

# Clinic Checklist

Make sure you're prepared for the day of your vaccination clinic by looking over the steps below. Check them off once completed to keep the day running smoothly.



## Drive-Thru Immunization Clinics

- Patient insurance information has been received by the office or is already on record
  - There are no reimbursement issues with insurance if using a location other than the office
- Safety procedures have been instituted and communicated, such as wearing a face mask and physical distancing or staying in their vehicle before the appointment
- Review and discuss your practice's liability coverage and other applicable policies to identify potential hazards and help ensure employee safety
- Patients with appointments were encouraged to schedule upcoming preventative vaccines into one visit
  - For walk-ins, patient records have been checked and time set aside during the appointment to discuss additional preventative vaccinations, and if needed, a follow-up appointment has been scheduled
- If implemented, separate lanes have been established for those with appointments and those without
- Appropriate signage has been set up to communicate how to navigate the clinic
- Intake and immunization stations are staffed and easily identifiable
- Ensure that you are able to properly set up refrigerator, cooler, and cold chain units to store and handle vaccines according to FDA-approved package inserts and CDC guidelines; consider generator and electrical outlet locations
  - Review CDC guidelines: <https://www.cdc.gov/vaccines/hcp/admin/storage/index.html>
- Parents and caregivers have been notified to dress children in clothes with easy access to legs and/or arms to make certain vaccinations easier to administer and to keep children in car seats if applicable

# Clinic Checklist cont'd

## Walk-Thru Immunization Clinics

- Patient insurance information has been received by the office or is already on record
- Signage has been put up to assist patients with navigating the clinic
- If implemented, contactless checkout procedures have been communicated to patients
- Safety procedures have been instituted, such as wearing a face mask and physical distancing or staying in their vehicle before the appointment
- Parents and caregivers have been notified to dress children in clothes with easy access to the access to legs and/or arms to make certain vaccinations easier to administer

## Inventory Management

- Vaccine inventory aligns with appointment flow and all patient types are accounted for
- Ensure that you are able to properly set up refrigerator, cooler, and cold chain units to store and handle vaccines according to FDA-approved package inserts and CDC guidelines; consider generator and electrical outlet locations
  - Review CDC guidelines: <https://www.cdc.gov/vaccines/hcp/admin/storage/index.html>
- If allowing walk-ins, extra vaccines are available to ensure enough supply
- If using the Vaccines for Children (VFC) program, remember to review your inventory and order more vaccines if necessary. Should patients' insurance status change, remember to communicate additional vaccine options available with the VFC program
- Shipping has been coordinated with your sales representative to make sure supplies are provided in a timely manner for this and any upcoming clinics

## Staffing Needs

- Enough staff has been secured to handle any potential surges in patient volume
- Staff is comfortable interacting with a larger number of patients than usual
- If applicable, staff is alternated between multiple clinics to avoid burnout
- Tools and resources have been established to process payment and billing