



ASK SIMON Webinar

Post Go Live
April 21, 2021

Staff Changes & VFC
Enrollment Submissions



Welcome

<https://www.scdhec.gov/SIMON>



Statewide Immunization Online Network

Staff Changes

How to update to Staff in SIMON. Pat Carter



SIMON Staff Changes

User must have a
Registration Account to
access Simon.

Two ways user can obtain a
user account:

- a. From SIMON log in page, select Request User Account
- b. From Simon Helpdesk Requests
(www.scdhec.gov/SIMON)



Simon
STATEWIDE IMMUNIZATION
ONLINE NETWORK

Statewide Immunization Online Network

Login

Username Password

[Forgot Password?](#)

[Request User Account](#)

SIMON Helpdesk
Requests



SIMON Staff Changes

From the main menu, Click Clinic Tools>Clinic Information>Staff

Manage Clinic Staff
Change Request





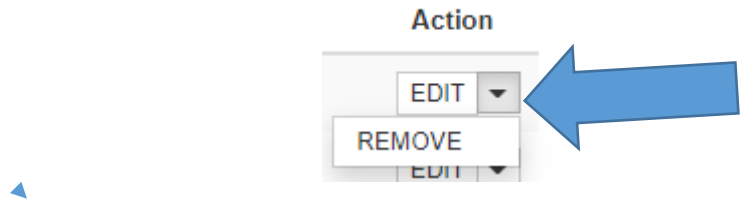
SIMON Staff Changes

Manage Clinic Staff Change Request

This screen allows a user to add, change and remove a staff member.

- New Contact** (Go to top right corner of this page, Click Add New Contact>Select Contact Type> Enter the new staff information>Click Create
- Edit an Existing Contact** . (Locate the staff member you want to update>Select the Contact Type>Enter the staff member information> Click Update.
- Remove Staff Member** (Locate the staff member you want to remove>Click the arrow next to >Edit to select Remove.

Clinic Staff Change Request





SIMON Staff Changes

Only one Contact Type is allowed for:

- a. Physician Signing Agreement Z3 – Physician who signs the agreement
- b. Non-Physician Contact Primary Z4 – Primary Coordinator
- c. Non-Physician Contact Backup Z5 - Backup Coordinator



SIMON Staff Changes

Add Training

Add the Certificate for the CDC You Call the Shots Training

Locate the name of the Primary or Backup Vaccine coordinator

Click on the Edit button

At the bottom of this screen is the Training Section

- a. Click the **Add Training** button
- b. Select the **Course Name**
- c. Enter **CE Number:** (WB4417/ WB4418)
- d. Enter the **Completion Date**
- e. Upload the **Certificate**
- f. Click **Save**
- g. Repeat Steps to add the second certificate

Name	Type	Phone	Audit	Action
BACKUP, VACCINE	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		?	EDIT
COORDINATOR, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		?	EDIT
SIGNATORY, DOC	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)		?	EDIT

Showing 1 to 3 of 3 entries

Training Section

Course Name	CE Number	Completion Date	Upload Certificate	Add Training
YOU CALL THE SHOTS- VFC	WB4418	03/05/2021		<input type="checkbox"/>
YOU CALL THE SHOTS- STORAGE AND HANDLING	WB4417	03/05/2021		<input type="checkbox"/>

Add Training

Course Name

CE Number

Completion Date

Upload Certificate



SIMON Staff Changes

VFC Operations Response After Submittal

Once staff change is submitted it goes into a Pending status

Provider site will receive a notification when change request is approved or rejected.

Green success message is displayed confirming your changes were saved.



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

VFC Enrollment

Brief Overview and Demo



VFC Enrollment Overview

Login into SIMON

- Go To Clinic Tools
- Select Enrollments
- Select Enrollment Template
 - Ensure the correct Template is selected
 - New Provider Enrollment
 - VFC Recertification
 - VFC (Specialty) Recertification

SIMON DEMO



VFC Enrollment

Closing the current VFC Recertification Templates

April 30, 2021

- VFC Recertification
- VFC (Specialty) Recertification

Templates that will remain Open

- New Provider VFC Enrollment

New Template to be Created

- New VFC (Specialty) Enrollment

SIMON TRAINING

Last Post Ask SIMON Webinars for this Month April
Is Next Wednesday 4/28/2021
12:30 PM-1:00PM

TOPIC: Vaccine Reconciliation

Go to **SIMON News** for Details

Comments/Questions





Contact Us

Sherell Stevens-Masten

803-898-0460 (office)

[Questions regarding Vaccine Programs](mailto:Scvfc@dhec.sc.gov)

Scvfc@dhec.sc.gov

Questions regarding SIMON

SIMON@dhec.sc.gov (Email)

Stay Connected

