following actions when contacted:

- Explain again that vaccine supply remains limited. Review the different phases and help correctly identify that person's eligibility category.
- Create a waiting list by phase eligibility. Explain how those on the list will be contacted (phone, email, text, etc.).

You may also want to contact any patients who are categorized as Phase 1B and to explain how you will notify them of the availability of vaccine at your location and what procedures to follow when vaccine is available.

