



WORKSITE FLU CLINIC

How it works

Setting up your clinic

- 1 Complete the flu shot clinic online request form and select a preferred vendor.
- 2 Gather a minimum of 50 participants per clinic
- 3 Within 7-10 days, the vendor representative will reach out and confirm your details, date(s) and time(s).
- 4 Your vendor representative will provide their phone number, contact names and email addresses.
- 5 You'll receive an automated confirmation email two weeks before your clinic date(s).
- 6 You'll receive additional communication approximately one to two weeks prior to your event to review day-of details.
- 7 Secure the location for your worksite flu clinic (e.g., conference room or cafeteria). Please ensure the location has enough chairs and tables for the clinic. Your vendor representative will help determine what is adequate.

Help promote the clinic to maximize participation

- **Get more information** about the flu shot clinic program, then **download** and distribute promotional materials such as a frequently asked questions flyer, clinic promotion poster, hand washing sign and more.
- Ensure that the promotional posters are prominently displayed. (You will need to enter the date, time and location of your scheduled clinic on the posters.)
Remember: A minimum number of participants are required to schedule an onsite flu clinic based on your independent flu clinic provider, so promotion is important.¹
- Answer any general questions from employees.

Blue Cross NC members must present a member ID card and photo ID to receive a flu shot.



How the worksite flu shot clinic works²

All Blue Cross and Blue Shield of North Carolina (Blue Cross NC) members with 100% preventive benefits are eligible to receive a flu shot during flu season or while supplies last.

If you choose to include dependents who have Blue Cross NC coverage with 100% preventive benefits, please discuss dependent flu shot options with the vendor representative as well.

Employees who do not have Blue Cross NC coverage

If you choose to open the worksite clinic to employees who have coverage other than Blue Cross NC, your company can pay \$35 for employees without Blue Cross NC coverage.

The day of the flu clinic:

- **Setup:** The vendor will arrive one hour before the scheduled time to set up. (The vendor will provide the appropriate number of nurses based on the expected participation and length of event.)
- **Greeting:** The vendor will welcome the employees and pre-screen for adverse reactions. They also answer any questions employees might have.
- **Forms:** The vendor will provide each employee with an Influenza Vaccine Consent form, Vaccine Information Statements and their HIPAA Privacy Policy.
- **Flu shots:** As long as the employee doesn't have any questions or reasons a flu shot might be harmful, a nurse will administer the vaccine.
- **Breakdown/cleanup:** Allow 30 minutes for the vendor to breakdown after the program and dispose of all medical waste in accordance with OSHA regulations. (Medical waste should only be handled by the vendor.)
- **Shipping:** Depending on the vendor you select, they may make arrangements with you to ship soft supplies to the site approximately two to three days prior to the event. Vendors will show up with all vaccines on the day of the event.

Questions?

Visit our [flu clinic site](#).

¹ A minimum number of 50 participants is required to schedule an onsite flu clinic based on your independent flu clinic provider, so promotion is important. Failure to meet the minimum will result in cost for the employer.

² Flu shots are offered by contracted vendors on a seasonal basis and only during specific promotional periods.

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