

To: NM Vaccines for Children (VFC) Providers
From: Department of Health, Immunization
Program Date: February 8, 2017
Subject: Mandatory VFC Annual Recertification

We have been experiencing some technical issues with the Recertification forms. Please continue reading for solutions to common issues with the forms.

The VFC Recertification and NMSIIS Agreement is in one packet that must be completed and submitted to the VFC Program, **ELECTRONICALLY**. Instructions on how to create a digital signature are provided below.

- Handwritten signatures but submitted electronically will be accepted.
- You must scan completed packet and submit via email.
- Forms that are scanned, faxed or handwritten will NOT be accepted. SIGNATURES ONLY.

It is **required to submit a copy of one of the following types of licenses:**

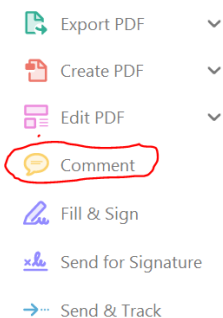
- a) NM Board of Pharmacy clinic license (PHO, FQHC, CHC, RHC, school site, hospital)
- b) NM Board of Medical Examiners license (if chief provider is MD)
- c) NM Board of Osteopathic Medical Examiners License (if chief provider is DO)
- d) NM Board of Nursing Nurse Practitioner license (if chief provider is NP)

This is submitted on the bottom of page 8 Provider Population):

1. Click on the box to attach the license.



2. On the right side-bar menu, click **Comment**.



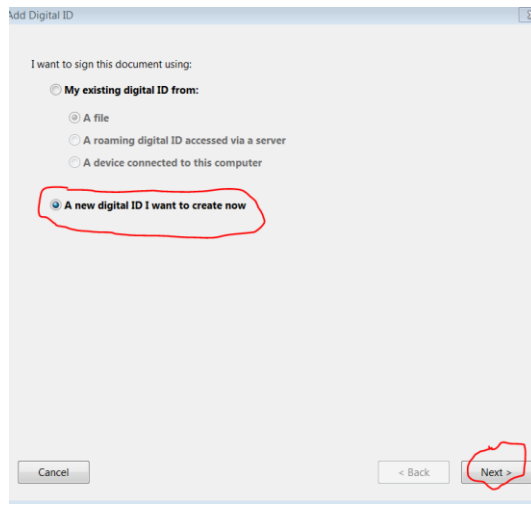
3. Select the **Paperclip** and drag it to the same box (illustrated in Step 1).



4. This will open a box titled, “Add Attachment”. Select the file with your license and click **Open**.

How to Sign Digitally (pages 3 and 9)

1. Click on the Signature box to create a digital certificate.
2. The Add Digital ID box will display. If you do not already have a digital ID, please select, “**A new digital ID I want to create now.**” Then, click “**Next**”.



3. On the next screen of the box, please select, “**Windows Certificate Store**”. Then, click, “**Next**”.

Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back **Next >**

4. Enter your information on the next screen. Click, “**Finish**”.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back **Finish**

5. You will be taken to the Sign Document box. Verify that the information in Sign As is correct. Then, you may click, "Sign".

Sign Document

Sign As: Lynne Padilla (Lynne Padilla) 2021.01.06

Issued by: Lynne Padilla More Details

Appearance: Standard Text

Lynne Padilla Digitally signed by Lynne Padilla Date: 2016.01.19 11:50:31 -07'00'

Click Review to see if document content may affect signing Review...

Enter certificate password and click the 'Sign' button

Help Sign Cancel

6. Once you click Sign, the signature should appear in the Signature box on the Re-certification form.

ACKNOWLEDGMENT

I acknowledge the above requirements and will adhere to New Mexico VFC Program protocols and guidelines.

Medical Director or Equivalent Name (print) VFC pin #

Lynne Padilla Digitally signed by Lynne Padilla Date: 2018.01.20 15:43:09 -07'00' Signature Date

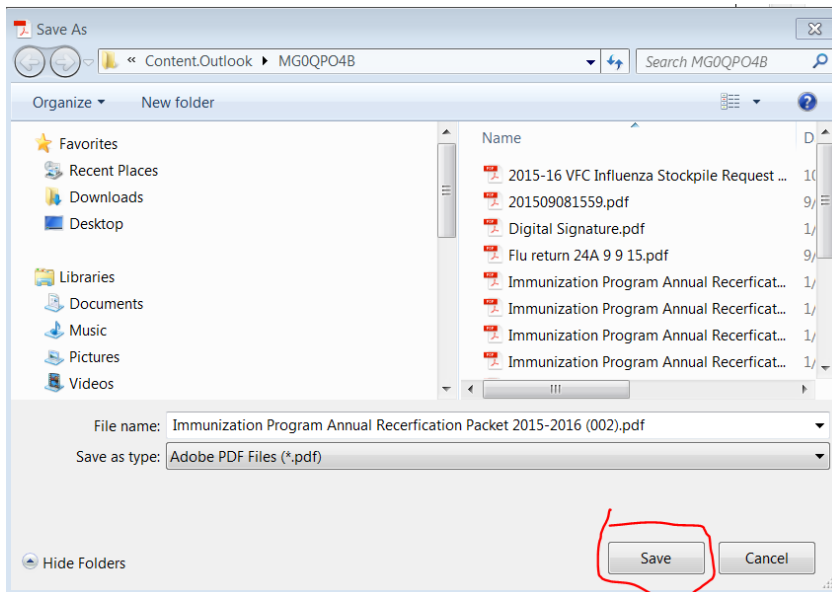
Checklist of completed Documents:

<input type="checkbox"/> Provider Agreement	<input type="checkbox"/> NMSIIS Provider Organization Agreement
<input type="checkbox"/> Provider Profile	<input type="checkbox"/> Copy of License

7. Each time you click the “Electronic Signature” box, you will be prompted to sign.



8. When the Save As box opens, click **Save**.



9. Repeat steps 7 and 8 each time you are asked for a signature.

The NMSIIS documents have the incorrect email address. Please disregard that and send your packet to: vfc.recert@state.nm.us

Completed Packets must be submitted no later than March 1, 2017.

Your vaccine order will be held if your recertification is incomplete after this date.

If you any have questions, please email vfc.recert@state.nm.us and we will get in touch with you as soon as possible.

Thank you,
Immunization Program