

To Schedule a Facility COVID Vaccine Clinic

1) Submit a Request

- Complete a COVID Vaccine Clinic Request Form (876-003)
 - Download form from <https://www.forumpharmacy.com/facility-portal/#covid-19-clinic-info> OR ask your account manager or consultant pharmacist
- Fax Request Form to 800-447-7167 (OR) email to vaccination@forumpharmacy.com
 - Once received, Forum's clinical staff will contact the facility to schedule a clinic
 - Clinics may be scheduled as much as 3–4 weeks in advance, depending on clinic size and request volume

2) Collect Signed Consent Forms

- Begin collecting signed Consent Forms (876-002)
 - Download form from <https://www.forumpharmacy.com/facility-portal/#covid-19-clinic-info> OR ask your account manager or consultant pharmacist
- Start right away – don't wait for Forum to contact you to set up the clinic
- Be sure to fill out each consent for completely as all requested information is required
- PRINT clearly
- Instruct staff to list their personal residence address on the consent form (not the community location)

4) Collect Copies of Insurance Cards

- For RESIDENTS:
 - If a resident does not receive their medication from Forum pharmacy, a copy of valid insurance card is required
 - If administered dose is not covered by resident's insurance, facility will be billed for administered dose
- For STAFF:
 - Copy of valid insurance card is required
 - If copy of valid insurance card is not provided, staff may still receive the vaccine however, facility will be billed for administered dose

5) Notify Pharmacy of Any Changes

- For any changes or questions, please contact your consultant pharmacist 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 60 days:
 - Convalescent plasma
 - Monoclonal antibodies
- Anyone who has COVID-19 or currently tests positive for it. Wait 3 months after having Covid to receive another dose
- Anyone who has received a Covid-19 vaccine in the past 2 months

When is a clinic held?

- At least 5 – 10 vaccine recipients
- Signed consent forms are completed and ready at the facility

What is needed on clinic day?

- Ask recipients to wear clothing on clinic day that allows access to the upper arm
- Common area to conduct vaccinations for ambulatory residents, including privacy screening
- Cart for staff to go to room to room with vaccine supplies (if needed)
- Facility staff to:
 - Assist pharmacy with gathering recipients
 - Monitor recipients who receive in-room vaccinations for 15 – 30 minutes after administration