



## Flu Clinic Overview

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- Flu clinics available between 9/5/2023-12/15/2023
- 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](mailto:kstorlie@webmd.net)
  - 503-416-2773

### Requesting a Clinic

- Site coordinators must be confident in filling 20 appointments before requesting a clinic via SurveyMonkey. If your location is not likely to fill 20 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 <https://www.surveymonkey.com/r/wellwisflu>
- A minimum order of 20 vaccinations.
  - The number of flu vaccinations ordered will be based on number administered in 2022.
  - 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 location employees using the communication pieces provided by WebMD.
- You will receive weekly registration updates via email beginning 4 weeks out from clinic. The number of projected attendees may be adjusted up to 12 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 16 appointments filled 12 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.***