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**VACCINE FOR STUDENTS PROGRAM OVERVIEW  
American Health Care Group will coordinate and provide:**

**PRE-CLINIC**

* Communication materials to assist in the promotion of the clinic – parents will receive a letter where they can reserve the requested vaccines and supply their insurance information.
* American HealthCare Group will verify coverage and coordinate a VFC provider for those students who require one.
* Nurse will distribute the correct consent form depending on student’s insurance coverage.
* On-line scheduling if requested

**DAY OF CLINIC**

* All vaccine and supplies needed for the clinic
* Credentialed Nurse(s) to administer the vaccine
* Administrative Coordinator(s) to help the clinic run smoothly
* Collection of patient forms
* Collection of cash, if appropriate, and a receipt for payment
* Letter to doctor
* The clinic site cleaned and returned to condition prior to clinic , removal of all bio-hazardous waste from the site

**POST-CLINIC**

* Sending of a post-clinic survey to site contact for comments ,recommendations and follow-up
* Billing of all insurance claims
* Collection of payments for services provided. No students will be billed for any amount unless the insurance plan rejected the claim or only paid a percentage.
* Maintenance of all student records on file for designated time period
* Reporting of student immunizations to health department
* Group statistics summary report for clinic site if requested
* Response to individual inquiries and questions after the clinic

**School will coordinate and provide:**

* Date(s), time(s) and location(s) for clinic
* Communicate to the students, parents and staff the clinic details
* Estimates of the volume of vaccines requested two weeks prior to clinic date