Register for Self Reporting

S.C. Vaccine Provider Reporting

South Carolina Department of Health and Environmental Control
Healthy People. Healthy Communities.
Course Objective

The purpose of this training is for providers to learn how to register for self reporting with the S.C. Vaccine Provider Reporting system.
From the S.C. Vaccine Provider Reporting home page, click on Register for Self Reporting to begin the enrollment process.
After clicking on the Register for Self Reporting link, you will be taken to the Provider Agreement form.
Begin by completing the *Enrollment Information* section.

Choose the appropriate provider-level option.

**State Providers**

- **Enrollment Information**
  - Enrolled in SCP program, enter unique COVID-19 Organization ID:
  - Enrolled in Federal Program, Enter Provider PIN:

**Federal Providers**

- **Enrollment Information**
  - Enrolled in SCP program, enter unique COVID-19 Organization ID:
  - Enrolled in Federal Program, Enter Provider PIN:
After entering the Organization ID or the Federal PIN in the space provided, enter <Tab>. The Organization Information, Organization Administrator, and Location Information sections will be pre-populated with what is currently on file with DHEC.

It is important that providers review the pre-populated information and make updates as needed. If information is incorrect or missing, changes can be made directly on the form.

- Review and update as needed
- Review and update as needed
- Select the appropriate answer

- Review and update as needed
  - Add missing address information
  - Add additional locations by clicking on the "+" sign
After all sections have been completed, review and agree to the *Provider Agreement* conditions. Type your name in the space provided, digitally sign the form, and then click on *Submit*.

Once you have clicked on *Submit*, your enrollment will be forwarded to DHEC's Immunization Department for review.
Upon approval by DHEC's Immunization Department, your organization will be set up to access the system based on the information submitted.

What you should expect once approved:

- Individuals listed under **Organization Administrator** and **Location Information** will be set up as users in the system and will be sent an email with instructions on how to set up their account and access the system.
- Each location listed will be added in the system under your organization and set to active for you to start reporting on.
- The contact person listed with the location will automatically be assigned to report for that location daily. When this user logs into the system each day, they will only see locations they have been assigned to report on.
- The individual listed under **Organization Administrator** will be set up with an Organization Administrator role. When this user logs into the system, they will see all locations associated with their organization as well as additional tools to manage locations and users.
- To add an additional Organization Administrator after your organization has been activated, submit a request within the system under > Help > Contact Us.
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