



## Providing COVID-19 Vaccines In-Office

### Information for Health Care Providers

#### 1. Get Ready:

***Want to know what providing COVID-19 vaccines is like before joining?***

Email [healthprofessionals@toronto.ca](mailto:healthprofessionals@toronto.ca) to be connected with a peer.

| Task   | Timeline                    |
|--|-----------------------------|
| Complete the <a href="#">Toronto COVID-19 Vaccine Program Enrollment Request Form</a>  | 5 minutes                   |
| If you have never provided vaccines in your practice before, get an OGPMSS number by contacting <a href="mailto:OGPMSS@moh.gov.on.ca">OGPMSS@moh.gov.on.ca</a>   | Up to 3 weeks               |
| Verify your vaccine refrigerator received a "pass" result in the last 12 months<br>OR Pass a cold chain inspection<br><small>*(2 weeks to record temperatures + 1 week to complete the inspection)</small> | Automatic<br>Up to 3 weeks* |
| Get a COVaxON account/receive <a href="#">COVaxON training from OntarioMD</a>  | 3 days to 1 week            |
| Receive COVID-19 vaccine ordering portal login credentials from <a href="mailto:COVIDVaccineOrder@toronto.ca">COVIDVaccineOrder@toronto.ca</a>   | Up to 48 hours              |

#### 2. Order:

- Order a minimum of one vial of vaccine by Thursdays at 5 p.m. and receive your order the next week on your site's designated delivery day.

***Questions about ordering online or your delivery?*** Contact Accuristix Customer Care at: 1-866-712-7250 (weekdays, 9-5) or [csrtorontopublichealth@accuristix.com](mailto:csrtorontopublichealth@accuristix.com)

#### 3. Store & Prepare:

- Store vaccines in the refrigerator (2-8°C) for up to: 30 days for Adult and Pediatric Moderna, 31 days for Adult Pfizer (purple cap and label border), and 10 weeks for Pediatric Pfizer and Adult Pfizer (grey cap and label border).
- Use as many vaccine doses as you can before the vials must be disposed of:
  - 24 hours after puncturing for Adult and Pediatric Moderna
  - 6 hours after dilution for Adult Pfizer (purple cap and label border)
  - 12 hours after dilution for Pediatric Pfizer
  - 12 hours after puncturing Adult Pfizer (grey cap and label border)
- Vaccine waste may be unavoidable when trying to provide people with every possible opportunity to be vaccinated.
- Dispose of leftover vaccine or empty vials in medical sharps waste containers and destroy all labels and packaging.



#### 4. Administer and Document:

- Administer doses to anyone eligible under [provincial recommendations](#).
- Document consent and administration details in COVaxON within 48 hours.

**Questions about COVaxON?** Contact: [COVIDVaccineOrder@toronto.ca](mailto:COVIDVaccineOrder@toronto.ca) or [Support.COVaxON@ontarioMD.com](mailto:Support.COVaxON@ontarioMD.com)

#### 5. Bill:

- The [Ontario Medical Association \(OMA\) details of billing for activities related to COVID-19 vaccination](#) (OMA login required to access PDF).

**Questions about billing?** Contact [SSContactCentre.MOH@ontario.ca](mailto:SSContactCentre.MOH@ontario.ca) or [info@oma.org](mailto:info@oma.org).

#### Clinical Tips

- Create a desktop shortcut to COVaxON on each clinic computer by opening COVaxON while the browser is not in full screen mode and your desktop is visible. Then, highlight the URL, and click and drag it on to your desktop.
- Start with small amounts of COVID-19 vaccine to see how vaccination works best in your clinic and to minimize vaccine wastage.
- Watch UofT Pharmacy's how-to video: [How to Prepare the COVID-19 Pfizer-BioNTech Vaccine](#)

#### 6. Resources

- Visit the Ministry of Health's [COVID-19 Vaccine-Relevant Information and Planning Resources](#), and review and follow documents
- If you work in a Patient Enrollment Model, log in to your [OneID account](#), and see [OntarioMD's Reconciling COVID-19 Vaccine Data webpage](#) for information on viewing your unvaccinated patients.
- PHO's [IPAC Key Principles for the Clinical Office Practice During the COVID-19 Pandemic](#)
- Stay updated on vaccine and vaccination program information by subscribing to TPH's [Communiqué](#) e-newsletter for health professionals.

**Additional Questions?** Contact [healthprofessionals@toronto.ca](mailto:healthprofessionals@toronto.ca).