
SUBJECT/TITLE: Influenza Vaccine – Flat Fee
APPLICABILITY: All HealthPOiNT Clinics
PURPOSE: To provide flu shots for established and non-established patients

DEFINITIONS:

N/A

PROCEDURE:

For Established Patients:

Private Stock influenza vaccine will be used for these vaccinations.

Vaccine Only Appointment:

1. Schedule a nurse visit appointment. Appointments may be double booked in the 15 minute slot.
2. Payments:
 - a. Patients who are self pay: Charge and post the \$15.00 payment prior to patient being seen.
 - b. Patients with Medicare or Medicaid: There is no co-pay for the influenza vaccine for patients with these insurances.
 - c. Patients with private insurance: Verify the co-pay for the insurance.

Vaccine Given During Provider Visit:

1. During check-out, the front office staff will check the claim details to see if an influenza vaccine was given as part of the visit.
2. Payments:
 - a. Patients who are self pay: Charge and post the \$15.00 payment for the influenza vaccine along with any other appropriate co-payment due for the visit.
 - b. Patients with Medicare or Medicaid: There is no co-pay for the influenza vaccine for patients with these insurances.
 - c. Patients with private insurance: No additional co-pay or co-insurance is due at time of service for influenza vaccine when it is part of a provider visit.

For Non- Established Patients:

Influenza vaccine will be available to individuals 9 years of age and older.

Private Stock injectable influenza vaccine will be used for these vaccinations.

Cash pay/self pay (not billed to Medicare, Medicaid, or insurance):

1. Schedule a nurse visit appointment using the appropriate “dummy” patient account shown below created for your clinic. Appointments may be double booked in a 15-minute slot.

Dummy Patient Account Codes:

28110.1 Flu, Bryan CHC

28110.2 Flu, Grimes CHC

28110.3 Flu, Robertson CHC

28110.4 Flu, Madison CHC

28110.5 Flu, Leon CHC

28110.6 Flu, ABC CHC

28110.7 Flu, Somerville CHC

28110.8 Flu, Franklin CHC

28110.9 Flu, Caldwell CHC

2. Place patient’s full name and date of birth in the “Reason” section of the appointment screen.
3. Place the patient’s phone number in the “General Notes” section of the appointment screen.
4. Collect the \$15.00 payment and post the payment to the visit.
5. The front desk staff will give the patient the “Seasonal Influenza Vaccine Registration/Consent Form”. The patient will be instructed to complete the top portion of the form.
6. The front desk will scan the “Seasonal Influenza Vaccine Registration/Consent Form” with completed demographics into Chart Documents folder in the “dummy” account, using the following naming protocol: YYYYMMDD_LastName, FirstName, DOB (mm/dd/yyyy) . Leave the scanned document Un-Reviewed. The form will be returned to the patient.
7. For minors (patients age 9 to 17 years), a copy of the parent's/guardian's ID will be scanned with the consent form.

8. Nursing staff will review the consent form with patient, have patient e-sign the scanned “Seasonal Influenza Vaccine Registration/Consent Form” in eClinical, and then mark the completed scanned document as “Reviewed” and close form.

Individuals with Medicare, Medicaid, and Commercial Insurance:

1. Register the individual as a patient and handle as an established patient seeking a vaccine only appointment.
2. Payments:
 - a. Patients with Medicare or Medicaid: There is no co-pay for the influenza vaccine for patients with these insurances.
 - b. Patients with private insurance: Verify the co-pay for the insurance.

RELATED POLICY:

Influenza Vaccine – Flat Fee

REFERENCES:

See also

REQUIRED BY:

ATTACHMENTS/ENCLOSURES:

Seasonal Influenza Vaccine Registration Consent Form
Seasonal Influenza Vaccine Registration Consent Form (Spanish)