

How To Schedule a Facility FLU and/or COVID Vaccine Clinic

1) Submit a clinic request form

- **Complete a FLU-COVID Vaccine Clinic Request Form (874-008)**
 - Download form from <https://www.forumpharmacy.com/facility-portal/#covid-19-clinic-info> OR ask your account manager, consultant pharmacist, or nurse consultant for the form
- **Fax Request Form to 800-447-7167 (OR) email to vaccination@forumpharmacy.com**
 - Once received, Forum's clinical staff will contact the facility to schedule a clinic

2) Complete consent forms

- **Once clinic has been scheduled, Forum clinical staff will provide prepopulated consent forms to the facility**
 - Begin completing consent forms immediately
 - If, for some reason, a blank consent form is need, please download form from <https://www.forumpharmacy.com/facility-portal/#covid-19-clinic-info> OR ask your account manager, consultant pharmacist, or nurse consultant
- Be sure to fill out each consent form completely as all requested information is required
- Instruct staff to list their personal residence address on the consent form (not the facility's location)

4) Collect copies of insurance cards

- **For RESIDENTS:**
 - If a resident does not receive their medication from Forum pharmacy, a copy of valid insurance card is required
 - If administered dose is not covered by resident's insurance, facility will be billed for the dose and administration
- **For STAFF:**
 - ***Copy of valid insurance card is required at time of vaccination***
 - If copy of valid insurance card is not provided at the time of vaccination, staff may still receive the vaccine however, facility will be billed for the vaccine and administration

5) Notify pharmacy of any changes

- For any changes or questions, please contact your consultant pharmacist or nurse consultant directly or email vaccination@forumpharmacy.com

FAQs

Who should NOT get the COVID vaccine?

- Anyone treated for COVID with any of the following products within the last 60 days:
 - Convalescent plasma
 - Monoclonal antibodies
- Anyone who has COVID or currently tests positive for it (wait 3 months after having COVID to receive vaccine)
- Anyone who has received a COVID vaccine in the past 4 months

Who should NOT get the FLU vaccine?

- Anyone not feeling well
- Individuals with severe, life-threatening allergies to flu vaccine or any ingredient(s) in the vaccine
- Have had Guillain-Barre Syndrome

When is a clinic held?

- When signed consent forms are completed and ready at the facility

What is needed on clinic day?

- Ask recipients to wear clothing on clinic day that allows access to the upper arm(s)
- Common area to conduct vaccinations for ambulatory residents, including privacy screening
- Cart for staff to go to room to room with vaccine supplies (if needed)
- Facility staff to:
 - Assist pharmacy with gathering and identifying recipients
 - Monitor recipients who receive in-room vaccinations for 15 – 30 minutes after administration