

Onsite Immunization Clinic - Mutual Expectations



INDIANA
IMMUNIZATION
COALITION
vaccinateindiana.org

IIC's Responsibility

IIC will offer to vaccinate with all RECOMMENDED vaccines based on ACIP recommendations.

IIC will vaccinate based on immunization history in CHIRP.

IIC will contact the organization contact if a registered patient does not have an immunization history in CHIRP in an attempt to obtain immunization records prior to the clinic.

IIC will collect insurance information on all registered patients/staff to bill the administration fee. IIC will NOT charge an administration fee to those without insurance. IIC will offer all vaccines at no cost to those without insurance with the exception of the Shingles vaccine.

IIC will absorb any declined insurance payments, we will NOT charge any registered patients/staff for any declined insurance payments.

IIC will schedule a block of time, IIC will end the vaccination clinic when all patients/staff present have been vaccinated.

All IIC clinic staff will adhere to CDC's guidance on mask wearing.

IIC will bring appropriate staffing, supplies, and vaccines based on the number of individuals pre registered.

IIC will disinfect tables and chairs used before and after the clinic.

IIC will accept parental refusals of specific vaccines ONLY via completion of the refusal form, you can request the form at refusal@vaccinateindiana.org or by phone (317-628-7116).

IIC will not send an immunization record with each patient in an effort to keep the clinic running smoothly and mindful of time. If someone has a question about what vaccine they received they can contact IIC (clinic@vaccinateindiana.org or 317-628-7116).

Organization Representative Signature:

Date:

For Schools Only

I understand IIC will vaccinate with all recommended vaccines and this includes influenza, HPV and Meningitis B. I understand that if I only include school required vaccines in my communication to families that this will cause misunderstanding and confusion. The school will either not send home a list of needed vaccines OR will be sure to include all recommended vaccines (influenza, HPV, Meningitis B) as well.

Organization Representative Signature:

Date:

Hosting Organization's Responsibility

Space Needs:

- Designated classroom/cafeteria space/vaccination space large enough to hold the following
- 3 – 4 Tables
- 8 – 10 Chairs
- Large trash can
- Access to password protected Wi-Fi
- Signage pointing to the location
- Power outlets

Additional Needs:

- Interpreter (if necessary)
- Instruction on where to park and entrance to use
- *For schools and health departments* Availability of a staff member to assist looking up patient immunization records if they are unavailable in CHIRP in the days leading up to the clinic

The organization contact will communicate to students/families/registrees that IIC will have all age-recommended vaccines available at the clinic and not just 'school required' vaccines.

If a parent or patient expresses a specific vaccine refusal, the organization contact will refer parents/patients to IIC's vaccine refusal process and stress the importance of submitting the refusal at least 48 hours prior to the immunization clinic.

The organization contact is responsible for ensuring at least **15 patients** have pre-registered for the clinic at least two days in advance via the pre-registration link or paper consent forms. If at least 15 patients have not pre registered for the clinic at least two days in advance IIC has the right to cancel the clinic.

The organization is responsible for sending any paper consent forms received back to IIC within **48 hours** prior to the immunization clinic.

The organization is required to use IIC flyers or receive prior approval of any communications about the clinic to prevent confusion.

If the organization does not use IIC flyers, the organization is required to send IIC a copy of the templates and flyers sent to patients.