

Get Ready for Flu Season with Fallon Community Health Plan (FCHP) Flu Clinics

What Is A Company-Sponsored Flu Clinic?

A Company Sponsored Flu Clinic is an event during which the employer group hires certified nurses to set-up an on-site “clinic” to offer their employees an opportunity to become immunized without having to leave the office. The CDC recommends a yearly flu vaccine as the first and most important step in protecting against flu viruses.

Who Is Eligible to Receive The Shot?

Vaccines can be provided to employees and their families aged 18 and over. Fallon Community Health Plan (FCHP) members must bring their FCHP member ID card to the clinic in order to have the claim processed. Non-FCHP members may also receive the shot, but there will be an additional cost for non-members (see below). Anyone receiving a shot has to fill out a consent form onsite before receiving the shot (consent form provided onsite at the clinic). It is possible to extend the age criteria to include ages 9-17; please make note of this request in the “notes/special instructions” section of the flu scheduler request form. If no special request is made, flu shots will only be available to individuals over the age of 18. Pregnant women can receive a flu shot, provided they have written approval from their doctor.

When Are The Flu Clinics Scheduled?

According to the CDC website, the vaccine for the 2014-2015 season will be available this fall, and FCHP is able to schedule flu clinics to begin on September 22, 2014, on a first-come, first-serve basis. FCHP’s vendor, VNA, requests you fill out a flu clinic request form. It outlines all of the information the carrier needs to schedule clinics. If you wish to schedule clinics at multiple sites, please feel free to complete a form for each location, but please be advised the minimum requirement of 20 shot is per location/clinic.

How Much Does It Cost?

Currently the cost is \$26.50 per shot. Claims for Fallon Health members will automatically processed and will be virtually invisible to the employer group. The employer group will, however, receive a bill from the vendor for any non-Fallon Health members. Reimbursement for non-Fallon Health members is the sole responsibility of the employer group.

For on-site flu shots, there is a minimum of 20 anticipated attendees per location. If you do not meet the minimum criteria of 20 shots, you will be billed the difference from the 20 minimum by the vendor. (For example, if you only have 18 Fallon Health subscribers receiving flu shots, then you would be billed for the additional two shots not given and will be responsible to pay the difference – in this scenario, the bill would be \$53.00, the cost for the two shots under minimum.)

Other Pertinent Info for Employers

FCHP schedules on-site flu clinics through a third-party vendor, VNA. Our vendor is able to process the Flu shots as claims for all FCHP members with no out-of-pocket cost. VNA can also provide flu shots for non-member employees, however as mentioned above, VNA does not bill other insurance companies, and the employer group is responsible for paying for all non-Fallon members. Approximately 30 shots per hour can be distributed, for time planning/management purposes.



- It is extremely important to have at least one employer group representative on-site at each clinic to help direct traffic flow and answer any questions. A contact name and phone number must be provided so that the vendor has a point of contact the day of the clinic.
- Some accounts choose to have a member of their HR staff bring a list of member names and FCHP ID#s to the event in case of missing ID cards; **this is always handled by the employer group and not by FCHP.**
- FCHP can help you get the word out by providing printed flyers that can be sent to the employer group ahead of time, free of charge. Simply complete the “educational information” on your request form.

Please email Denise LaCarubba at denise@hrknowledge.com for a flu clinic scheduler/request form.

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