



July 5, 2017

To Whom It May Concern:

Our Big Y Pharmacy and Wellness team is happy to announce we will be offering on-site flu clinics in partnership with our friends at Health New England for the upcoming 2017 flu season.

Scheduling will begin July 10, 2017, and dates will be reserved on a first come, first served basis. Please contact Cortney Kirk to schedule a date and time for your worksite or to discuss further details regarding our flu clinic program.

Enclosed you will find two copies of the scheduling and billing requirements. Please review the contract, sign and return one copy to Cortney Kirk in acknowledgement.

We look forward to partnering with you again and helping your employees stay healthy and safe throughout the 2017 flu season!

Best Regards,

*Nicole*

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*Cortney*

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**Big Y Worksite Flu Clinics in Partnership with Health New England - 2017**

Action items and requirements regarding scheduling and billing are listed below. Please review carefully, sign and return one copy to Cortney Kirk.

**Scheduling**

1. Contact Cortney Kirk to schedule a flu clinic at your worksite. Scheduling will begin July 10, 2017, on a first come, first served 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 (fully/partially) covered by insurance or prefer to pay cash. Cash price is \$25 per trivalent vaccine.
4. Any billing discrepancies must 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.**

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Company

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Signature

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Date



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