

How the Worksite Flu Shot Program Will Work

North Carolina State Health Plan

for Teachers and State Employees

www.shpn.org

All State Health Plan members, including retirees and dependents, are eligible to receive a flu shot at a worksite through December 31, 2010, or while supplies last. If you choose to include family members who have State Health Plan coverage at the worksite clinic, they will be eligible to receive a flu shot as well. **State Health Plan and/or Blue Cross and Blue Shield of North Carolina (BCBSNC) members must present their member ID cards and a photo ID to receive a flu shot at no charge.**

If you choose to open the worksite clinic to employees who have coverage other than State Health Plan and/or BCBSNC, your agency will have two options:

- **Option #1:** All employees without State Health Plan or BCBSNC coverage will be required to pay \$30.00 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:** The Agency/Academic Institution pays for employees without State Health Plan or 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. Please allow 30 minutes for breakdown after the program.
- Maxim will staff the clinic with the appropriate number of nurses based on the employee population participating in the flu shot program.
- 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.

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