Influenza Vaccine Season
Operational Readiness Checklist

A step-by-step guide to prepare your practice for a smooth, well-organized flu season.

HOW TO USE THIS CHECKLIST

Work through each phase below. For every action, assign an Owner, set a Due Date, and check the box once complete. Sections follow the order you'll tackle them — from securing vaccine supply through launching patient communications. Finish with the Final Readiness Review to confirm everything is go before your first vaccination.

PRACTICE INFORMATION

PRACTICE NAME

FLU SEASON

COMPLETED BY

DATE STARTED

TARGET COMPLETION DATE

1 Vaccine Supply

DONE	ACTION	OWNER	DUE DATE
☐	Vaccine order confirmed		
☐	Delivery schedule verified		
☐	Backup ordering plan established		

2 Storage & Equipment

DONE	ACTION	OWNER	DUE DATE
☐	Refrigerator/freezer temperatures verified		
☐	Temperature monitoring reviewed		
☐	Emergency storage/transport plan updated		
☐	Vaccine loss procedures reviewed		

3 Clinical Readiness

DONE	ACTION	OWNER	DUE DATE
☐	Current vaccine recommendations reviewed		
☐	VIS and patient education materials available		
☐	Standing orders reviewed/updated (if applicable)		

4 Staff Training

DONE	ACTION	OWNER	DUE DATE
☐	Clinical staff training completed		
☐	Front office workflow reviewed		
☐	Billing staff coding updates reviewed		

5 Scheduling & Operations

DONE	ACTION	OWNER	DUE DATE
☐	Vaccine clinic schedule finalized		
☐	Appointment templates updated		
☐	Walk-in process established (if offered)		

6 Inventory & Billing

DONE	ACTION	OWNER	DUE DATE
☐	Inventory tracking process confirmed		
☐	Vaccine administration codes reviewed		
☐	Payer reimbursement updates reviewed		

7 Patient Communication

DONE	ACTION	OWNER	DUE DATE
☐	Website/portal updated		
☐	Patient reminder campaign scheduled		
☐	Staff FAQs reviewed		

8 Emergency Planning

DONE	ACTION	OWNER	DUE DATE
☐	Backup power plan reviewed		
☐	Manufacturer/distributor contact information verified		

FINAL READINESS REVIEW

Confirm all items below are complete before beginning vaccinations:

- ☐ Vaccine shipment received and stored correctly
- ☐ Scheduling ready to begin vaccinations
- ☐ Patient communications released
- ☐ Emergency procedures reviewed
- ☐ Staff training completed
- ☐ Billing and coding verified
- ☐ Inventory tracking operational

READY TO LAUNCH? ALL BOXES ABOVE MUST BE CHECKED. SIGN OFF BELOW WHEN CONFIRMED.

REVIEWED & APPROVED BY

DATE

NOTES / FOLLOW-UP ACTIONS

#	ITEM	OWNER	TARGET DATE	RESOLVED
1				☐
2				☐
3				☐
4				☐