



ARRANGING A CLINIC

Step 1 – Arranging a Clinic

1. Identify a community vaccinator to provide workplace immunizations

- Call the State Department of Public Health, Immunizations program at 860-509-7929 or go to www.ct.gov/dph/immunizations . If you are using the web address, click on <seasonal influenza> and scroll down to “workplace” heading. You will find a link to a list of Community vaccinators/Providers.
- It is best to identify a community vaccinator/provider and begin communicating to organize your clinic in June/July/August.

2. Questions to ask Company/location management before scheduling a clinic:

- Who will pay for the immunizations? Does your company insurance cover this or will the company or employee bear the cost.
- Will the Provider do the billing directly.

3. Determine dates and times to hold clinic. Mondays & Fridays are generally not productive days.

- Will the community vaccinator be willing to provide more than one clinic date?
- Will the community vaccinator provide all supplies, determine appropriate staff needed, and the length of time needed for clinic operation.
- Is there a minimum/maximum number of people the Provider will vaccinate?
- Will community vaccinator provide promotion of the clinic with posters/pamphlets?
- Will the provider have consent and information forms available prior to the clinic. If you are anticipating a large turnout, does the Provider want to set up appointment times to keep people moving through the vaccination process?

4. Provide estimate of employees to the vaccine provider. Arrange for time they will arrive and leave.

5. Designate a key company person who will be available the day of the clinic to greet vaccinators and facilitate issues that arise.