

# Worksite H1N1 Flu Program HBR Responsibilities

## North Carolina State Health Plan

for Teachers and State Employees

[www.shpnc.org](http://www.shpnc.org)

- **Complete the SHP Worksite H1N1 Flu Clinic Request Form** and e-mail to Maxim at [bcbsnc@maxhealth.com](mailto:bcbsnc@maxhealth.com) (preferred) or fax to 410-910-1720. If you have questions about your H1N1 flu vaccination clinic request, call (866) 360-0499.
- **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 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 H1N1 flu vaccination clinic. Your Maxim representative will help you determine what is adequate.
- **Help promote the clinic to maximize participation.**
  - Visit the State Health Plan Web site at [www.shpnc.org](http://www.shpnc.org) and also [www.bcbsnc.com/H1N1](http://www.bcbsnc.com/H1N1) for more information about the flu program.
  - You will receive a Clinic Promotions Kit from your local Maxim representative that will include a poster and sample communication to employees and information on how to host a successful H1N1 flu vaccination clinic.
  - 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.

\* For the H1N1 vaccine, Maxim will immunize children ages 10 and older, since children under 10 require two doses to be fully vaccinated. A parent/guardian must be present for children between the ages of 10 and 17. Children under age 10 should see their primary care physician for immunizations, including the H1N1 vaccine, in order to get both doses of the vaccine.

**If less than 25 H1N1 flu vaccines are given at your worksite clinic, Maxim will charge \$12.00 for each vaccine that falls short of the minimum – no exceptions.**

