

## 5 SIMPLE STEPS FOR ORGANIZING YOUR COMPANY'S FLU PROGRAM

**1. Decide whether your company wants to offer the vaccines free of charge to employees or if employees will pay for their own vaccine.** Employees can also pay any portion of the vaccine fee, as decided by your organization. This is a good option if it is not within your organization's budget to provide vaccines free of charge to employees, but you still want to offer the convenience of job site availability. Some companies collect slightly more than the cost of the vaccine from employees to defray the on-site fees. (Whichever option you choose, The WorkPlace will bill your company the fee on the Agreement Form)

**2. Poll your employees' interest:** You can use the informational/polling brochures entitled "FLU SEASON IS COMING!".

\* There are two mandatory forms: the Vaccine Consent Form and the CDC Vaccine Information Statement. To speed up the on-site vaccination process, copy these forms so that employees can read the statement, complete the consent form and have it ready for the nurse when she arrives.

**3. Copy and distribute the brochures to employees (with paychecks is ideal).** Feel free to use your own polling method if the brochures do not meet your needs.

**4. Fax Results to The WorkPlace:** When you have a total recipient number, complete the "Employer Response" Fax Form and fax to The WorkPlace ASAP. Scheduling will occur on a first come – first served basis, as we receive vaccine The sooner you return the form, the higher priority you will receive for on-site scheduling. Time scheduled will be based on total # of recipients reported.

**5. Update:** Depending on vaccine supply and the clinician's schedule, you may update the number of vaccines required up to 2 business days prior to your scheduled On-Site visit date by calling us at 431-8740 and re-faxing the Employer Response Form with the revision.

### ***Please Note:***

- *Approximately one hour will be scheduled for each 12 vaccines needed.*
- The WorkPlace will make every attempt to schedule according to your requested dates and times and will call you to confirm and finalize.
- Accuracy in reporting the number of vaccine recipients is very important since "Downtime" Fees will be charged for any scheduled time which is not used for vaccinations. Due to tight scheduling, nurses may be unable to accommodate more than your reported number of recipients in the time allotted.

