

“How To” Guide for Health Care Providers Who Want to Become Flu Vaccine Providers for Adults



Purpose

This guide is a reference for health care providers (HCP) and organizations who are new to providing flu vaccine to adults or who are interested in setting up flu vaccination clinics. This could include, but is not limited to, HCP who treat adult patients (that have not previously stocked flu vaccines), occupational health providers, or pharmacists. (*NOTE: HCP who receive flu vaccines through their state or local immunization program should refer to program-specific guidance for ordering and purchasing flu vaccine.*)

Ordering Flu Vaccine	Purchasing Options	Getting the Best Rate
New flu vaccine inventory must be ordered every year. This is because all flu vaccine expires by June 30 of each year at the latest. Also, flu vaccine strains are updated nearly every year.	Flu vaccines can be purchased by contacting vaccine manufacturers or medical supply distributors, contacting cooperatives or group purchasing organizations, reaching out to your parent institution (e.g., university or healthcare system), or through special programs of your state or local health department (e.g., programs for uninsured people).	Besides comparing prices, other considerations may include group purchasing by partnering with nearby clinics, being aware of vaccine return/refund policies, and estimating demand among your patient group and the number of doses to order.

Prebooking Flu Vaccines

Prebooking is advance ordering of flu vaccines for the upcoming season and usually happens between January and March (typically in February). Because the price of flu vaccine increases as flu season approaches, prebooking allows you to purchase vaccine at a lower price. Prebooking more than one vaccine brand is strongly recommended to lessen the impact of a potential vaccine shortage or shipping delay from a single manufacturer. You should also consider how many patients you expect to vaccinate and how much storage space you have for vaccines. If you need to purchase additional vaccine *during* flu season, manufacturers and distributors that still have vaccines available for sale provide information on vaccine availability at www.izsummitpartners.org/ivats.

Contact Your State or Local Health Department’s Immunization Program

Reach out to your state or local health department’s immunization program before you prebook vaccine. They may know about off-site clinics already scheduled in your area and can help prevent possible overlap.

Checklist of Best Practices

If you plan to provide flu vaccination at a site outside of a medical office or pharmacy (e.g., a workplace vaccination clinic), this checklist provides a step-by-step guide to the Centers for Disease Control and Prevention’s (CDC) best practices for vaccine shipment, transport, storage, handling, preparation, administration, and documentation: www.izsummitpartners.org/content/uploads/2019/02/off-site-vaccination-clinic-checklist.pdf.

Vaccine Storage and Handling Requirements

Proper vaccine storage and handling practices are essential to ensure the safety and effectiveness of vaccines. Vaccine quality is the shared responsibility of everyone involved, from the time vaccine is manufactured until it is administered. Resources to help you avoid errors and safeguard your vaccine supply can be found at: www.cdc.gov/vaccines/hcp/admin/storage/index.html.

Vaccine Administration

State laws vary on which staff members can administer vaccines and how vaccine doses must be documented. Proper vaccine administration is critical to ensure that vaccination is safe and effective. Each patient must be screened for contraindications and precautions and informed about the vaccine. In addition, vaccine must be prepared using aseptic technique, and each vaccine dose must be administered via the recommended route and site. More information on vaccine administration can be found at www.cdc.gov/vaccines/hcp/admin/admin-protocols.html, and videos are available at www.cdc.gov/vaccines/hcp/admin/resource-library.html.

Vaccine Information Statements (VISs)

Federal law requires that HCP provide a vaccine information statement (VIS) to the patient before administering any dose of flu vaccine:

- Inactivated influenza vaccine (flu shot) VIS: www.cdc.gov/vaccines/hcp/vis/vis-statements/flu.html
- Live attenuated influenza vaccine (intranasal flu spray) VIS: www.cdc.gov/vaccines/hcp/vis/vis-statements/flulive.html

Advisory Committee on Immunization Practices (ACIP) Recommendations

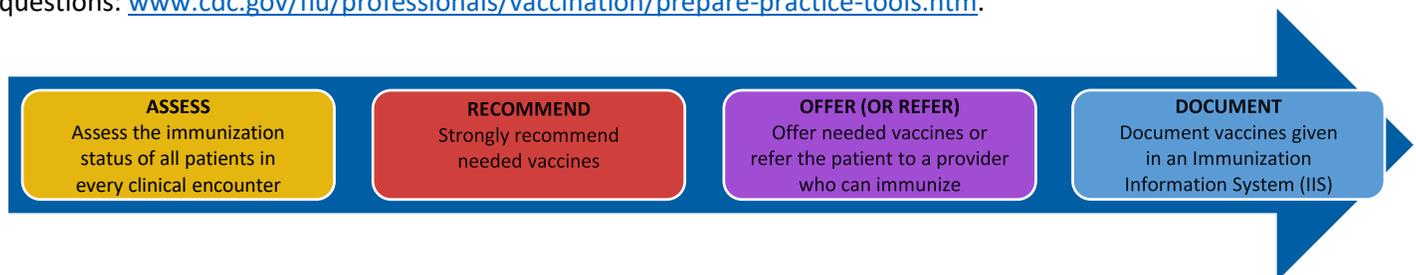
The ACIP provides guidance to CDC on the use of vaccines in the United States (www.cdc.gov/vaccines/hcp/acip-recs/index.html). CDC recommends annual influenza vaccination for everyone 6 months and older with any licensed influenza vaccine appropriate for the recipient's age and health status. Check the adult immunization schedule (www.cdc.gov/vaccines/schedules/hcp/imz/adult.html) to counsel the patient about other needed vaccines based on age, health, and other conditions.

Reimbursement

Reimbursement for adult vaccinations may vary depending on a patient's insurance status and type of insurance (www.cdc.gov/vaccines/adults/pay-for-vaccines.html). Under the Affordable Care Act, new private health insurance plans are required to cover ACIP-recommended vaccines. While Medicare and nearly all private plans cover flu vaccination, some older and more limited private plans may be exempt from covering vaccinations. Medicaid payment + payment provisions.

Standards for Adult Immunization Practice

The National Vaccine Advisory Committee developed a set of practice standards for providers who treat adult patients to improve adult vaccination coverage; these include vaccine assessments, recommendations, offer (or referral) for vaccination, and documentation of vaccines administered. HCP should *offer* flu vaccine by the end of October and *continue to offer vaccine through May*. This toolkit can help you make strong recommendations and answer patient questions: www.cdc.gov/flu/professionals/vaccination/prepare-practice-tools.htm.



Documenting Vaccination in Immunization Information Systems (IISs)

Immunization information systems (IISs) are state- or local-specific databases or “vaccine registries” that maintain immunization records. Since patients can get flu vaccine from different HCP, IISs help by consolidating immunization records into one reliable source, which can help prevent duplicate vaccinations or missed opportunities. Before providing flu vaccine, check with your state or local health department about regulations regarding submitting immunization records to the IIS. For example, some states require certain HCP to submit immunization information.