



NYU School of Medicine/Center for Corporate Wellness (CCW) 2019-2020 Seasonal Flu Prep Sheet (Insured Programs)

FOR COMPANY COORDINATORS

Information for Employees

- Download the [Flu Marketing Flyer](#) to support internal promotion to your employees.
- Instruct employees to:
 - Wear loose-fitting clothes that provide easy access to the upper arm, just below the shoulder.
 - Print and complete the appropriate form (see below) in advance, **BUT NOT SIGN IT.**
 - Employees using **insurance** should:
 - Complete the form using their **name as it appears on their insurance card.**
 - Bring their insurance card (print or electronic)! They will not be vaccinated without it.
- Bring **unsigned** form on vaccination day.
- Forms:
 - [Insured Claim/Consent and Release Form](#), for use only by employees insured under your company's insurance plan(s) approved for this vaccination program.
 - [Non-Insured Consent and Release Form](#), for use by employees **NOT** covered by your insurance.
 - The [CDC's Flu Vaccine Information Sheet](#) (August 15, 2019 is the current version)
 - Proof of Vaccination forms are available upon request at the time of vaccination.
- In select circumstances (e.g. new employees), if their insurance member ID number(s) cannot be confirmed, they will still be vaccinated. Company has up to five (5) business days after the date of vaccination to provide a valid member ID; if this doesn't occur, the vaccination(s) will be billed at the non-insured rate
- High-dose flu vaccine for individuals 65+ is available upon advance notice and subject to availability. All purchases final, regardless of actual usage.

Pregnant Women and Employees Allergic to Thimerisol:

- Women who are pregnant or think they may be pregnant have an option to receive a preservative-free flu vaccine, **subject to availability**; physician authorization is NOT required.
- Employees with **allergies** to Thimerisol may only receive a preservative-free dose if they are **PRE-AUTHORIZED BY YOUR COMPANY** to do so, and **subject to availability of vaccine.**
- **Share this information with employees in advance** so that you can tell CCW how many employees (pregnant or allergic) need to receive the vaccine.
- Pregnant employees do not have to disclose their status to the company coordinator in advance, and may advise CCW's representative at the time of vaccination, but the availability of preservative-free vaccine is not guaranteed in this instance.

Notify Building Security

- Advise them that staff from NYU Langone Health will be coming on site and may be carrying medical supplies, such as syringes, vaccine, sharps containers, etc.
- Nurses may have ID from NYU Langone Health; Winston Staffing (an agency we use); or a government-issued ID.

Room Requirements

Any room used for vaccinations should have the following:

- ◆ A table and 3-4 chairs, per nurse
- ◆ Trash bin, with extras available.
- ◆ Access to an external phone line.
- ◆ Adequate lighting in the room.

Thank you!
The Center for Corporate Wellness