

COVID-19 Vaccine Provider Locations directory

How providers can submit, update contact information

A new statewide COVID-19 vaccine provider search is now available at vaccine.coronavirus.ohio.gov.

This vital resource will help Ohioans eligible to receive vaccine locate a provider in their area. The directory will show all enrolled COVID-19 vaccination providers **currently allocated vaccines for Phase 1B populations** throughout Ohio. The public will be able to search for a provider by name, county or ZIP code.

This directory is powered by information provided (and updated) by vaccine providers. Below is a step-by-step guide to submitting and updating your contact information. Adding and modifying locations all takes place using your OHID in the [Vaccination Provider Program \(COVID-19\) app](#).

HOW TO SUBMIT YOUR INFORMATION

Access to the submission form requires access to your [OHID account](#).

Complete this brief form at <https://ohid.ohio.gov/wps/myportal/gov/covidvac/locations/vaccine-administration>. This is a part of the [Vaccination Provider Program \(COVID-19\) app](#).

Step-by-step instructions:

1. Click on the [form link](#). This will prompt you to log into your [OHID account](#). *If you get an error message, please close your browser, including all open tabs, and open a new window to log in.*
 - This is the account you created to enroll as a vaccine provider.
 - If you are a [new user, create an account](#), and request access to the [Vaccination Program \(COVID-19\) application](#) to begin enrollment as a vaccine provider.
2. Once you land on the Vaccine Administration Locations page, click the Add Location(s) form.
3. Click on your name and Terminal Distributor of Dangerous Drugs (TDDD) license number in the dropdown menu.
 - To find your (TDDD) license number, please visit the [State of Ohio Board of Pharmacy website](#).
 - If you cannot find your name and (TDDD) in the dropdown, you must complete and submit a Section A and Section B form to complete enrollment as a vaccine provider. Once your Section B form is reviewed, and enrollment is complete, your facility will appear in the dropdown for this form.
4. Enter the following information:
 - Name of vaccine administration site.
 - Address of vaccine administration location, including city, ZIP code, and county. (Note, this is the address of the location the public will go to receive the vaccination, not the shipment address.)
 - Phone number(s) for patients to call to schedule a vaccine appointment if eligible.
 - Website for patients to schedule an appointment or find more information.
 - **Only select “Add Another Location” if you have multiple locations associated with the same TDDD, such as clinics at different locations.** For example, a local health department hosting mass vaccination clinics at two locations would add two addresses. However, if you are a large chain with multiple locations, each with its own TDDD, do **NOT** use the “Add Another Location” button, as each must be associated with the correct TDDD.
 - Click **Submit Location(s) Entries**.
5. Repeat steps 2-4 above for every location with a unique TDDD.

HOW TO UPDATE YOUR INFORMATION

We understand that changes happen – like phone numbers or websites for scheduling. Vaccine providers can easily update previously submitted information using the same app and process above, but by clicking the “Update Location(s)” section on the left tab. Detailed instructions for completing this at <https://ohid.ohio.gov/wps/myportal/gov/covidvac/locations/vaccine-administration> and navigating to the “Vaccine Administration Locations” page <https://ohid.ohio.gov/wps/myportal/gov/covidvac/locations> are listed below.

Note, you can only update entries you created through your account. If another person has created an entry that needs updated, please contact the Ohio Department of Health Provider Call Center at 1-844-9ODHVAX (1-844-963-4829) or email COVIDVACCINE@odh.ohio.gov.

Step-by-step instructions:

1. Click on the [form link](#). This will prompt you to log into your [OHID account](#).
2. Once you land on the “Vaccine Administration Locations” page, click the “Update Location(s)” form.
3. This will take you to the “Update Vaccine Location” page.
 - You are only able to see information related to the location information you created yourself.
4. Select the “Edit” button on the location you would like to update.
5. Select the green edit button.
6. Update applicable information.
7. Once finished with your update, select “Enter this Location.”
8. Click “Submit Location(s) Entries.”

If you have any technical issues accessing your OHID account or completing the process above, contact the Office of Management Information Systems (OMIS) Help Desk at HelpStar@odh.ohio.gov or 614-752-5190.

For other inquiries, please call the ODH Provider Call Center between 8 a.m. – 7 p.m. Monday through Friday, and 8 a.m. – 5 p.m. Saturday and Sunday, at 1-844-9ODHVAX (1-844-963-4829) or email COVIDVACCINE@odh.ohio.gov. You also may visit the ODH [COVID-19 Vaccine Provider Information Training page](#) for additional information and resources.

Created Jan. 15, 2021.

For additional information, visit coronavirus.ohio.gov.

For more information, visit: coronavirus.ohio.gov