Submit VFC Physician Signing Agreement (Z3) Contact Change

A. REMOVE the former PHYSICIAN SIGNING AGREEMENT (Z3-VFC/VTRCKS)

1. Click on Clinic Tools +
2. Click on Clinic Information
3. Click on Staff

4. Click on the dropdown by the EDIT box
5. Click on REMOVE

The request will be sent for approval the **Status** will state PENDING. (See Change Request History below)
**B. ADD NEW PHYSICIAN SIGNING AGREEMENT (Z3VFC/VTRCKS)**

1. **Contact Type** - using drop down select PHYSICIAN SIGNING AGREEMENT (Z3 VFC/VTRCKS)
2. Complete the RED highlighted boxes. (Email address and License Number must be entered)
3. Click **Create**
Once change is created the request will be reviewed for approval. The VFC Provider Agreement and VFC Provider Addendum will be emailed to the facility Primary Coordinator and Back-Up for the new PSA to sign.

*Please updated these changes on the Routine Management Plan and Emergency Management Plan for your facility.*