

Get the shot. Not the flu.



FluStopSM planning guide:
Tips for hosting a successful flu shot clinic

Thank you for participating in the FluStop program.

Follow these tips for hosting a successful flu shot clinic.

Before your on-site flu shot clinic

- Reserve an area for the clinic. An easily accessible conference room or open area is best.
- Plan a registration system or schedule for clinic participation. Some providers offer online registration. This provides an even flow of traffic during the clinic and prevents long delays at peak times. Registration also helps you estimate the total number of participants. You'll need to share this estimate with your provider.
- Promote the clinic. Posters, brochures, newsletter articles and e-mails are effective strategies to "get the word out" about the flu and flu shots. Free promotional materials are available electronically at bluelinktpamn.com.
- Ask for volunteers (two people for every 50 employees). One volunteer will register participants and one will ensure that participants complete the consent form before seeing the nurse. If your provider brings an administrative assistant, you need only one volunteer per 50 employees.

Touch base with your provider

- Confirm the number of vaccines, the clinic date, time and place.
- Verify with your provider that individual claims will be submitted electronically for all of your participating Minnesota employees.
- Confirm who will pay for flu shots for employees and dependents who do not have coverage through your organization and how you will handle member cost sharing.
- Confirm whether the provider will bring an administrative assistant to help with registration. (Not all providers offer this service.)

Remind your employees

- Encourage employees to wear short sleeves. Short sleeves allow for easier administration of the shot. Set up a privacy area for those who may need to remove clothing.
- Remind participants to bring their member ID card.
- Post information with the date, time and location of the clinic. FluStop posters are available at bluelinktpamn.com.



The day of the clinic

- Set up the clinic area
- Tables (one per nurse and one table for registration)
- Chairs (two per clinic nurse and one for each registration volunteer)
- Pens for registration
- A private area (if necessary) for immunization
- A wastebasket for each nurse's paper waste
- A telephone readily available to the provider's staff
- Extra chairs for a follow-up area, in view of the nurse
- Put up direction signs
- Update reception staff regarding clinic activities
- Greet nurses and assist in setting up clinic
- Announce flu shots to employees
- Ensure all participants complete a consent form. Participants must read, complete and sign the consent form and give to the nurse before the shot. They must be 18 years of age to sign the consent form.
- Direct medical questions to the nurse

Get the word out!

A successful flu shot clinic begins with employee awareness. Get your free FluStop materials online at bluelinktpamn.com.



Questions?

If you have any questions, contact your BlueLink TPA account manager or visit bluelinktpamn.com.