

Guidelines for Hosting a Successful Flu Clinic

1. Complete the WCHC Clinic Request Form and return it by fax or email.

Be sure to include:

- a. On-site and alternate contacts for the day of your clinic.
- b. The method of scheduling participants you plan to use, as follows:
 - WCHC's on-line appointment scheduler: participants book an appointment time via a designated web link created just for your site,
 - Schedule appointments or take sign-ups yourself, or
 - Allow participants to walk-in anytime during the clinic hours and wait.
- c. Instructions for WCHC staff regarding parking and entry into your facility.

2. Reserve an appropriate space that will provide good patient flow.

- It is best if the clinic area has separate entrance and exit pathways to eliminate congestion.
- Choose an area that allows for some privacy; or with a restroom in close proximity, to be used when disrobing may be required.

3. Once the schedule is finalized, WCHC will contact you to confirm your clinic date and time, and provide you with vaccine information, consent forms and flyers.

4. Confirmation: if you do not hear from WCHC by September 18, 2014, call us at 203-730-5209.

5. Promote your Clinic and Get the Word out.

- Flu vaccine resources are available online at the Office of the State Comptroller website, www.osc.ct.gov.
- Send announcements via e-mail, payroll, newsletter, social media, or whatever communication methods used by the State.
- Post flyers in your cafeteria, lunch/break room, lobby or anywhere employees gather.
- E-mail Consent Forms to employees so they may be completed prior to the clinic to save time. WCHC will have forms available at your clinic for those that need one. (Please Note: The Consent Forms contain confidential patient health information that will become the property of WCHC. The Health Insurance Portability and Accountability Act (HIPAA) prohibits WCHC from sharing that information with employers.)
- Send Vaccine information statements and other information regarding flu for staff to read.
- Encourage employees to wear loose fitting clothing or short sleeves!
- Explain appointment procedure and remind all to bring Insurance cards with them to the clinic. WCHC is not authorized to accept cash payment.
- Send out reminders about your clinic each week, then daily for several days before your clinic.

6. Concerns: call WCHC with any concerns you have prior to the clinic.

7. On the Clinic Day: make sure the designated person from your company/agency is available to meet WCHC staff upon arrival at your organization and to be available throughout the clinic to address any situations that may occur.