

## Valley Medical Group, P.C. Clinical Policy and Procedure

**Title:** Flu Clinics Outside of the Health Center

**Purpose:** To obtain effective and efficient flu clinics for patients.

**Policy:** To provide guidance to staff on how to run flu clinics for patients outside of the Health Center.

**Procedure:**

1. Each center will choose a designated time and day to have flu clinics.
2. Patients will be booked into FLU CLINIC Schedule in Athena, using the template each center has determined. Patients will be instructed when the appointment is made how the flu clinic is being run and where it's held in parking lot. Look for designed signs and tent.
3. Reception will check in all patients scheduled in the flu clinic for that day.
4. Staff will print the schedule in advance in order to have the patient's name and DOB at the time of administration.
5. Staff will highlight with different colors to distinguish between high dose, regular dose and pediatric dose needed to help plan for day and vaccines needed.
6. Staff will put on PPE – including mask, face shield (or goggles), gloves and gown. The same PPE may be used between patients **except** for gloves. **Gloves must be changed between each patient.**
7. Staff will fill cart/basket with sharps container, rubbish bin, gloves, clip boards, round band aids, gauze, alcohol pads, 25G x 1" needles, 25G x 5/8" needles, hand wipes, hand sanitizer, VIS Sheets, adult masks, pediatric masks, pens, timer, epi pen, smelling salt, paper towels, scanner, MIFI and computer. Staff to go out to the designated area outside 10 minutes prior to first patient appointment. A cooler filled with ice packs, thermometer (**maintain a 35° F to 46° F within cooler**), and 3 different bins labeled with each vaccine and vaccines. There should always be two individuals outside for care outdoors.
8. When patient arrives, patient will pull into designed parking area as instructed.
9. Staff will walk up to patient in vehicle and ask if they are here for their scheduled flu vaccine. If patient does not have an appointment, please write their NAME, DOB, Provider and where vaccine was given on the sheet attached for walk ins/ups. Ensure that patient has mask on face or needs one provided.
10. Staff will utilize two patient identifiers asking the patient their name and DOB and check it against printed schedule.
11. Staff will ask patient if they have had a flu vaccine before and will give patient VIS sheet.
12. Staff will instruct patient that vaccine administration will be given in the car and to have arm

ready for injection. Some patient will need to be instructed to remove clothing to have proper access of deltoid.

13. Staff will attached proper needle size to vaccine, release bubble, gather band aid, gauze and alcohol pad.
14. Staff will remove sticker with Lot number and expirations date of vaccine and place sticker next to patient's name on schedule or sign in sheet.
15. Staff will approach vehicle and determine if patient's arm/deltoid in correct position for administration. Asking patient to open car door or step out of vehicle for proper administration is appropriate.
16. Wipe patient's arm two finger widths down from top of shoulder with alcohol wipe in circular motion.
17. At a 90 degree motion, staff with administer vaccine into arm/deltoid.
18. Once needle is removed, place band aid over site.
19. Ask patient to remain in vehicle for up to 15 minutes to ensure that patient has no immediate reactions to vaccine.
20. Once patient states they are fine, they are free to go.
21. Once all patients have been seen. Staff will take off all PPE, except the mask (this will need to be worn at all times when in the health center), and throw out disposable items. Any reusable items (e.g. face mask or goggles), will be cleaned with disinfectant wipes.
22. Staff will delete any appointments from schedule that patient did not show up.
23. Staff will enter all appointments from the flu clinic schedule that received the vaccine. Ensure to use scanner for entry of vaccine in order set and hit administered in the order field. Codes to be used are the following:

90471 IMMUNIZATION ADMIN, SINGLE

90472 IMMUNIZATION ADMIN, 2+

G0008 FLU VACCINE ADMINISTRATION MEDICARE AND BC/BS

90686 FLUZONE QUADRIVALENT (PF) 6 MOS. AND OLDER

90685 FLUZONE QUADRIVALENT (PF) 6 MOS -35 MOS SYRINGE

90662 FLUZONE HIGH DOSE TRIVALENT (PF)

24. Staff will submit to Billing Department Outdoor Encounter sheets after entering vaccine in chart. See attachment 1.
25. Capture Flu Immunizations – Outside Encounters

There are 2 pieces to this: capturing the vaccine details and sending information to Billing.

### Capturing the Vaccine Details

- a. Find the patient's chart in Athena
- b. Go to the stacked menu and choose Create Order Group
- c. Choose the patient's PCP
- d. Under +Orders, search for INF
- e. Choose the appropriate influenza order set
- f. Scan the barcode and complete the relevant information (including Administered)
- g. Sign the Order

### 26. Information for Billing (send daily)

- a. Patient name
- b. Patient DOB
- c. Date of Service
- d. Type of vaccine provided

<b>Approval</b>	Gina Campbell MSN, RN Vice President Clinical Operations
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<b>Review</b>	
<b>Revision</b>	

