

Flu Clinic Overview

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- Flu clinics dates are available between **September 2nd and December 4th, 2026.**
- Included in flu vaccination services:
 - Preservative free, inactivated flu vaccine
 - Qualified staff to administer vaccine- 1 staff administers 20 vaccines per hour.
 - Online appointment scheduler
 - Shipping of supplies (staff brings all supplies and forms to your location)
 - Promotional Materials and Frequently Asked Questions
 - Coordination of your clinic including clinic scheduling, monitoring of registrations, pre and post clinic check ins, ongoing support as needed and post clinic satisfaction survey.

Requesting a Clinic

- Submit request to host a flu clinic between the dates above using the EMI Health Flu Event Request Form **at least 4-6 weeks prior to the requested event date.**
- Must order a minimum of 30 vaccinations.
 - Orders must be placed in increments of 5.
 - Once the clinic is requested, we cannot decrease the number ordered. We can increase the order number up to 2 weeks prior to the clinic.
- Reserve space for dates requested and allow for 30 minutes before and after clinic for setup and teardown.
 - 2 tables, 2 trash cans and 5-10 chairs are needed in the room.
- Clinic length will be confirmed by WebMD. Estimate 2 hours of clinic time for 10 to 40 flu vaccines ordered.
- WebMD will send confirmation of your flu clinic dates/times within 2 weeks of receiving your request.

Preparing for the Clinic

- Site contacts will promote the clinic to those eligible using the promotional materials provided by WebMD.
- Cancellation: 21 business days advance notice is required.
- Increases to number ordered: 12 business days advance notice is required.
- Appointments are strongly encouraged to ensure a smooth clinic and adequate supplies.
- Site contacts will print the roster of appointments and provide to the nurse. The roster will be emailed to the primary site contact the evening before the clinic.

Day of Clinic

- Meet the nurse 30 minutes prior to the start of the clinic so they can set up the clinic.
- The nurse will transport all the necessary supplies to the clinic.
- Each participant will be asked to complete and sign a consent form. If proof of vaccination is needed, participant should request a copy of their consent form at the event.
- Assist with the participant check-in/registration table and/or designate others to help.

After Clinic

- WebMD will send a link to a post event satisfaction survey for you to complete.