Once you’ve completed the flu shot clinic online request form, you will be contacted by a local Maxim Healthcare Services representative. As your company’s contact with Maxim, here’s what to expect:

- **A confirmation call within 48 hours:** Your local Maxim representative will call to review the request form, finalize your clinic date(s) and time(s) and discuss any special needs or circumstances.

- **Contact information:** This includes the Maxim representative’s phone number, key contact names and email addresses.

- **Ongoing communication:** Your local Maxim representative will continue to communicate with you after your clinic date(s) are booked. You will receive a monthly update that your clinic is still on schedule, either via email or by phone, until October 1. After October 1, you will receive confirmation two weeks prior to your clinic date(s) and a final confirmation 24 hours prior to your clinic date(s).

- **Location selection:** You will need to secure the location for your worksite flu clinic (i.e., conference room or cafeteria). Please ensure the location has enough chairs and tables for the clinic. Your Maxim representative will help you determine what is adequate.

**Help promote the clinic to maximize participation**

- **Get more information** about the flu shot clinic program and 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 of 25 participants is required to schedule an on-site flu clinic, so promotion is important."'

- **Answer any general questions from employees.**

**How the worksite flu shot clinic works**

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 the seasonal flu season or while supplies last.

If you choose to include family members who have Blue Cross NC coverage with 100% preventive benefits at the worksite clinic, they are eligible to receive a flu shot as well.

Blue Cross NC members must present a member ID card and photo ID to get a flu shot.
Keep in mind that it is Maxim’s policy to immunize people eighteen years old and older. Children under age eighteen should see their primary care physician for immunizations, including the flu shot, in order to get the vaccine administered in a child’s dose.

**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 has two options:

**Option #1:** All employees without Blue Cross NC coverage are required to pay $35 by cash or check on the day of the clinic. The Maxim representative handles any payments if necessary. Maxim can accept cash, checks and Medicare Part B. Medicare Part B participants are not required to pay a copayment. Maxim does not accept credit card payments.

**Option #2:** Your company pays $35 for employees without Blue Cross NC 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.)

**The day of the flu clinic:**

- **Setup:** Maxim personnel arrive one hour before the scheduled time to set up. (Maxim provides the appropriate number of nurses based on the employee population.)

- **Greeting:** Maxim nurses (or assigned personnel) welcome the employees and pre-screen for adverse reactions. They also answer any questions employees might have.

- **Forms:** Each employee receives an Influenza Vaccine Consent form, Vaccine Information Statement(s) and Maxim’s HIPAA Privacy Policy.

- **Flu shots:** If the employee has no contraindications or further questions, a Maxim nurse administers the vaccine.

- **Summary report:** A Maxim nurse asks you to sign the Day-End-Summary and provides you with a copy for your records.

- **Breakdown/cleanup:** Maxim personnel allow 30 minutes for breakdown after the program and dispose of all medical waste in accordance with OSHA regulations. (Medical waste should only be handled by Maxim personnel.)

**Questions?**

Contact your Blue Cross NC Health Promotion Specialist.