



Flu Clinic Overview

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- Flu clinics available between 9/8/2025-11/21/2025
- Employees and spouses enrolled in the Group Health Insurance Program are eligible to participate. Dependents and retirees are **NOT** eligible.
- Your point of contact: Katie Storlie, WebMD's Screening and Flu Coordinator
 - kstorlie@webmd.net
 - 503-416-2773

Requesting a Clinic

- Site coordinators must be confident in filling 30 appointments before requesting a clinic via SurveyMonkey. If your location is not likely to fill 30 appointments, consider directing your employees to receive the flu vaccination locally using their health insurance or pharmacy benefits.
- When possible, submit request a minimum of 60 days prior to preferred clinic date at surveymonkey.com/r/wellwiscflu
- A minimum order of 30 vaccinations.
 - The number of flu vaccinations ordered will be based on the number administered in 2024.
 - New locations will start at 30 vaccinations ordered with the ability to increase as appointments fill, unless otherwise approved to start with more based-on conversations with ETF and WebMD.
- Reserve space for dates requested and allow for 30 minutes before and after clinic for setup and teardown.
- Clinic length will be confirmed by Katie; however, clinics generally last one hour for every 20 appointments.
- Katie will send clinic confirmation within 2 weeks of receiving the request.

Preparing for the Clinic

- Promote the clinic to employees using the communication pieces provided by WebMD.
- You will receive weekly registration updates via email beginning 4 weeks out from clinic date. The number of projected attendees may be adjusted up to 10 business days before the clinic depending on availability of staff and supplies. **Each clinic will be allowed one reduction.**
- Any clinic that has less than 25 appointments filled 10 business days prior to the scheduled date will be cancelled.
- The roster of appointments will be emailed to you the day prior to your clinic. Print the roster and provide it to the nurse.



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Day of Clinic

- Meet the nurse 30 minutes prior to the start of the clinic so they can set up the clinic.
- Assist with the participant check-in/registration table and/or designate others to help.
- All participants are required to provide their health insurance ID card at their appointment.
- Registered appointments are recommended, walk-ins will be available as supplies and staff permit.
 - Walk-ins may be asked to return at the end of the clinic to ensure enough vaccine for those with an appointment.
- Post directional signage to assist participants with finding the location, particularly if you are opening your clinic to participants outside of your organization.

Contact Katie Storlie for additional details or to discuss special circumstances.