

Worksite H1N1 Flu Program Company Responsibilities

- **Complete the H1N1 Flu Vaccine Clinic Request Form** and submit to your Blue Cross and Blue Shield of North Carolina (BCBSNC) representative.
- **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 contact will continue to communicate with you after your clinic dates have been booked. You will receive confirmation two weeks prior to your clinic date or dates and a final confirmation 24 hours prior to your clinic date or dates.
 - Secure a location for the clinic (i.e. conference room or cafeteria). Please ensure the location has adequate chairs and tables for the flu shot clinic. Your Maxim representative will help you determine what is adequate.
- **Help promote the clinic to maximize participation.**
 - Visit www.bcbsnc.com/h1n1 for more information about the 2009 flu program.
 - Distribute promotional material as appropriate and answer general questions from employees.
 - 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.
 - You will also receive a Clinic Promotions Kit from your local Maxim representative.

*** For H1N1 flu clinics, Maxim will immunize children over ten years of age. A parent/guardian must be present for children between the ages of ten and 17. Children under age ten should see their primary care physician for the H1N1 flu vaccine, in order to get both doses of the vaccine administered.**

