

December 10, 2009

To: Health Benefit Representatives:
From: Blue Cross Blue Shield of North Carolina and the State Health Plan
Re: H1N1 Flu Vaccination Worksite Clinics

Now that the high risk priority groups have been vaccinated for the H1N1 flu, the vaccine is available to the general population. BCBSNC, in cooperation with the State Health Plan, is offering you the opportunity to host H1N1 flu shot clinics at designated employee worksites. Maxim Healthcare Services, a vendor of BCBSNC, will send a team of nurses to worksites and provide vaccines while supplies last to your employees, retirees and dependents who are covered by the State Health Plan and/or BCBSNC. Children between the ages of 10 and 17 must have parents with them. Children under 10 must go to a physician to get both doses of the H1N1 flu vaccine. Family members and employees who are **not** covered by the State Health Plan and/or BCBSNC will be charged \$15 per H1N1 vaccine.

Worksite clinics will be scheduled on a first-come, first-serve basis, so we encourage you to complete the clinic request form as soon as possible. The attached documents describe how the program will work and what your agency's responsibilities will be for hosting a clinic. If you are interested in hosting a worksite H1N1 flu shot clinic, please review these documents carefully, complete the attached request form and submit it to Maxim at bcbnsnc@maxhealth.com (preferred) or by fax (410-910-1720).

The criteria for hosting an H1N1 flu shot clinic include the following:

- Requests must be made at least **2 weeks in advance**.
- The worksite must have at least 51 employees who are State Health Plan members and be able to **guarantee that at least 25 flu vaccines will be administered**.
 - If your site does not have at least 51 employees, you may team up with another agency and/or allow retirees and dependents to attend your clinic.
 - If you host a clinic with another agency, you must agree on *one* site for the clinic.
 - **If less than 25 H1N1 flu vaccines are given, Maxim will charge your agency \$12.00 for each vaccine that falls short of the minimum – no exceptions.**
- If you have multiple worksites, one form must be completed for each site.
- Members must **present a valid State Health Plan and/or BCBSNC ID card and a photo ID**.

As an added convenience, State Health Plan members and their dependents may also get their H1N1 flu shot at their doctor's office, a participating Minute Clinic (search under [Find a Doctor](#) for "Convenience Care Center") or by an in-network pharmacist (search under [Find a Doctor](#) for "Pharmacist – Flu and Other Limited Injections").

Please be aware H1N1 flu shots not obtained through an in-network physician's office, CVS Minute Clinic, by a participating pharmacist or at a worksite clinic arranged between BCBSNC and our flu shot vendor, Maxim, may result in a cost to the member.

If you have questions about your H1N1 flu shot clinic request, call Maxim at (866) 360-0499. Thank you for being a valued State Health Plan customer. As always, we appreciate your business.