

Community/Employer Clinic Mutual Agreement



Please read the entire document:

Sign and date the document.

IIC has the right to cancel the clinic if our policies and procedures have not been followed.

IIC'S RESPONSIBILITY

IIC's Vaccination Policies

- IIC follows evidence-based vaccine schedules. This includes, but is not limited to the American Academy of Pediatrics (AAP), the American Academy of Family Physicians (AAFP) and the American College of Obstetricians and Gynecologists (ACOG).

- IIC will offer to vaccinate with all age-recommended vaccines as indicated by evidence-based vaccine schedules

- IIC will vaccinate based on available immunization history.

- IIC will accept parental refusals (for those 17 years or younger) of specific vaccines ONLY via email at clinic@vaccinateindiana.org or by phone (317) 628-7116.

IIC's Insurance and Payment Policies

- IIC will collect insurance information on all registered students/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, adult RSV and high dose flu vaccine.

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

IIC's Clinic Protocols

- IIC will schedule a block of time, IIC will end the vaccination clinic when all patients/staff present have been vaccinated, even after it is past the designated ending time.

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

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

- 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 at clinic@vaccinateindiana.org or (317)628-7116.

- IIC will upload all administered vaccines to the state immunization registry (CHIRP).

IIC REPRESENTATIVE SIGNATURE:

COMMUNITY PARTNER'S RESPONSIBILITY

Physical Requirements

- Designated large conference room/empty classroom/cafeteria/vaccination space including the following:

- 6+ Tables (minimum)
- 10+ Chairs (minimum)
- Large Trash Cans

- Access to ramp (or elevator) for our equipment if not located on ground level.

- Signage directing to the location of the clinic.

- Power outlets for refrigerator equipment, laptops and mobile printers.

Peripheral Requirements

-Access to password protected Wi-Fi.

- Interpreter (if necessary).

- Instruction on where to park and the entrance to use.

- For 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 the clinic.

Internal Communication Requirements

- The community partner will advertise the clinic frequently, on various platforms and with other community organizations to promote participation

- The community partner will communicate to students/families/registrants that IIC will have all vaccines, as available, at the clinic.

- The community partner is required to use IIC templates or receive prior IIC approval of any communications about the clinic to prevent confusion.

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

Communication Requirements with IIC

- The community partner is encouraged to have at least 20 patients pre-registered for the clinic at least two days in advance via the pre-registration link or paper consent forms. If at least 20 patients have not pre-registered for the clinic at least two business days in advance IIC has the right to cancel the clinic.

- If a parent/guardian expresses a specific vaccine request OR refusal, the community partner will direct parents (for those 17 years or younger) to IIC's process and stress the importance of submitting at least 48 business hours prior to the immunization clinic.

- The community partner is responsible for sending any paper consent forms received back to IIC within 48 business hours prior to the immunization clinic.

COMMUNITY PARTNER SIGNATURE: