



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 to be connected with a peer.

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

3. Store & Prepare:

- Store vaccines in the refrigerator (2-8°C) for up to: 30 days for Moderna, 31 days for Pfizer, and 10 weeks for Pediatric Pfizer.
- Use as many vaccine doses as you can before the vials must be disposed of:
 - 24 hours after puncturing for Moderna
 - 6 hours after dilution for Pfizer
 - 12 hours after dilution for Pediatric Pfizer
- 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 or Support.COVaxON@ontarioMD.com

5. Bill:

- **Vaccine administration only:**
 - **FFS:** G593 + G700
 - **FHG/FHN/FHO/FHT:** G593 + Q593
- **Vaccine administration with visit:** G593 + A001/A003/A007, etc.
- **Vaccine administration with vaccine counselling:**
 - **>20 mins:** K013 + G593
 - **10-20 mins:** K081 + G593
 - **<10 mins: K080:** K080 + G593

Questions about billing? Contact SSContactCentre.MOH@ontario.ca or 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

- Log in to your [OMA account](#) for detailed information and to stay updated on [billing codes](#) for activities related to COVID-19 vaccination.
- Visit the Ministry of Health's [COVID-19 Vaccine-Relevant Information and Planning Resources](#), and review and follow documents, such as [general storage, handling and administration guidance document](#), and documents for [Pfizer-BioNTech \(Comirnaty\)](#) and [Moderna \(Spikevax\)](#)
- If you work in a Patient Enrollment Model, log in to your [OneID account](#), and use [OntarioMD's toolkit](#) to view your unvaccinated patients.
- PHO [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.