

Tips for a Successful Vaccination Campaign in Your Office:

Organize an office system to vaccinate seniors during scheduled visits:

- Review chart information to identify patients who are 65 years and older.
- Establish “standing orders” that permit staff to administer vaccinations by protocol (checking prior immunizations, allergies, etc.), allowing for better utilization of the physician’s time.
- Designate a staff member to screen patient immunization status every visit, record information in a standardized way, and alert staff to those in need of vaccinations.
- Send postcard reminders and provider letters to patients that are due for an immunization.
- Set goals and keep track of the number of patients vaccinated weekly; display goals and progress to sustain interest.
- Document the offer of vaccination and the acceptance/refusal in the patient’s medical record.
- Have all staff immunized to reduce the likelihood of transmitting influenza to those at high risk.

Promote flu and pneumococcal vaccinations among patients:

- Display patient educational materials in strategic areas throughout waiting rooms and exam rooms.
- Give brochure and myth/fact sheets to patients 65 and older during check-in.

Talk to patients when they have doubts about the flu shot:

Remember to discuss:

- Getting the flu shot can help prevent hospitalization related to the flu.
- The flu is easier to get than the cold.
- The vaccine does NOT cause the flu.
- In some patients, the flu shot can cause side effects that feel like the flu but will go away after a few days.
- If the patient gets the flu after receiving the shot, the symptoms will be less serious.

Arrange “walk-in” flu shot hours for your patients:

- Adjust staff schedules during flu vaccination season to accommodate walk-in hours.
- Identify qualified staff to administer vaccinations without supervision.
- Mail provider letter reminders to patients not scheduled for an office visit, informing them of walk-in hours.

Special pneumococcal vaccine information:

- The one-time pneumococcal vaccine can be given at any time during the year.
- Persons 65 and older should receive a one-time pneumococcal vaccine.
- Persons unsure of their vaccination status can still be vaccinated without adverse reactions.
- Revaccination at 5 or 10 years may be necessary for patients who have chronic disease.

Medicare reimbursement for vaccinations:

- Physicians can obtain billing form from HCFA 1500
- Establish a protocol to ensure that billing for vaccines, as well as the administration, is completed accurately and in a timely manner
- If the physician providing the vaccine “takes Medicare assignment,” there is no charge to the Medicare beneficiary
- If the vaccines are provided by the local health department, physicians can bill Medicare only for giving the vaccination

Don't miss out on opportunities to raise immunization rates in your office!

Remember: When physicians discuss the benefits of immunizations — patients listen!

**IT'S WORTH
A SHOT.**

Don't miss it!

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