

September 13, 2021, HBR Alert



Guidance on Flu Shot Clinic Registrations

HBRs Should Test Flu Shot Clinic Registration Links Before Sharing with Employees

HBRs who are scheduling their onsite flu shot clinics are encouraged to take the following **simple extra step for best results** in helping employees register for a flu shot clinic.

When an HBR completes the flu shot clinic sign-up process, CVS Pharmacy will send the HBR 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. However, before sharing the link with employees, the link needs to be tested to ensure it is the correct link for that agency.

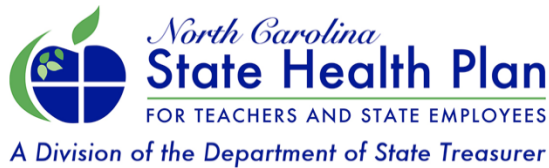
To do this, HBRs should simply copy the link directly from the CVS Pharmacy confirmation email that was sent to their agency directly into a test communication. Any changes to this link may cause the link to redirect to the main CVS flu shot clinic page.

For the link to work correctly, please copy "Click here to register" and paste into the document to be sent to employees. Before sending, simply test the link by opening it. The link

should open showing your agency's address. Each link is unique to the agency that is hosting a flu shot clinic.

If the link contains your agency's address, it is ready to be shared with employees. If employees have trouble opening the correct link sent to them, HBRs should encourage them to try a different browser.

For details on scheduling an onsite flu shot clinic, see the [HBR Flu Shot Clinic Worksite Program page](#).



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