



June 27, 2016

To all on-site Flu Clinic Participants:

We are happy to be able to offer flu vaccines to your employees at your worksite once again this coming flu season in partnership with HNE.

Enclosed you will find two copies of the scheduling and billing action items and requirements for this year's program.

Please review, sign and fax or mail back one copy to Cortney Kirk in acknowledgement. Feel free to contact her with any questions.

Her contact information is:

Cortney Kirk Innarelli
Pharmacy Administrative & Promotions Assistant
Big Y Foods, Inc.
2145 Roosevelt Ave.
Springfield, MA 01102
ckirk@bigy.com
Phone – 413.504.4491
Fax – 413.504.5491

We look forward to helping your employees stay healthy and safe throughout this upcoming Flu Season.

Best Regards,

Nicole D'Amour Schneider
Director of Pharmacy



Big Y Worksite Flu Clinics in partnership with HNE - 2016

Scheduling and Billing action items and requirements are listed below. Please review, sign and return one copy to Cortney Kirk.

Scheduling

1. Contact Cortney Kirk to schedule a flu clinic at your worksite. Scheduling will begin in July on a first come first serve basis.
2. We average about 25 shots per hour and will schedule time accordingly based on the number of employees expected to attend.
3. We will schedule clinics for one continuous time period per day. Please keep this in mind in regard to shift changes etc.
4. We suggest a Human Resources Representative from your company be present throughout the clinic to help answer questions and encourage eligible participants to receive a shot.
5. All forms should be filled out correctly and in their entirety (Big Y will email forms in advance so that your employees have a chance to fill them out prior to the start of the clinic).
- 6. All employees are required to bring their Insurance Card or a photo copy of their card.**
7. We request 72 hours' notice if a cancellation needs to take place.

Billing

1. Worksite must have at least a 20 person minimum to schedule a clinic.
2. An automatic 15 shots will be billed by Big Y to your company after the clinic date if the 20 person minimum is not reached.
3. Each company will be billed and held responsible for payment for any shots given to employees that are not covered by insurance or prefer to pay cash.
4. Any billing discrepancies should be brought to Big Y's attention within 30 days from the invoice date.

I have read and understand the action items and requirements listed above.

Company

Signature



Big Y Worksite Flu Clinics in partnership with HNE - 2016

Scheduling and Billing action items and requirements are listed below. Please review, sign and return one copy to Cortney Kirk.

Scheduling

1. Contact Cortney Kirk to schedule a flu clinic at your worksite. Scheduling will begin in July on a first come first serve basis.
2. We average about 25 shots per hour and will schedule time accordingly based on the number of employees expected to attend.
3. We will schedule clinics for one continuous time period per day. Please keep this in mind in regard to shift changes etc.
4. We suggest a Human Resources Representative from your company be present throughout the clinic to help answer questions and encourage eligible participants to receive a shot.
5. All forms should be filled out correctly and in their entirety (Big Y will email forms in advance so that your employees have a chance to fill them out prior to the start of the clinic).
6. **All employees are required to bring their Insurance Card or a photo copy of their card.**
7. We request 72 hours' notice if a cancellation needs to take place.

Billing

1. Worksite must have at least a 20 person minimum to schedule a clinic.
2. An automatic 15 shots will be billed by Big Y to your company after the clinic date if the 20 person minimum is not reached.
3. Each company will be billed and held responsible for payment for any shots given to employees that are not covered by insurance or prefer to pay cash.
4. Any billing discrepancies should be brought to Big Y's attention within 30 days from the invoice date.

I have read and understand the action items and requirements listed above.

Company

Signature