

## August 30, 2021, HBR Alert



### **New Onsite Flu Shot Program and Procedure**

This flu season, CVS Pharmacy will be administering the State Health Plan's flu shot program, which will run from September 14 to December 31, 2021. CVS Pharmacy will begin accepting requests September 1, 2021, for agencies that would like to host a flu shot clinic.

Please review the information below as the registration process has changed.

#### **Flu Shot Clinic Host Reminders:**

- No one under age 18 will be admitted.
- The quadrivalent flu vaccine will be offered.
- There is a 30-shot minimum per clinic. Worksites will be charged \$15 per shot for shots below the required 30-shot minimum.

HBRs will be required to have signatures from an agency authority that is responsible for any payments required if the agency's clinic does not meet the 30-shot minimum.

- If the worksite fails to have the minimum number of participants, the worksite will be invoiced \$15 per person to cover the cost of unused vaccines that were allotted for the event. Therefore, you

will need to be mindful when projecting how many employees will participate.

- If the employing unit does not pay its invoice, the debt will be added to the employing unit's next monthly premium invoice. Premium invoices must be paid as billed to avoid claims being held.

Clinics will be for the seasonal flu shot only; COVID-19 vaccinations will not be offered.

Scheduling HBRs are asked to promote the scheduled Flu Shot Clinic to employees and request that employees bring their State Health Plan ID card to their scheduled appointment.

**Clinic Setup Requirements Include:**

- An organization representative, usually the scheduling HBR, shall remain onsite for the duration of the clinic to respond to any issues that arise.
- A registration area with an adequate number of tables and chairs spaced a minimum of 6 feet from the immunization area.
- Space that allows for an adequate number of immunization stations that shall be approximately 10 feet x 10 feet and spaced approximately 6 feet apart.

**How to Request a Clinic:**

HBRs can request a flu shot clinic by calling 800-378-1567. Please have the following information handy when you call:

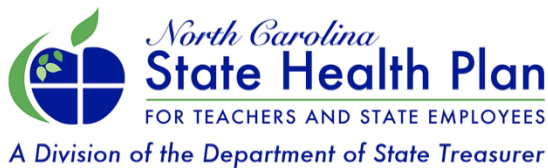
- Worksite location
- Estimated number of Plan members expected to attend
- Email and phone number for the individual from the worksite who will coordinate the event
- Email and phone number for the individual at the worksite with signing authority for the worksite

CVS Pharmacy will follow up with a return call to verify your information.

- The signing authority for your agency will receive a confirmation form via DocuSign to sign off on your clinic. The scheduling HBR will receive a copy of this form. This is necessary to ensure that the agency is aware of the potential cost associated with not meeting the minimum number of participants.
- CVS Pharmacy will send an email confirming the onsite clinic date, time and other details. This email will include the name of the local CVS Pharmacy assigned to the clinic, the flu shot provider's name and contact information and a participant online appointment scheduler registration link.

HBRs will share this participation link with employees who wish to receive a flu shot.

- Using this link, employees will be able to register for a time slot to receive their shot. The participant will select a time for their appointment and complete their demographic information. Registration will end 24 hours prior to the clinic date/time.
- Once an employee has registered for an appointment, they will receive a confirmation – either email or text notifications. Confirmation will be followed by reminders 3 days and then 1 day before the onsite clinic.



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