

In preparation of RSV vaccine rollout this fall, this document serves as a planning checklist for providers to implement this new vaccine. CDC has recommended adults 60 and older may receive a dose of RSV vaccine using shared clinical decision making. Additional information can be found in the [ACIP recommendations](#):

RSV Vaccine Pre-Planning Checklist	
North Dakota Immunization Information System (NDIIS) Tasks	
	Update and/or complete NDIIS provider agreement.
	Request user access for individuals at your facility who may administer RSV vaccine or need to look up vaccination records.
	Verify that your electronic medical record (EMR) is set up to document RSV vaccine doses and whether it can send doses to NDIIS automatically. If not, establish a process for reporting doses to the NDIIS. IIS Code Sets CPT Vaccines CDC
	If your electronic medical record (EMR) is connected to the NDIIS, verify that it's set up to send all required documentation for doses of RSV vaccine to the NDIIS; this includes the complete and correct lot number, patient demographics, site, vaccine type, route, funding source, administration date and VFC eligibility.
Vaccine Storage and Handling	
	Ensure storage units are working well, have adequate storage space (along with influenza, COVID-19, and other vaccines) and temperatures are being monitored 24 hours a day using a digital data logger. Dorm fridges should not be used for vaccine storage.
	Ensure staff review CDC's vaccine storage and handling toolkit .
Planning, Protocol and Education – Long-Term Care	
	Educate staff on RSV burden in adults and RSV vaccine recommendations.
	Have discussions with your vaccinator to ensure they are ordering RSV vaccine and will be able to provide doses for your facility.
	Develop plan to notify patient families that vaccine is available and about the risk of RSV in long term care facilities. Update process for obtaining consent to include RSV vaccine.
	Develop plan for medical provider to individually order RSV vaccine for LTC residents as is required under Medicare Part D.
	Update billing process as needed.
	Review the VAERS website and when a report is necessary.
Planning, Protocol, and Education - Pharmacy	
	Educate staff on RSV burden in adults and RSV vaccine recommendations.

	Order RSV vaccine through manufacturers or potentially through vaccine wholesalers.
	Update pharmacy protocols to discuss RSV vaccine with all adults 60 and older who come to the pharmacy. Include protocol to check NDIS for other missing vaccines.
	Update billing process as needed.
	Review the VAERS website , including when a report is necessary.
Planning, Protocol and Education – Provider Office, Local Public Health	
	Educate staff on RSV burden in adults and RSV vaccine recommendations.
	Update clinic protocols to discuss RSV vaccine with all adults 60 and older. If unable to administer vaccine within the office, develop referral process.
	Order RSV vaccine for privately insured adults. If clinic uses online billing service that allows them to bill Medicare Part D, order additional vaccine as needed.
	Update billing process as needed.
	Review the VAERS website , including when a report is necessary.