Develop a plan to vaccinate all staff and office members
   Educate staff on influenza, including facts; dispel myths. For more information go to www.michigan.gov/flu
   Stress the importance of being immunized.
   Offer flu vaccine at no charge if possible.
   Let your patients know that the staff is vaccinated against influenza.
   Monitor your progress. Track the number of influenza vaccine doses administered to staff.

Establish a plan for vaccinating all your patients
   Develop an office timeline that includes messages recommending vaccination for your patients
   Prepare reminders (letters or phone messages) and be flexible when scheduling appointments
   Target messages to high risk patients, their close contacts and other patients who may want to be vaccinated
   Remind patients of a flu clinic or the need to schedule an appointment
   Utilize or develop standing orders for “vaccine-only” visits
   Use every single opportunity (both well & sick visits) to educate patients about the risks of influenza.

Make influenza vaccination convenient
   Organize flu-specific vaccination clinic days and/or establish a separate flu clinic during office hours
   Consider scheduling flu vaccination clinics in December and later
   Designate a specific clinic room or area for flu administration appointments, walk-ins, or referrals

Schedule appointments
   Schedule all high-risk adults by the end of summer
   Schedule all adults who are household contacts of high-risk persons
   Schedule all adults who are household contacts of children birth through 4 years of age
   Use the Michigan Care Improvement Registry (MCIR) - Identify high-risk patients in MCIR using the Influenza Screening Notification box located on the patient general information screen for reminder/recall messages
   Recall those you have not heard from by using letters or auto-dialer phone messages

Be ready
   Pull charts, assess for other needed immunizations in advance
   Provide Vaccine Information Statements (VIS) and screening forms; have any consent forms signed at check-in
   Give influenza vaccine with other needed immunizations (i.e. Td, PPV23)
   Communicate with your local health department regarding changes in vaccination guidelines and vaccine supply as needed throughout the influenza season

Recommend influenza vaccine to your patients. A healthcare provider’s recommendation to vaccinate has a significant influence on patients.
   Educate patients and staff members using flyers, posters in the office, mailings, well visits, and VIS

Vaccinate prior to and throughout the entire flu season (October to March)
   Check at all well and sick visits during the flu season for the need for influenza vaccine
   Recall patients you have not heard from by using letters or auto-dialer phone messages
   Order more flu vaccine as needed to ensure your patients are protected.

Document all vaccine doses administered on the vaccine administration record and in the Michigan Care Improvement Registry (MCIR). Give the patient a record of their immunizations.
   Vaccines administered to adults can now be documented in MCIR
   Ask your patients if they received influenza vaccine this season (i.e. community sites); document this dose of vaccine on the vaccine administration record and MCIR
   Check MCIR for any previous doses of influenza vaccine your patient may have received

Evaluate your plan and determine progress made.
   Review charts to ensure that all your eligible, high-risk patients (diabetics, asthmatics) have been vaccinated
   Track the number of influenza vaccine doses administered each year to patients and staff