

VFC

Office Manager Training



The Philadelphia Immunization Program is hosting a VFC Office Manager training. Below is a description of the training being offered. If you are interested in participating in training, please complete the participant registration form. Class participants are limited and will be taken on a first-come, first-serve basis. *All classes are held at the Department of Public Health at 500 South Broad Street, Philadelphia, PA 19146*

Office Manager Training:

Date and Time: Friday, September 16, 2016
9 a.m. - 10:30 a.m. or 1p.m. – 2:30 p.m.

Where: Philadelphia Department of Public Health
500 South Broad Street
Philadelphia, PA 19146
Room 220

Who Should Attend: Office Managers or VFC Vaccine Coordinators

Maximum Attendance: 12 participants/session
Registration is limited. Training will be offered on a first-come, first serve basis and will be distributed across sites all over Philadelphia. This means if your site registers multiple attendees, they may not all be accepted this time.

YOU MUST HEAR BACK FROM VFC TO BE OFFICIALLY REGISTERED.

Training Description: This one and one-half hours education session will focus on the policies, procedures, and practices of the VFC and AFIX programs.

We encourage attendance by Office Managers or VFC Vaccine Coordinators who are responsible for ordering vaccines, screening patients for VFC eligibility, overseeing storage and handling practices, and/or overseeing staff who handle VFC vaccines. This course is beneficial to new practitioners as well as seasoned practitioners who are in need of a refresher course or would like an update on Best Practices for VFC.

Food: Light snacks will be provided.

VFC Office Manager Training Registration Form



Department of
Public Health
CITY OF PHILADELPHIA
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Complete all information below to register for the Office Manager training.

Requests cannot be guaranteed.

Registration Forms MUST be received by Thursday, September 1, 2016.

Fax Forms to 215-238-6948

Confirmation of registration will be issued by Tuesday, September 6, 2016.

YOU MUST HEAR BACK FROM VFC TO BE OFFICIALLY REGISTERED.

****COMPLETE ONE FORM PER PARTICIPANT****

Office Name:	VFC PIN Number:
Office Address:	Office Phone Number:

Participant Name:	Participant Title:
Participant Email Address:	Participant Phone Number:

Office Manager Training:

Please check your preferred session.

_____ Friday, September 16, 2016; 9 a.m. - 10:30 a.m.
_____ Friday, September 16, 2016; 1 p.m. - 2:30 p.m.

**Please FAX all Training Registration Forms
by Thursday, September 1, 2016 to 215-238-6948**

For questions contact the Provider Education Coordinators:
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