

TIPS FOR A SUCCESSFUL FLU SHOT EVENT

Thank you for choosing Sanford Occupational Medicine. We appreciate your commitment to your employees' health, and we look forward to our partnership for the upcoming flu season. Our goal is to provide you an efficient, organized on-site flu vaccination event. In an effort to assist you in the planning process, please review the following expectations for a successful event:

Role of Sanford Occupational Medicine

- Provide a poster with event date/time to designated company representative for distribution.
- Provide a medical professional, vaccine, medical supplies, and necessary paperwork to administer the vaccine.
- Process flu vaccinations through appropriate insurance or direct company bill (see below).

Role of Company

- Provide a company representative to help with, but not limited to: paperwork, employee direction and special requests. As an alternative, we can provide a member of our team. Please notify us in advance if Sanford OccMed needs to provide additional support.
- Provide a sign-up sheet for employees prior to the event.
- Inform employees to wear short sleeves or clothing that allows for easy exposure of their upper arm/shoulder.
- Provide a private space along with a table, chairs, trash receptacle and an outlet.

VACCINATION COSTS

We offer two options for billing. These can be billed to the company or processed through insurance. Please notify us which option you would like.

OPTION 1: COMPANY PAID

- Your company is billed for all flu shots given and is responsible for payment. Insurance will not be filed.

OPTION 2: INSURANCE BILLED

- Flu shots will go through the insurance billing process. Please call your insurance company to verify how the flu shot is covered under your specific plan. Insurance payment is based on individual insurance contracts. **Please be advised, we do not have contracts with all insurance providers.**

Call Sanford Health OccMed at (888) 600-2378 to discuss the details of your flu shot event.



OCCUPATIONAL MEDICINE WORKING FOR YOU.