

Company Contact Responsibilities

Once you've completed the online Flu Shot Clinic Request Form at www.bcbsnc.com/fluclinic, you will be contacted by a local Maxim Healthcare Services representative.

Be the liaison with Maxim Healthcare Services.

- You will receive a call from your local Maxim representative within 48 hours of your request to review the request form, finalize dates and times, and discuss any special needs or circumstances. The Maxim representative will give you their contact information including phone number, key contact names and e-mail addresses.
- The local Maxim contact will continue to communicate with you after your clinic dates have been booked. You will receive a monthly update that your clinic is still on schedule, either via e-mail or by phone until October 1. After October 1 you will receive confirmation two weeks prior to your clinic date or dates and a final confirmation 24 hours prior to your clinic date or dates.
- Secure a location for the clinic (i.e. conference room or cafeteria). Please ensure the location has adequate chairs and tables for the flu shot clinic. Your Maxim representative will help you determine what is adequate.

Help promote the clinic to maximize participation.

- Visit http://www.bcbsnc.com/content/employers/flu_clinic_pdfs.htm for more information about the flu shot clinic program, to download frequently asked questions, a clinic promotion poster, a hand washing sign, etc.
- Distribute the flyers and promotional material as appropriate and answer general questions from employees.
- 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.
- You will also receive a Clinic Promotions Kit from your local Maxim representative.

Keep in mind: Maxim's policy is to immunize children four years old and over. A parent/guardian must be present for children between the ages of four and 17. Children under age four should see their primary care physician for immunizations, including the flu shot, in order to get the vaccine administered in a child's dose.

How the Worksite Flu Shot Program Will Work

All Blue Cross and Blue Shield of North Carolina (BCBSNC) members with 100% preventive benefits will be eligible to receive a flu shot during the seasonal flu season, or while supplies last. If you choose to include family members who have BCBSNC coverage (with 100% preventive benefits) at the worksite clinic, they will be eligible to receive a flu shot as well. **BCBSNC members must present their member ID cards and a photo ID to receive a flu shot.**

Employees who do not have BCBSNC Coverage

If you choose to open the worksite clinic to employees who have coverage other than BCBSNC, your company will have two options:

- **Option #1:** All employees without BCBSNC coverage will be required to pay by cash or check on the day of the clinic. The Maxim representative will handle any payments if necessary. Maxim can accept cash, checks and Medicare Part B. Medicare Part B participants will not be required to pay a copayment. Maxim does not accept credit card payments.
- **Option #2:** Company pays for employees without BCBSNC coverage. (Please note: this option requires that the company sign Maxim's standard Immunization Agreement. Please inform your Maxim representative prior to the clinic if you have chosen this option.)

Day of the Worksite Flu Clinic:

- On the day of the clinic, Maxim staff will arrive one hour before the scheduled time to set up. They will allow 30 minutes for breakdown after the program.
- Maxim will staff the clinic with the appropriate number of nurses based on the employee population.
- Maxim nurses or assigned personnel will greet the employees and pre-screen for adverse reactions. They will answer any questions employees might have.
- Each employee will receive an Influenza Vaccine Consent form, Vaccine Information Statement(s) and Maxim's HIPAA Privacy Policy from the Maxim representative.
- If there are no contraindications or additional questions, Maxim's nurse will administer the vaccine.
- You will be asked by the Maxim nurse(s) to sign the Day-End-Summary. The Maxim nurse will also leave a copy of this summary for your records.
- All medical waste will be taken by Maxim to be disposed of properly according to OSHA regulations. Medical waste should only be handled by Maxim personnel.