

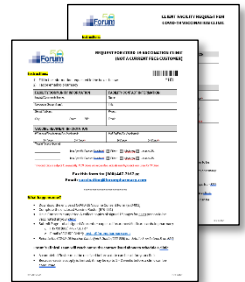
To set up a vaccine clinic at your building

1) Submit a request

- Complete and submit a **Vaccine Clinic Request** (876-003) — fax to **(800) 447-7167** or email to: vaccination@forumpharmacy.com

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) Download Emergency Use Authorizations (EUAs)

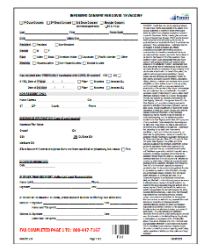
- Review EUA vaccine information with — or provide to — potential recipients:
 - Pfizer/BioNTech <https://www.fda.gov/media/144414/download>
 - Moderna <https://www.fda.gov/media/144638/download>

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

- Have all recipients complete & sign **Vaccine Consent** forms (876-002), whether resident or staff
- Instruct staff to list their personal residence address (not the community location)
- Gather copies of recipients' insurance or Medicare/Medicaid card(s)

4) As soon as possible, submit key information to pharmacy

- Completed 1st 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



5) 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

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.

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
- All requested info provided on the Consent

Why does pharmacy need Consents before the clinic starts, so there are no delays?

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

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 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

When Are You Up to Date?

You are **up to date** with your COVID-19 vaccines if you have completed a COVID-19 vaccine primary series and received the most recent booster dose recommended for you by CDC.

Stay Up to Date with COVID-19 Vaccines Including Boosters

- CDC recommends everyone stay up to date with COVID-19 vaccination, including all primary series doses and boosters for their age group:
 - People ages **6 months through 4 years** should get all COVID-19 primary series doses.
 - People ages **5 years and older** should get all primary series doses, and the booster dose recommended for them by CDC, if eligible.
 - People ages **5 years to 11 years** are currently recommended to get the original (monovalent) booster.
 - People ages **12 years and older** are recommended to receive **one updated Pfizer or Moderna (bivalent) booster**.
 - This includes people who have received all primary series doses and people who have previously received one or more original (monovalent) boosters.
 - At this time, people aged **12 years to 17 years** can only receive the **updated Pfizer bivalent booster**.

Getting a COVID-19 vaccine after you recover from COVID-19 infection provides added protection against COVID-19.

Reference:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>