



## **Worksite Flu Shot Program Physician Contact's Responsibilities**

- **Complete the Clinic Request Form** and submit to Maxim as described on the Request Form
  - **Be the liaison with Maxim Healthcare Services.**
    - You will receive a call from your local Maxim representative within 48 hours of your request to review the request form, finalize dates and times, and discuss any special needs or circumstances. The Maxim representative will give you their contact information including phone number, key contact names and e-mail addresses.
    - The local Maxim representative will contact you twice: two weeks prior to your clinic and 24 hours prior to the clinic.
    - Secure a location for the clinic. Please ensure that this location has adequate chairs and tables for the clinic.) Your Maxim representative will help you determine what is adequate.
  - **Help promote the clinic to maximize participation.**
    - You will receive a Clinic Promotions Kit from your local Maxim representative.
    - This kit will include posters, flyers, sample e-mails, newsletters and a "How to Host a Successful Flu Clinic" information sheet.
    - Distribute the flyers and promotional material as appropriate
    - Ensure that the promotional posters are prominently displayed. You will need to enter the date, time and location of your scheduled clinic on the posters.
- \* **Maxim's policy is to immunize children over nine years of age. A parent/guardian must be present for children between the ages of nine and 17. Children under age nine should see their primary care physician for immunizations, including the flu shot.**
- \* **Pregnant women in their second and third trimester may receive the flu shot without a prescription. Pregnant women in their first trimester are required to have a written prescription from their personal physician.**