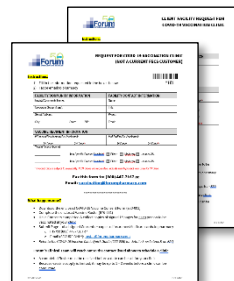


## To set up a vaccine clinic at your building

### 1) Submit a request

- Complete and submit a **Vaccine Clinic Request** (876-003) — fax to **(800) 447-7167** or email to: [vaccination@forumpharmacy.com](mailto:vaccination@forumpharmacy.com)
- If you are NOT a current Forum customer — also submit a completed **Vaccine Roster** (876-001)

Forum's Vaccination Team will reach out to facility management to schedule a clinic (or both clinics, if 2 doses are needed). Please understand that it may take time for us to get back to you, and clinics may be scheduled as much as 3–4 weeks in advance, depending on clinic size and request volume. *Our ability to conduct vaccination clinics depends on whether the City and/or State has enough supply to release vaccine each week.*



### 2) Collect signed Consents & insurance card copies (please start right away—don't wait for pharmacy to contact you)

- Download Emergency Use Authorizations and review vaccine information with, or provide to, potential recipients:
  - Pfizer/BioNTech (6 doses per vial): <https://www.fda.gov/media/144414/download>
  - Moderna (10 doses per vial): <https://www.fda.gov/media/144638/download>
  - Janssen/J&J (5 doses per vial): <https://www.fda.gov/media/146305/download>
- Collect complete, signed **Vaccine Consent** forms (876-002) for all recipients, whether resident or staff
- Staff should list their personal residence address (not the community location)
- Gather copies of recipients' insurance or Medicare/Medicaid card(s)



### 3) As soon as possible, submit key information to pharmacy

- Completed 1<sup>st</sup> page of the Consent document (876-002) for each recipient
- Insurance card copies
- Fax recipient-specific information to: **(800) 447-7167** or email (secure/encrypted) to: [roster@forumpharmacy.com](mailto:roster@forumpharmacy.com)

### 4) Notify pharmacy of any changes along the way

- Additional recipients, if any (submit Consent p 1 + insurance info)
- If any recipients need to cancel
- Fax to: **(800) 447-7167** or email (secure/encrypted) to: [roster@forumpharmacy.com](mailto:roster@forumpharmacy.com)

*Download Request & Consent forms on Forum's website:*  
<https://www.forumpharmacy.com/facility-portal/#covid-19-clinic-info>

*If you have questions or concerns, please contact your Account Manager or email [vaccination@forumpharmacy.com](mailto:vaccination@forumpharmacy.com).*

## FAQs

### Who should NOT get the vaccine?

- Anyone treated for COVID-19 with any of the following products within the last 90 days:
  - Convalescent plasma
  - Monoclonal antibodies
- Anyone who has COVID-19 or currently tests positive for it

### What does pharmacy need to hold a clinic?

- At least 5 – 10 vaccine recipients
- Signed Consent forms, with no missing information for recipients

### Why does pharmacy need Consents *before* the clinic starts?

- For all recipients, this allows us to identify missing information or problems ahead of time, minimizing confusion and delays on clinic day
- Unlike a retail operation, vaccine orders are entered directly into residents' pharmacy profiles, so that we can conduct clinical screenings ahead of administration

### Why do you need insurance information? Aren't vaccinations free?

- These vaccines *are* free, but if the recipient has health insurance, including private, Medicare, or Medicaid, the Federal government requires that providers bill the plan for administration.

### Where can I get forms?

Download Request and Consent forms – or find links to vaccine information – on Forum's website, at <https://www.forumpharmacy.com/covid-19-clinic-info/>

### What holds up the process?

- Waiting for completed Consent forms
- Missing information or signatures on Consent forms or Roster

### What does pharmacy need on clinic day?

- Common area to conduct vaccinations for ambulatory residents, including privacy screening
- Cart for staff to go to room to room with vaccine supplies (including those under observational quarantine, assuming they have a negative COVID test since admission)
- Facility staff to:
  - Assist pharmacy with gathering residents and staff recipients
  - Perform temperature checks for recipients
  - Monitor residents who receive in-room vaccinations for 15 – 30 minutes after administration
  - Store vaccination cards securely (between 1<sup>st</sup> and 2<sup>nd</sup> clinics)
  - Copy resident Consents at the close of the clinic if facility wishes to keep that information on file
- Ask recipients to wear clothing on clinic day that allows access to the upper arm

### What about additional clinics?

- Forum LTC pharmacy customers – Once the majority of residents and staff receive an entire course of therapy, your location will be put on a regular schedule to provide monthly vaccinations for new admissions/move-ins and employees, without having to make a formal request each time
- Non-customers – If you are not contracted with Forum for LTC pharmacy services, please request an additional clinic once you have enough eligible recipients

### Why can't you vaccinate family members?

At this time, we are vaccinating staff and residents only. We are unable to accommodate requests for family members or vendor partners.