
IMMUNIZATION
WALK-THRU CLINIC



ADAPTIVE
VACCINATION
SOLUTIONS

Clinic Considerations

Here are some important considerations for choosing the appropriate alternative vaccination solution for you and your office:

1 Appointments vs Allowing Walk-Ins

- Appointments allow you to better control the patient flow, but may be different than what your patients are accustomed to, especially for an in-office walk-thru clinic
- If you are thinking about running a drive-thru clinic, consider separate lanes for those with appointments and those without if you decide to offer both options
- Appointments also allow you to review patients' vaccination records beforehand, inform them of any CDC-recommended vaccines they are due for on this visit, and encourage them to get vaccinated all in one visit. Walk-ins still allow you to check records, and time should be set aside for the vaccination discussion, though follow-up appointments may become necessary

2 Inventory Management

- If you have multiple vaccines on hand for different patient types, ensure that inventory aligns with your appointment flow
- 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
- Work with your sales representatives to coordinate shipping and make sure you are receiving the appropriate quantity needed in a timely fashion
- If holding a drive-thru clinic, ensure you are able to properly set up refrigerator, cooler, and cold chain units to store and handle vaccines; consider generators and electrical outlet locations

3 Staffing Needs

- Holding alternative immunization clinics may draw more patients than your practice is accustomed to seeing in a single day; ensure you not only have enough staff on hand, but that they are comfortable interfacing with a high volume of patients
- Ensure that your practice has the recommended personal protective equipment available to accommodate all of your employees
- If holding several clinics on different days, either drive-thru or walk-thru, consider reducing the burden by alternating staff to give everyone a well-deserved rest

4 Drive-Thru Logistics

- If your office's parking lot is not large enough to hold a drive-thru clinic, consider partnerships with other offices or organizations (eg, sports teams with large stadiums)
- Check with your insurance company or payer to ensure the location you choose does not pose any problems with reimbursement
- Review and discuss your practice's liability coverage and other applicable policies to identify potential hazards and help ensure employee safety

5 Billing and Reimbursement

- If you are considering running an alternative immunization clinic, it's important to make sure you have the right tools to process payment and billing, especially if doing a drive-thru clinic

ONE-STOP SHOT WALK-THRU IMMUNIZATION CLINIC

You may find that you and your staff face barriers to traditional immunization methods, including logistical flow and patient concerns around unnecessary exposure to COVID-19. Holding a one-way walk-thru immunization clinic empowers you to provide patients the opportunity to get CDC-recommended vaccinations while adhering to the recommended physical distancing and congregation guidelines. It's important to remind patients to adhere to the CDC immunization schedule for their age group to help protect against a variety of vaccine-preventable diseases, by getting vaccinated. This module is split into 3 key platforms: **PLAN**, **PREPARE**, and **PERFORM**. Each covers a different aspect of running a one-way foot traffic vaccination clinic: clinic guidance and logistical flow, patient outreach, and office preparation and signage. Together, they form a comprehensive plan that will enable you to run a successful clinic.



To print the One-Stop Shot Walk-Thru Immunization Clinic section, PRINT PAGES 5-10, or either VISIT [VACCINESHOPPE.COM](https://www.vaccineshoppe.com)® or contact your Sanofi Pasteur Representative to request printed materials.

ONE-STOP SHOT WALK-THRU IMMUNIZATION CLINIC PLAN

The first step is to prepare your office and staff for running the clinic, with logistical guidance and protocol training. The clinic guidance document provides step-by-step instructions for appointment setting dialogue, preappointment preparation, and during/after immunization protocol. We've developed a logistical roadmap outlining how to set up each station and a proposed flow patients should follow to help minimize time in office and exposure to other patients and office staff.

1 Clinic Guidance and Logistical Blueprint

Examples

One-Stop Shot Walk-Thru Immunization Clinic

SOLUTION: Hold a walk-thru immunization clinic so you can provide patients with the opportunity to get CDC-recommended vaccinations while adhering to the recommended physical distancing and congregation guidelines, ensuring separation between social and healthy patients, and helping to limit traffic flow through your office.

PLANNING TIPS

- Plan:** Have a plan in place to maintain traffic flow from entrance to exit.
- Plan:** Use the checklist provided to a trusted party to ensure you have all the items needed for the clinic.
- Plan:** Provide documentation of vaccine administration to all recipients of live or inactivated vaccines.
- Plan:** Discuss how to place you in place to work at safe levels or safely.

PLAN: Making the Appointment

PREPARE: Getting Ready for the Appointment

PERSONS: During the Appointment

PATIENT GOES HOME



To print the Clinic Guidance and Logistical Blueprint, Print pages 5-7, or either VISIT VACCINESHOPPE.COM® or contact your Sanofi Pasteur Representative to request printed materials.

One-Stop Shot Walk-Thru Immunization Clinic

With the ongoing COVID-19 pandemic, it's more important than ever to help protect patients against diseases that we currently have vaccines for. It's important to remind them that they should adhere to the CDC immunization schedule for their age group, as vaccination is one of the best ways to help protect themselves. In these uncertain times, patients may have hesitations around in-office visits, but immunization is paramount.

SOLUTION: Hold a walk-thru immunization clinic so you can provide patients with the opportunity to get CDC-recommended vaccinations while adhering to the recommended physical distancing and congregation guidelines, ensuring separation between sick and healthy patients, and helping to limit traffic flow through your office.



Here you will find general planning tips, logistical considerations, and a clinic site blueprint and patient flow map.

We've broken it down into step-by-step instructions for 3 phases:

- 1 PLAN**
Making the Appointment
- 2 PREPARE**
Getting Ready for the Appointment
- 3 PERFORM**
During the Appointment

Planning Tips

Know the Flow

Have a plan in place to maintain traffic flow, from entrance to exit

Have the Right Tools

Use the [materials checklist provided](#) as a starting point to ensure you have all the items needed to run the clinic

Patient Proof

Provide documentation of vaccine administration to all recipients at time of vaccination

Have a Backup Plan

Ensure backup plans are in place in case of late arrivals or delays

See the materials checklist provided



One-Stop Shot Walk-Thru Immunization Clinic

1 PLAN: Making the Appointment

Verify Patient Insurance Status

- Ask patient to email or fax a copy of their insurance card, if not on record previously, and let them know about any contactless checkout procedures your office has instituted

Review Patient Immunization Records and Identify CDC-recommended Upcoming or Missed Vaccinations

- Take full advantage of available state immunization registry and ensure the patient's information is updated in the system
- Discuss the risks and benefits and review contraindications with patient
- Inform patient of all vaccinations they are due for, and the importance of adhering to the CDC immunization schedule
- Reinforce the message that it's now more important than ever to help protect themselves against diseases that we currently have vaccines for, and one of the best ways to do that is to get vaccinated

Communicate necessary day of considerations

- If administering vaccines to pediatric/adolescent patients, ensure you ask the parent or caregiver to dress the child in clothes that allow easy access to legs and/or arms to make certain vaccines easier to administer

Review Office Safety Protocols

- Inform patients of the measures taken to help ensure their safety, and remind them to wear appropriate personal protective equipment and to remain in their vehicle, or at a safe distance from others outside the facility upon arrival, and until their appointment time to avoid unnecessary crowds

Set Appointment Time and Provide Directions to the Clinic Site

2 PREPARE: Getting Ready for the Appointment

Before the Patient Arrives

- Pull the Vaccine Information Statement (VIS) sheet
- Review CDC guidelines for proper handling and storage methods: <https://www.cdc.gov/vaccines/hcp/admin/storage/index.html>
- Prepare the appropriate vaccine(s) and all needed immunization supplies
 - Bandages (*spot or rectangular*)
 - Sharps container
 - Alcohol wipes and sanitizing products
 - Paper towels
 - Cotton balls or sterile gauze pad
 - Thermometer
- Create an encounter in your EHR/state registry or paper chart to document immunization
- Put on appropriate personal protective equipment

3 PERFORM: During the Appointment

Confirm Patient Information

- Provide the VIS sheet and explain how patients should navigate the clinic, along with a reminder of how your office is running contactless checkout if you've instituted such a procedure

Administer the Vaccine

If the Patient Is Driving

- Ask them to remain in the parking lot for 15 minutes and recheck prior to discharge

Document Vaccinations According to Standard Procedures

One-Stop Shot Walk-Thru Immunization Clinic Logistical Flow

This blueprint offers guidance for how to set up the clinic site, including station descriptions and the proposed patient flow. Depending on your office setup, you can utilize exam rooms, nurses stations, and staff desks for different stations.

ENTRANCE



Intake Station 1

Verify patient appointment and encourage entrance only at the scheduled appointment time



Patient Queue

Ensure proper distancing during intake

Intake Station 2

Verify patient information and communicate with immunization station to prepare vaccine(s). Use this opportunity to check the patients' record and recommend additional vaccines that have been missed or are due



Immunization Station

Administer vaccine(s)



Holding Station

If immunized patient is driving, consider holding them for 15 minutes of observation before discharge.

Depending on the setup of your office or clinic, you can set aside a separate exam room as a holding station or hold them where they receive the immunization

Straight to Exit

If immunized patient is not driving, they may proceed straight to the exit



EXIT

ONE-STOP SHOT WALK-THRU IMMUNIZATION CLINIC PREPARE

This platform serves to help you and your staff with patient outreach. Personally connecting with your patients is key in reinforcing trust and vaccine acceptance, ultimately setting your clinic up for success. We've provided you with messages to use in multiple channels, including telephone, email, EHR/health portal, and text/social media. You can use your own recall system or WellConnect, Sanofi Pasteur's recall system. These messages cover 4 topics: a one-way walk-thru clinic announcement, office preparation and adaptation protocol, reassurance of the importance of well and sick visits, and both pediatric/adolescent and adult vaccination importance reminders, including adherence to the CDC immunization schedule for their age group.

- 1 Telephone Patient Outreach Communications
- 2 Email Patient Outreach Communications
- 3 EHR/Health Portal Patient Outreach Communications
- 4 Text/Social Media Patient Outreach Communications

Examples

The image displays four sample outreach messages arranged in a grid. Each message includes a title, a 'Subject line', and a body of text. The messages are: 1. Telephone Patient Outreach Communications, 2. EHR/Health Portal Patient Outreach Communications, 3. Email Patient Outreach Communications, and 4. Text/Social Media Patient Outreach Communications. Each message is accompanied by a small graphic representing the communication channel (e.g., a phone, a computer monitor, an envelope, or a smartphone).



To print the Patient Outreach Communications, visit [VACCINESHOPPE.COM](https://www.vaccineshoppe.com)[®] or contact your Sanofi Pasteur Representative to request printed materials.

ONE-STOP SHOT WALK-THRU IMMUNIZATION CLINIC

PERFORM

The appointments are scheduled and the patients are arriving. Time to prepare your office for your patients' necessary preventative vaccinations. We've included a collection of helpful office signage, including a poster with information on symptoms, waiting room signs, traffic flow directions, and a variety of protocol reminders. Also included is a link to download patient education materials highlighting statistics around pertussis and meningococcal disease.

Logistical Signage



SICK VISIT SIGN FOR WAITING ROOM



WELL VISIT SIGN FOR WAITING ROOM



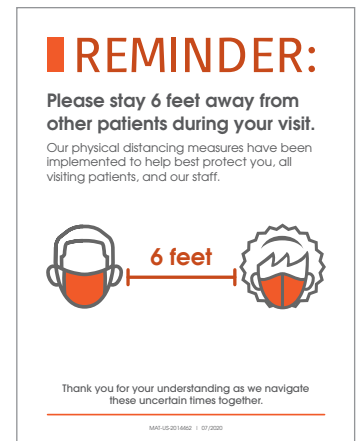
DIRECTIONAL ARROWS



CONTACTLESS CHECKOUT INFO



PERSONAL PROTECTIVE EQUIPMENT REMINDER

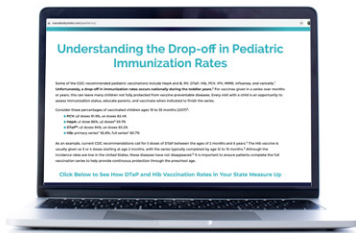


PHYSICAL DISTANCING REMINDER

ONE-STOP SHOT WALK-THRU IMMUNIZATION CLINIC

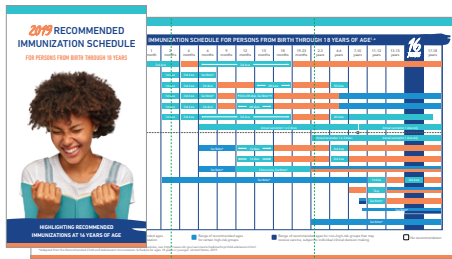
PERFORM

Patient Education Materials—Pediatric

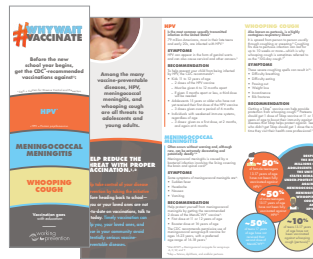


VAXRATESBYSTATE.COM

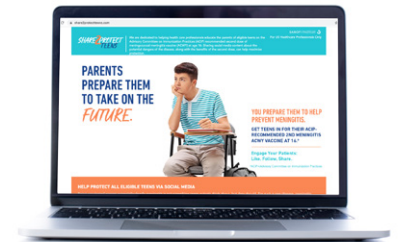
Patient Education Materials—Adolescent



16-YEAR-OLD MAGNETIC IMMUNIZATION SCHEDULE



BACK TO SCHOOL PATIENT BROCHURE

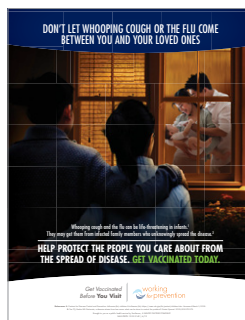


SHARE2PROTECTTEENS.COM

Patient Education Materials—Adult



PERTUSSIS DISCUSSION GUIDE



PERTUSSIS/FLU POSTER

Download the collection of **LOGISTICAL SIGNAGE** or request printed materials by contacting your Sanofi Pasteur Representative or visit **VACCINESHOPPE.COM®**.

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