

Before Flu Vaccine *Arrives*

Seven Questions Every Practice Should Ask

PRACTICE NAME

DATE REVIEWED

Flu vaccine season is approaching. A few minutes of planning now can help your practice avoid last-minute challenges and provide a smooth experience for patients, families, and staff. Use the checklist below to confirm your practice's readiness — check each box as you complete it.

1

Do we have enough vaccine?

Have we confirmed our order, delivery schedule, and plan for additional doses if needed?

2

Can we store it safely?

Are our vaccine storage, temperature monitoring, and emergency procedures ready?

3

Is our team prepared?

Does everyone understand this season's workflow, responsibilities, and vaccine recommendations?

4

Have we identified high-risk patients for first notification?

Pull lists from the PM/EMR system of patients by diagnosis for first notification.

5

Can we meet patient demand?

Will our scheduling, staffing, and patient flow support an increase in vaccination visits?

6

Are we ready to bill correctly?

Have we reviewed payer requirements, coding, documentation, and inventory tracking?

7

How will we let families know?

Do we have a plan to communicate vaccine availability and encourage early vaccination?

8

What if something doesn't go as planned?

Have we reviewed our response to shipment delays, storage problems, or other operational disruptions?

DON'T FORGET

Review the current AAP influenza vaccine recommendations.

Confirm payer and coding updates.

Assign responsibility for vaccine inventory and monitoring.

Verify refrigerator temperature monitoring and emergency storage procedures.

Prepare patient communication before vaccine arrives.

A little planning before the season begins can make the weeks ahead more efficient for your team and more convenient for your patients.

NOTES

SIGN-OFF

REVIEWED BY

DATE