

Accessing the Scheduler and Logging In

The Vaccine Clinic Scheduler can be accessed from this link:

<https://www.cvs.com/immunizations/flu/clinics>

NOTE: The scheduler will be live July 9th, 2018.

Tool will work best on Google Chrome or Firefox browsers



Thinking of an onsite flu clinic?
We've got you covered!

- Great for productivity
- Great for employee morale

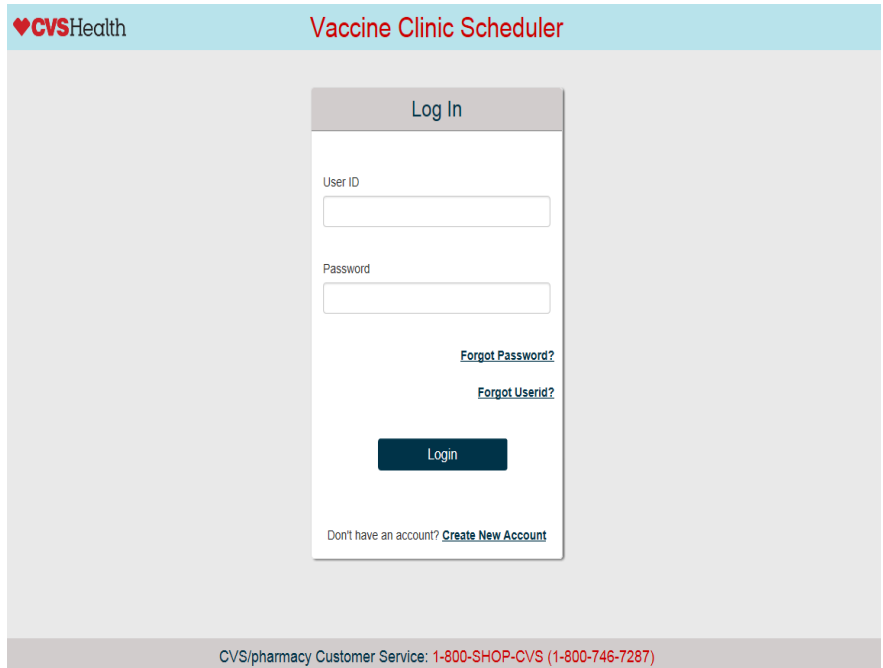
[Sign up for a clinic](#)

We'd be happy to conduct an onsite flu vaccination clinic at your place of work or senior living community. You pay no service fee.

Here's why an onsite flu clinic is good business.

 <p>\$16.3 billion in lost earnings to U.S. businesses due to flu¹</p>	 <p>17 million U.S. workdays lost annually to flu²</p>	 <p>20% of population gets flu every year.</p>	 <p>70-90% reduced flu rate for healthy adults who get vaccinated.</p>
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- The first time accessing the scheduler this season you will need to click on "create a new account".
- To login after account has been created, use the user name and password previously created
- If forgot password, enter email to be sent instructions to reset
- If 3 unsuccessful logins attempts are made you will be locked out and need to call 1800-SHOP-CVS or wait 24 hours to login in again
- After 30 minutes of inactivity your session will expire and you will be automatically logged out



CVSHealth Vaccine Clinic Scheduler

Log In

User ID

Password

[Forgot Password?](#)

[Forgot Userid?](#)

[Login](#)

Don't have an account? [Create New Account](#)

CVS/pharmacy Customer Service: 1-800-SHOP-CVS (1-800-746-7287)



IMMUNIZATION PROGRAM

On-Site Clinic Scheduling Guide

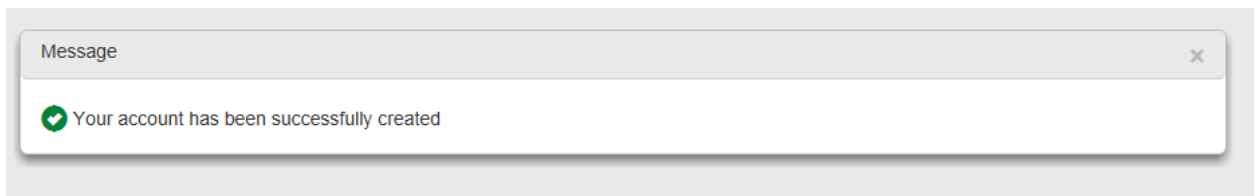
Setting up a User Name and Password



Complete the User Registration Fields

<p>1. Fill in all required registration fields</p>	
<p>2. Create a password NOTE: Passwords have a minimum length of 8 characters and contain a combination of three of the following: a) upper case letters b) lower case letters c) numbers Special characters can be used (optional)</p>	
<p>3. Click on create an account</p>	

If successful, you will see this message:



If not successful, you will see fields with errors highlighted in red



Requesting a Clinic For a Single Location

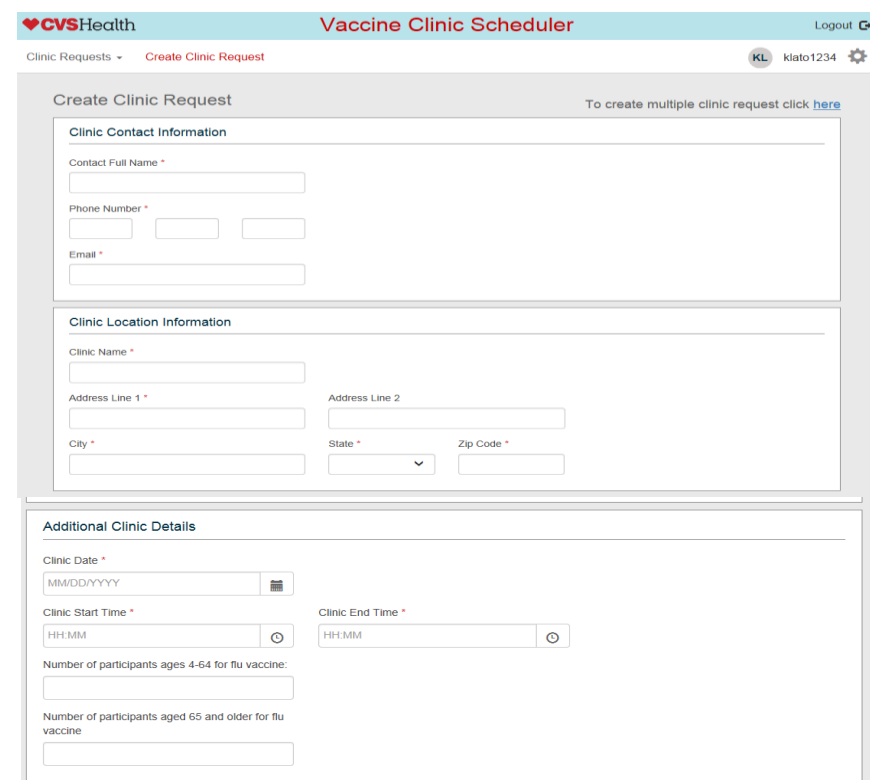
1. Once logged in, click on “create clinic request”



2. Fill in clinic contact information (primary contact person for the clinic), clinic location (where the clinic will take place), and clinic details.

Note: A minimum of 24 participants are required. CVS can schedule 1 pharmacist hour for every 12 participants.

It is recommended that you request a clinic with at least 2 weeks notice





IMMUNIZATION
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Requesting a Clinic

Requesting a Clinic For a Single Location

3. Voucher Program (to receive an invoice):

Receive an invoice for shots administered at the clinic or in store (Choose option to learn more about the **voucher program**)

You will receive a separate email from the voucher contracting team if you choose YES for this question.

If you choose NO, insurance information will be collected for each participant at the clinic for individual billing purposes

Voucher Program

The flu voucher program allows clients to cover the cost of their employees' flu shots and be invoiced monthly.

Note: At this time the High Dose flu vaccine is not covered through the Retail voucher program.

Are you a client interested in learning more about our Retail Flu Voucher Program? * Yes No

Message

i A representative from Vaccine Contracting will reach out to you within 5-7 Business Days to discuss contracting, pricing, voucher process, etc.

If you do not receive a response within 5-7 business days, you may reach out to VaccineContracting@cvscaremark.com directly.

4. Click on Create Clinic

Cancel **Create Clinic**

CVS/pharmacy Customer Service: [1-800-SHOP-CVS \(1-800-746-7287\)](tel:1-800-SHOP-CVS)

5. You will receive an email confirmation once your request has been submitted

Data Submitted to backend

✓ Your Clinic has been created successfully.




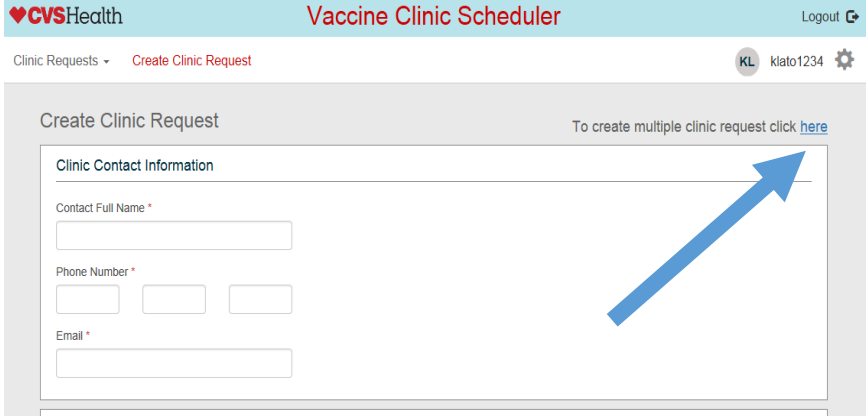
IMMUNIZATION PROGRAM

On-Site Clinic Scheduling Guide

Requesting a Clinic



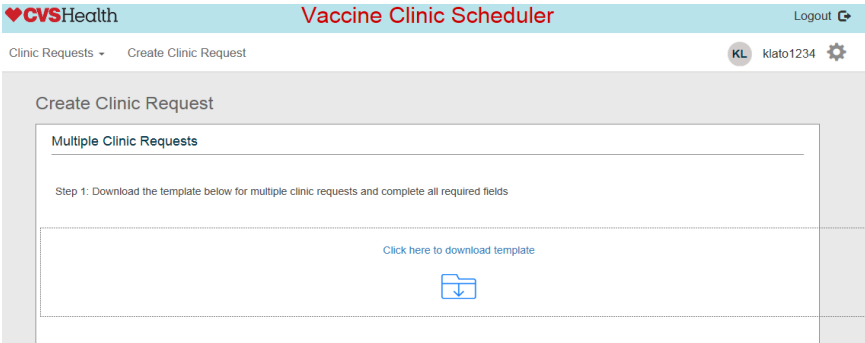
Requesting Clinics at Multiple Locations all at Once Under Your Profile

<p>1. Once logged in, click on “create clinic request”</p>	
<p>3. To create multiple clinic requests click here</p>	

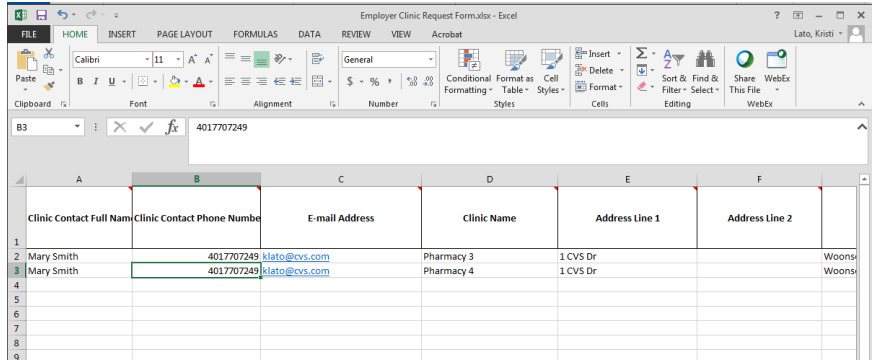


Requesting Clinics at Multiple Locations all at Once Under Your Profile

3. Download the template



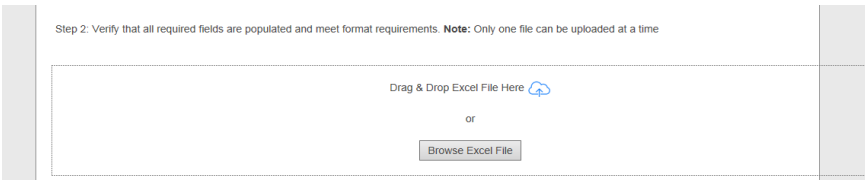
4. Fill out the excel template and save on your computer



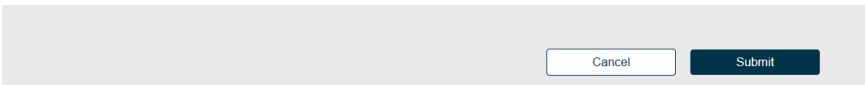
Requirements for the excel file:

- Time must be entered as HH:MM:PM with colon in between hour and minute and minute and AM/PM
- There are also helpful notes in each column of the file in regards to formatting
- Maximum of 100 clinics can be added for 1 excel file

5. Upload the excel file



6. Click on Submit





Timing

1. After submitting a clinic, the clinic contact will get an email immediately confirming your submission with the contact information for the CVS store that will be reaching out to confirm the clinic.
2. Within 3 business days of submitting the request the clinic contact will be contacted by a local Pharmacist to confirm the details of your clinic. Once the pharmacist confirms the clinic, the clinic contact will receive an email with the name and contact number for the pharmacist along with a link from your participants can use to register for the clinic.
3. Registered participants will receive two email reminders about the clinic at 3 days and at 1 day before the clinic.
4. 2 weeks prior to the clinic the local contact will receive a reminder email

Who to Contact

- Your local Pharmacist is your contact for the clinic and any questions related to the clinic. If you need to make any changes to the clinic details reach out to your local Pharmacist contact
- If you do not hear from a local Pharmacist within 3 business days, reach out to the pharmacy store listed on the clinic request confirmation email. Or you may reach out to flushotclinicsquest@cvs.com who will follow up with the store.
- To get set up with a voucher if you indicated you would like to be invoiced for the shots and do not hear from anyone within 5-7 days, contact vaccinecontracting@cvs.com
- Assisted Living, Independent Living, Long-Term care facilities with clinic questions reach out to the Omnicare Team at flushots@cvshealth.com
- Technical issues with the clinic scheduler call 1-800-SHOP-CVS (1-800-746-7287)

How to Find Contact Information For My Local Pharmacist Contact

1. After logging into the clinic scheduler, Choose "Active Clinic Requests" from the Clinic Requests drop down menu
2. You will see a list of all of your requested clinics and the status of each one.
3. Each clinic has the pharmacy phone number listed of the local Pharmacy Team who will be executing your clinic.
4. Additionally, if you click on an individual clinic name, the pharmacy name, address and phone number will come up

The screenshot shows the 'Vaccine Clinic Scheduler' interface. At the top, there is a navigation bar with 'CVS Health' and 'Vaccine Clinic Scheduler' text, along with a 'Logout' button and a user profile icon labeled 'klato1234'. Below the navigation bar, there is a dropdown menu for 'Clinic Requests' which is highlighted with a black box. A blue arrow points to the 'Active Clinic Requests' option in the dropdown. Below the dropdown, there is a table listing clinic requests:

Clinic ID	Clinic Name	Status	Clinic Date	Start Time/End Time	Pharmacy Phone
CI00230	PHARMACY OPERATIONS	Pending	09/26/2018	09:00 AM-12:00 PM	401-333-1225
CI00231	PHARMACY OPERATIONS 2	Pending	10/04/2018	12:00 PM-03:00 PM	401-333-1225

Below the table, there is a detailed view of a clinic request for 'PHARMACY OPERATIONS' (Clinic ID: CI00230, Status: Pending). This view includes a 'Pharmacy Information' section with the following details:

- Store: 00037
- Store Phone #: 401-333-1225
- Street Address: 1998 MENDON ROAD
- City: CUMBERLAND
- State: RI
- Zip: 02864

At the bottom of the detailed view, there is a section for 'Clinic Contact Information' which is currently empty.



Edit Clinic Information in the Scheduler Once Clinic Has Been Submitted

1. After logging into the clinic scheduler, Choose "Active Clinic Requests" from the Clinic Requests drop down menu
2. You will see a list of all of your requested clinics and the status of each one.

CVSHealth Vaccine Clinic Scheduler

Clinic Requests Create Clinic Request

KL klato1234

Clinic Requests > Active Clinic Requests

Clinic ID	Clinic Name	Status	Clinic Date	Start Time/End Time	Pharmacy Phone
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3. Click on an individual clinic name to edit the clinic information
NOTE: You can only edit information for clinics that are in pending status.
 Once a clinic has been confirmed by a local pharmacist, any information that needs to be updated would need to be done by calling the local pharmacist contact.

CVSHealth Vaccine Clinic Scheduler

Clinic Requests Create Clinic Request

KL klato1234

Clinic Request Clinic ID:CI00230 Status:Pending

Pharmacy Information

Store: 00037 Store Phone #: 401-333-1225

Street Address: 1998 MENDON ROAD City: CUMBERLAND State: RI Zip: 02864

Clinic Contact Information

Clinic Location Information

Additional Clinic Details

Voucher Program

4. Click on Update Clinic

Cancel Update Clinic



On-Site Clinic Scheduling Guide

Having a Successful Clinic Event

Preparing for the Clinic

2 weeks out from the event

Promote your event: send out calendar invites so people can have a reminder on their calendar

Additionally, for senior living clinics

- The local Pharmacist will pick up completed consent forms from facility. Blank consent forms for senior living clinics are provided by Flushots@cvshealth.com

3 days out from the event

- Ensure the space for the Pharmacist to set up has been secured and the requested table, chairs, trash cans, etc are available