

Flu Clinic Reference Sheet



1. What is the process for setting up an onsite flu clinic?

The first step to set up a clinic is to contact your AmeriHealth New Jersey Account Executive, and ask for the electronic Flu Clinic Request Form. This document will ask for your business address, contact information, date request, and number of expected participants. Once that form is returned, you will receive electronic copies of the Service Agreement and Rider. They are to be signed, and returned to the Account Executive. Once all documentation is received, it will be forwarded to Maxim, our flu clinic vendor. They will finalize the details of your event.

2. Does filling out the paperwork bind us/make us responsible for any services?

The request form does not bind you to services. However, once a formal contract is signed, the vendor requires 30 days' notice in order to cancel, as supplies are ordered for each event.

3. What is the minimum number of participants required for an onsite flu clinic?

There is a minimum of 35 participants required for an onsite flu clinic.

4. What happens if we have more or less than the minimum number of participants required?

If you have MORE than the minimum number of participants, that will need to be communicated to your AmeriHealth NJ Account Executive immediately so that Maxim is able to secure the appropriate number of personnel. You will not be charged a fee for having more than the required number of participants. If you have LESS than the minimum number of participants required, you will be charged (\$25) per person for the difference. For example, if you have 20 participants, you will be charged for the extra 15 flu shots (\$25 x 15).

5. What is the cost of the flu shot for employees who are not insured through AmeriHealth New Jersey?

Employees who are not insured through AmeriHealth New Jersey (also known as "non-members") will be charged \$25 for the flu shot. This is to be made payable to Maxim at the time the vaccination is received. Cash and checks are acceptable. The company can also choose to pay for the non-members shots to increase participation and Maxim will invoice the group after the event.

6. When can we begin scheduling onsite flu clinics?

Flu clinic scheduling begins in March, however, onsite flu clinics don't take place until the middle of September. Due to the high demand of flu shots during the fall and winter months, please be sure to provide a minimum of 3 dates and time slots in the event Maxim is unable to accommodate your 1st choice.

7. There is language in the contract that states the employer group is bound to the agreement for one year following the flu clinic AND there's automatic renewal. Can you explain what that means?

This is to save everyone the hassle of redoing any paperwork if the event were to be postponed from the original date requested. With the agreement lasting for a year, it allows Maxim to provide services past the date listed in the agreement.

8. When does a request for a flu clinic become a scheduled event?

The request becomes locked in once Maxim receives the signed copy of the service agreement and rider. Everything up to that point is still considered a request and not a scheduled event.

9. How much notice is required to change the date for the onsite flu clinic?

At least 1 weeks' notice is required for any date changes. This can be communicated through your AmeriHealth New Jersey Account Executive.