

HEALTHPARTNERS ON-SITE FLU SHOT CLINICS

Frequently Asked Questions



The flu vaccine is the best way to protect your employees from the flu, keeping them healthy and productive. HealthPartners on-site flu shot clinics encourage your employees to get the flu shot, which makes it easy for you to protect your costs. Below are the answers to some frequently asked questions about HealthPartners on-site flu shot program.

WHO CAN GET THE FLU SHOT?

It is up to you to decide who can get the flu shot. Your options include offering the flu shot to:

- HealthPartners covered employees only – this also includes your employees who have HealthPartners coverage from a spouse/significant other through a different employer.
- HealthPartners covered employees and their covered dependents – if you are interested in covering dependents, the minimum age of those allowed to get vaccinated ranges from 3-18 years, depending on the vendor. For children under 18, a guardian is required to sign the consent form and must be present. For children younger than nine who are receiving a flu shot for the first time, their parent or guardian should make arrangements for a second shot one month after their first shot.
- All employees and covered dependents regardless of coverage – there is a cost to vaccinate non-members, and it may vary by vendor and location.

HOW MUCH DOES THIS PROGRAM COST?

The cost varies depending on whether you are fully insured or self-insured.

- **For fully insured employers** – HealthPartners on-site flu shot clinics are covered as part of your health benefit, so there is no cost to vaccinate HealthPartners covered employees and their dependents. If you decide to include non-HealthPartners employees, the cost varies by vendor. You can work with the vendor to determine how you would like to pay for the shots. The vendor

can send an invoice for non-covered employees' shots or they can collect payment from your employees when the shot is administered.

- **For self-insured employers** – The cost is approximately \$25 per shot, which includes a nominal administration fee.

***Note:** Some out of state travel costs may apply.

WHAT DO I, THE EMPLOYER, HAVE TO DO?

You are three simple steps away from protecting your employees from the flu.

- 1. Register for a clinic and let us handle the details. There are two ways to register:**
 1. Complete the online registration form.
 2. Print and complete the PDF and send it to us.
Once you submit the form, we will forward the registration information to one of our vendors who will then contact you to schedule your clinic date(s) and time(s). To ensure you get the date and time of your choosing, register by October 1, 2010.
- 2. Designate a contact person** – Once you've registered, the vendor will work with your contact to schedule the flu shot clinic(s). The contact person will also be responsible for promoting the clinic to employees and providing necessary supplies for the nurses (tables, chairs and wastebaskets).
- 3. Promote the program internally** – The last thing you need to do is encourage your employees to attend. Download the promotional poster on our website to help you promote the clinic.

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IS THERE A REQUIREMENT FOR HOW MANY PEOPLE ATTEND THE CLINIC/RECEIVE A SHOT?

There is a minimum shot requirement that is set by the vendor, ranging from 15 to 30 participants per site. If you have less than the minimum requirement per site, you will be billed by the vendor for the minimum requirement and/or an hourly fee. If you know your company will not meet these requirements, we can help you:

- **Partner with another company** – HealthPartners will help you find another employer to coordinate with. Just register and we'll contact you to figure out the rest.
- **Sign up for the Corporate Coupon Program** – This program allows your employees to redeem a coupon for a flu shot at one of thousands of nationwide public flu shot clinics hosted in retail pharmacies, grocery stores and more! Learn more by downloading our flyer at healthpartners.com/employer. Click on "Health Solutions" and then on "Worksite Flu Shots."

CAN MY COMPANY HAVE FLU SHOT CLINICS AT MORE THAN ONE LOCATION?

Yes, you can hold more than one flu shot clinic. When you fill out the registration form, please indicate the number of clinics you would like to host and the information for each of those locations.

DO MY EMPLOYEES NEED TO BRING ANYTHING?

Ask your employees to bring their **HealthPartners Member ID cards** with them as they will need their HealthPartners member number. If someone forgets their card they will need to call Member Services at 952-883-5000 to get their member number.

CAN I HOST AN ON-SITE CLINIC AND TAKE PART IN THE CORPORATE COUPON PROGRAM?

Yes, the Corporate Coupon Program can be utilized by itself or in conjunction with an on-site clinic.