

2018 – 2019

Big Flu Madness

MANAGER TOOLKIT

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RESOURCES FOR 2018—2019
UKHC INFLUENZA VACCINATION CAMPAIGN

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Together, we can stop the spread of flu!

MEMO

TO: UK HEALTHCARE DIRECTORS, MANAGERS, AND SUPERVISORS
FROM: UNIVERSITY HEALTH SERVICE, EMPLOYEE HEALTH
DATE: August 28, 2018
RE: 2018 – 2019 UKHC INFLUENZA VACCINE CAMPAIGN DEADLINES AND POLICY

School is back in session, the nights are getting cooler, and football season has begun. Pretty soon, the leaves will be changing color and it will be **flu shot** season again.

This is a reminder that annual influenza vaccination is mandatory for all UK HealthCare employees who are required to have an annual TB test. Our employees did a fantastic job last year, with over **90%** being compliant with this requirement. Employee Health wants to make compliance as easy as possible for everyone involved. Please review this memo for important information regarding this year's flu shot campaign.

- 1) An annual flu shot is mandatory for any UK HealthCare employee who is required to get an annual TB screening. In addition to regular full time employees, any student, volunteer, vendor or contracted service provider who will be inside a UK HealthCare patient care facility between **October 1 and March 31 of the current year** is required to have a seasonal flu shot.
- 2) The only exceptions made for the flu shot requirement are for employees who have received an **approved** declination through Employee Health. A declination request form is located in Policy A03-010 "Control of Influenza/Flu" (click here). It must be submitted no later than November 1 of the current year. Employees should follow submission instructions on the form. The approval process may take several weeks and the employee will receive notice as to the outcome of the request.
- 3) **The deadline for receipt of a flu shot is by the end of business on December 1 of the current year.** Any eligible employee who has not received a flu shot or an **approved** declination at that time will be out of compliance with UK HealthCare policy.
- 4) Any employee out of compliance with this UK HealthCare policy after the end of business on December 1 of the current year should receive a written warning that will go into their permanent employee file in Human Resources. A template for that written warning is available in this packet. (click here)
- 5) All unvaccinated employees, either those who are non-compliant or have an **approved** declination must:
 - A) **Don a mask use during visitor restrictions:** Anytime that UK HealthCare is placed on flu-related visitor restrictions, unvaccinated employees must wear a face mask at all times while in any patient care facility.

1. Any employee not fulfilling these requirements should be given a verbal reminder to do so. If the employee refuses to comply then he/she should be sent home without pay for the remainder of that workday. Managers should use their discretion if sending an employee home would place an undue burden on the unit employees or jeopardize patient care. For any questions or assistance with making this decision, a manager should contact his/her immediate supervisor.

Regards,
University Health Service, Employee Health

Flu FAQs for UKHC Seasonal Influenza Requirement

2018 - 2019

Directors, Managers and Supervisors: Do you have questions about the seasonal influenza vaccine requirement? The following are a few Frequently Asked Questions. If you have additional questions or need clarification please contact us at employeehealth@uky.edu

What is the expectation?

In what policy is this a requirement?

Who is required?

When is the deadline to comply?

How can I be in compliance?

What if an employee receives the vaccine from somewhere else? **NEW**

How does an employee receive their badge buddy if they document an outside flu shot? **NEW**

What type of flu vaccine is offered?

What if I am allergic to eggs?

What if an employee needs special accommodations?

What is the declination process?

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What are the consequences of non-compliance?

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Can managers check-out vaccines from Employee Health for inter-departmental vaccination? **NEW**

Are they free?

How will managers know who is compliant and who is not?

Will employees have to be masked during flu season?

Why does Employee Health need to know if I am sick with influenza?

What if an employee is sent home due to influenza or influenza-like-illness? Is it an occurrence? **NEW**

What if I need documentation of my influenza vaccine?

What about students and observers?

Where can I go for additional questions/resources?

What is the expectation?

The expectation established by UK HealthCare Leadership is that all UK HealthCare employees who are required to participate in the annual TB screening are also required to receive the seasonal influenza vaccine. This is to ensure the protection of our employees, patients, visitors and families during influenza season. Influenza is a contagious virus; however, there are many ways we can prevent the spread and transmission. Vaccination is recognized as a key measure of prevention and safety.

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In what policy is this a requirement?

This, along with the other required immunizations, is supported by the Enterprise policy A03-005. Additionally, policy A03-010 is specifically designated for the "Control of Influenza". Click here for direct access to both policies.

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Flu FAQs for UKHC Seasonal Influenza Requirement

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Who is required?

All employees who are required to participate in the annual TB screening are required to receive the seasonal influenza vaccine annually. That is, all UK HealthCare employees and employees of any of the colleges of health sciences who are being tracked for the annual TB screening. Additionally, the requirement applies to all contracted service providers located in a patient care facility; such as Crothall and Morrison's employees, as well as any volunteer and/or student workers or observers located in a UKHC patient care facility at least one day between October 1 and March 31 of the current flu season.

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When is the deadline to comply?

December 1 of the current season is the deadline to comply.

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How can I be in compliance?

There are several ways to meet this requirement and be in compliance.

- Receive a free flu shot from Employee Health
- Document with Employee Health an outside flu shot

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What if an employee receives the vaccine from somewhere else? **NEW**

That is great! Employee Health needs to be aware so we can properly document the compliance with this requirement. Employees are to log on to the Employee Health Patient Portal and complete the brief online form to document the receipt of the flu shot from a source other than Employee Health. Paper forms will no longer be accepted. Please find the "Online Outside Vaccination Declaration" instructions in this packet or on our website. ([click here](#))

Note: an "outside" flu shot includes, but is not limited to, receiving the flu shot from your UK Primary Care provider. Even if you receive one from a UK PCP, you still need to complete the short documentation form as Employee Health does not have direct access to UK PCP immunization records.

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How does an employee receive their badge buddy if they document an outside flu shot? **NEW**

When completing the online declaration form, employees will be asked to enter the name of their supervisor and/or administrative associate and department location. Employee Health will send the badge buddy to the person they designate on their online form for distribution. Badge buddies will be sent in weekly batches via inter-office mailers to the contacts named on their online forms. Employee Health needs your help to distribute these, please. There will be a list located in the inter-office mailers containing names of the employees who should receive a badge buddy. Please allow 2-3 weeks for processing once the employee completes the online form documenting and outside flu shot.

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Flu FAQs for UKHC Seasonal Influenza Requirement

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What type of flu vaccine is offered?

Employee Health offers the current seasonal adult intramuscular vaccine. We do not stock vaccines recommended for elderly or pediatric patients. Employee Health can also order an egg-free vaccine for those with egg allergies.

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What if I am allergic to eggs?

Employee Health can order an egg-free vaccine upon request. Please email employeehealth@uky.edu for this vaccine type.

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What if an employee needs special accommodations?

If an employee needs special accommodations for exemption from the requirement, a declination form is available upon request. Please note that completion of this declination form does not grant automatic exemption and an approval process must take place. The declination form is made available to managers and is also available upon request from Employee Health at employeehealth@uky.edu. The deadline to submit a declination request is **November 1, of the current year**.

See the FAQ below for additional details on the declination process.

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What is the declination process?

The declination form is available from a manager or from Employee Health at employeehealth@uky.edu. Completion of the declination form does not grant automatic approval for exemption. The form must be turned in to Employee Health (employeehealth@uky.edu) along with supporting documentation relevant to the reason for requesting special accommodations. The form is reviewed by the Medical Director of Employee Health. Additional supporting documentation may be requested at the time of review. Once reviewed, a determination will be made to approve or deny the declination request form. The outcome of the declination form will be communicated to the employee as well the supervisor via an official memo from Employee Health. This will also be documented in the employee's Medical Record in Employee Health. Managers, if approval for exemption has been given, please take into consideration that Employee Health cannot confirm immunity to declined disease(s) and additional precautions should be taken if and when an employee is exposed to the disease(s). During influenza season, an employee with an approved declination shall wear a mask during all activity in a patient care facility if visitation restrictions are placed by Infection Prevention and Control.

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Will the manager be notified of the outcome of the declination process?

Yes, the manager as well as the employee shall receive an official memo from Employee Health regarding the outcome of the declination form.

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Flu FAQs for UKHC Seasonal Influenza Requirement

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What are the consequences of non-compliance?

The prescribed consequence of non-compliance with the vaccination by the deadline is a written warning. A template written warning is available upon request from Employee Health and/or Employee Relations. It is also available in this packet of information. ([click here](#)) Adherence to this requirement is defined in the Enterprise policy and therefore non-compliance with policy shall be addressed in a manner of similar transgressions. Additional corrective action for non-compliance with mask donning by unvaccinated healthcare workers includes suspension from duties at the discretion of the supervisor with support from upper management. The role of corrective action rests with the supervisor and/or manager. Employee Relations provides Human Resources support and Employee Health provides the avenue for which compliance can be obtained; including promotion, administration, tracking and reporting.

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When can I get a flu shot?

Employees with scheduled birth month appointments may receive the seasonal influenza vaccine during their appointment if the vaccine is available. Beginning in September, Employee Health will sponsor several outreach vaccination clinics for UK HealthCare employees. [Click here](#) to view a schedule of vaccination clinics. Beginning in November of the current year, employees may walk-in to Employee Health and request the vaccine. Please note that wait times are unpredictable when walking in to Employee Health.

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Can managers check-out vaccines from Employee Health for inter-departmental vaccination? **NEW**

No, the vaccine check-out service is no longer available. Our top priority is patient safety and customer satisfaction. Unfortunately, the check-out service does not satisfy both of these priorities simultaneously. Therefore, it is no longer offered.

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Are they free?

Yes! The seasonal influenza vaccine is free to any UK HealthCare employee with a valid Medical Center badge.

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How will managers know who is compliant and who is not?

Employee Health will report compliance status at least weekly to managers and supervisors. Additionally, compliance will be fed into the Manager Self-Service portal of SAP. Also, employees who receive the flu vaccine will receive a badge buddy to place on their badge and signify a current vaccination status. Employees who document online an outside flu vaccine will also receive the badge buddy for visual confirmation of vaccination compliance. Please see the FAQ above for details on how an employee will receive the badge buddy if documenting and outside flu shot. Outside students and observers will not receive the employee badge buddy; however, student/observer buddy badges will serve as indicators of compliance. For more information in student/observers please see the FAQ below.

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Will employees be masked during influenza season?

Employees with no or unknown vaccination status will be asked to wear a mask while in a patient care facility during times of increased influenza prevalence in the community. It is during these times when Infection Prevention and Control will place visitation restrictions on inpatient care and masks must be donned.

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Why does Employee Health need to know if I am sick with influenza?

Employee Health not only must report compliance rates to the National Health and Safety Network, a CDC sponsored database, but must also report rates of healthcare worker influenza illnesses. Employee Health collects and analyzes this data every season. In an effort to streamline data collection and standardize the process, please utilize the form found in this packet (click here) when reporting employee call-ins for influenza and influenza-like-illness to Employee Health. Please note that when this information is reported to CDC NHSN, it is void of all patient identification and is an aggregate of data provided to Employee Health.

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What if an employee is sent home due to influenza or influenza-like-illness? Is it an occurrence? **NEW**

If an employee is sent home sick or calls in with influenza or influenza-like-illness, it **does count** as an attendance occurrence. Normal Enterprise attendance policy guidelines and prescribed corrective actions are applicable. Click here to access the Enterprise attendance policy.

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What if I need documentation of my influenza vaccine?

Whether an employee receives the influenza vaccine from Employee Health or documents with us the outside receipt of the flu shot, that documentation is available on our Employee Health patient portal for personal retrieval. Click here for instructions on how to access your immunization records online. Please note that in order for this to be available online the employee must have access to Link Blue. Employees may also contact our Medical Records department at UHSmedicalrecords@uky.edu for their immunization records. However, it is strongly encouraged to retrieve the immunization records via the patient portal for a more immediate turnaround time.

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What about students/observers? **NEW**

Students and observers are required to produce evidence of the flu vaccine as part of onboarding for their learning experience. They will not receive the employee flu badge buddy; however, student/observer buddy badge will serve as indicators of compliance. Non-compliance with flu vaccine will be communicated and may result in the suspension of the learning experience. For questions contact OLEcompliance@uky.edu.

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Where can I go for additional questions and resources?

Please direct questions to Employee Health at employeehealth@uky.edu

Also, visit the Employee Health webpage (click here)

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1 University of Kentucky Hospital A.B. Chandler Medical Center
1 UK HealthCare Good Samaritan Hospital
1 UK HealthCare Ambulatory Services

UNIVERSITY HEALTH SERVICE (UHS) EMPLOYEE HEALTH IMMUNIZATION DECLINATION

Date: _____ Time: _____ (Patient Label Here)

UK HealthCare Enterprise Policy A03-005 requires all healthcare workers to be immunized against the following viruses: measles, mumps and rubella; tetanus, diphtheria and pertussis; varicella; hepatitis B; and seasonal influenza. We strongly believe that proper immunizations benefit our patients, our employees and our families by providing the best protection against these preventable diseases.

- I acknowledge that my exposure to patients in our healthcare facility with the following vaccine-preventable diseases puts myself, my family and other patients at risk of acquiring the diseases.
- I have been given the opportunity to be immunized; however, I am choosing to decline the vaccinations checked below at this time.
- I acknowledge that by declining immunizations I continue to be at risk of acquiring and spreading the diseases.
- I acknowledge that in the event of an exposure I may be restricted from the facility, unit or area for at least the incubation period of the disease to which I have been exposed. The periods and lengths of restrictions are subject to the incident details.

In order to complete the below declination, you must fully describe in detail the reason for declination. Please attach medical documentation or other supporting evidence to validate the declination reasons.

<input type="checkbox"/> MMR (measles, mumps, rubella)	<input type="checkbox"/> initial
(Details)	
<input type="checkbox"/> Tdap (tetanus, diphtheria, pertussis)	<input type="checkbox"/> initial
(Details)	
<input type="checkbox"/> Varicella (chicken pox)	<input type="checkbox"/> initial
(Details)	
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> initial
(Details)	
<input type="checkbox"/> Seasonal influenza	<input type="checkbox"/> initial
(Details)	

This form will be reviewed and if additional information is required, you will be contacted. You will be made aware of the final disposition after review.

Signature	<input type="text"/>	Name Printed	<input type="text"/>
Date of Submission	<input type="text"/>	Contact Phone	<input type="text"/>
Alternate Phone	<input type="text"/>	Email	<input type="text"/>

For internal use only: Reviewed by: Date of review:

Approved Denied

(Place on Department Letterhead) **DRAFT**

Memorandum

To: [Employee Name]
[Employee Job Title]
[Pers ID: #####]

From: [Supervisor Name]
[Supervisor Title]
[Department]

Date: [Today's Date]

Corrective Action: Written Warning

Regarding: Annual Influenza Vaccine

This is a written warning in accordance with UK HealthCare Policy #A03-005: "Employee Health Program", and UK HealthCare Policy #A03-010: "Control of Influenza". Under these policies, each employee who is required to test annually for tuberculosis is also required to receive an annual influenza vaccine or, complete additional employee education and submit an approved Employee Health Immunization Declination form to their manager by the deadline set by Employee Health.

You failed to meet this requirement by this year's deadline set by Employee Health- December 1, (of the current year).

You will also be required to wear a standard surgical mask at all times throughout your working time during declared Enterprise wide visitor restrictions. Failure to wear a mask may result in further corrective action, up to and including termination of employment.

Annual influenza vaccinations are a condition of employment. Consequences in the future (2015/2016 and beyond) of your failure to receive an annual influenza vaccine or complete additional education and submit an approved Employee Health Immunization Declination form to your manager by the required date will result in corrective action, up to and including termination of employment.

If you have any questions please contact either me at (859) ###-#### or the Human Resources Office of Employee Relations at (859) 257-8758.

This document has been reviewed with me.

Employee's Signature

Date

Supervisor's Signature

Date

Distribution: Employee
Department File
Human Resources File (except Oral Warning)

UK HealthCare Healthcare Worker Flu and Influenza Like Illness Call-In Worksheet

UK HealthCare is committed to a safe and healthy work environment. As part of this commitment, Employee Health collects and analyzes healthcare worker influenza and influenza like illness call-in data every influenza season. In an effort to streamline data collection and standardize the process, please utilize the form below when reporting employee call-ins for influenza and influenza like illness to Employee Health.

Your participation with this process is greatly appreciated!

Complete the PDF below and email to Leslie at laharg3@uky.edu or fax to Leslie at 859-257-9814.

Employee Name **Employee DOB or ID Number**
*(please include legal name) name and employee ID/DOB only used internally within **Employee Health***

Unit	Department		
Location	Position		FTE

Illness Details
Confirmed influenza (testing to confirm positive influenza completed)
Influenza Like Illness (unconfirmed influenza, no testing conducted)

Date(s) of Absence

Big Flu Madness Outside Influenza Vaccination Declaration Online Instructions

The seasonal influenza vaccine is required for all UK HealthCare employees, regardless of direct patient contact or clinical responsibilities. You must complete this online form if you receive the vaccine from any source other than Employee Health or Student Health (Employee/ Student Health flu clinics or an appointment in the clinic). If you receive the vaccine from an outside source, we still need to know this in order to properly account for the rate of vaccination. Please note that we are not on the same system as UK HealthCare outpatient clinics and therefore do not have access to those records.

Follow the instructions below to document your compliance online:

****Please disable all pop-up blockers before attempting to complete the online form.****

1. Sign in via Link Blue:

<https://myuk.uky.edu/irj/portal>



2. Employees will click the Employee Self-Service tab; students will access via the Student Services tab. **If you are both an employee and a student, you may use either tab as both lead to the same online form.**

EMPLOYEES	STUDENTS
<p>Employees—click Employee Self-Service</p>	<p>Students—click Student Services</p>
<p>Employees: Click on Accounts and Services:</p>	<p>Students: Click on myInfo:</p>
<p>Employees: Click on myUK Health Service:</p>	<p>Students: Click on Student Health:</p>

Big Flu Madness Outside Influenza Vaccination Declaration Online Instructions

3. A new window will pop up. You have now reached online University Health Service portal:
Click on Forms:



4. Under the EMPLOYEE HEALTH heading, click on the form “Outside Influenza Vaccination Declaration”

Outside Influenza Vaccination Declaration

Use this form to enter the location and date of your outside influenza vaccine. If you received your flu shot from a source other than employee health or student health, you must complete this form. UK Healthcare requires all employees, volunteers and health science students to receive a flu vaccine each year.

5. Enter all information and click “Submit”. Be sure to correctly select which season of vaccine you received and enter the correct date of vaccination. Once submitted, this information is automatically linked to your Employee Health or Student Health Electronic Medical Record.

Flu Badge Buddy: Your flu badge buddy will be sent to the contact person listed on this form. Please complete your supervisor or administrative associate's information in the fields. Your badge buddy will be sent based on the information you have provided via inter-office mail. Please allow 2-3 weeks for processing and contact this person to receive your badge buddy.

For technical assistance, please contact the University Health Service IT department at uhsIT@uky.edu.

For questions about the seasonal influenza vaccination campaign, please contact Employee Health at employeehealth@uky.edu.

Influenza (Flu) Vaccine (Inactivated or Recombinant): *What you need to know*

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Influenza (“flu”) is a contagious disease that spreads around the United States every year, usually between October and May.

Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact.

Anyone can get flu. Flu strikes suddenly and can last several days. Symptoms vary by age, but can include:

- fever/chills
- sore throat
- muscle aches
- fatigue
- cough
- headache
- runny or stuffy nose

Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse.

Flu is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk.

Each year **thousands of people in the United States die from flu**, and many more are hospitalized.

Flu vaccine can:

- keep you from getting flu,
- make flu less severe if you do get it, and
- keep you from spreading flu to your family and other people.

2 Inactivated and recombinant flu vaccines

A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season.

Some inactivated flu vaccines contain a very small amount of a mercury-based preservative called thimerosal. Studies have not shown thimerosal in vaccines to be harmful, but flu vaccines that do not contain thimerosal are available.

There is no live flu virus in flu shots. **They cannot cause the flu.**

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. But even when the vaccine doesn’t exactly match these viruses, it may still provide some protection.

Flu vaccine cannot prevent:

- flu that is caused by a virus not covered by the vaccine, or
- illnesses that look like flu but are not.

It takes about 2 weeks for protection to develop after vaccination, and protection lasts through the flu season.

3 Some people should not get this vaccine

Tell the person who is giving you the vaccine:

- **If you have any severe, life-threatening allergies.**

If you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Most, but not all, types of flu vaccine contain a small amount of egg protein.

- **If you ever had Guillain-Barré Syndrome (also called GBS).**

Some people with a history of GBS should not get this vaccine. This should be discussed with your doctor.

- **If you are not feeling well.**

It is usually okay to get flu vaccine when you have a mild illness, but you might be asked to come back when you feel better.



4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of reactions. These are usually mild and go away on their own, but serious reactions are also possible.

Most people who get a flu shot do not have any problems with it.

Minor problems following a flu shot include:

- soreness, redness, or swelling where the shot was given
- hoarseness
- sore, red or itchy eyes
- cough
- fever
- aches
- headache
- itching
- fatigue

If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

More serious problems following a flu shot can include the following:

- There may be a small increased risk of Guillain-Barré Syndrome (GBS) after inactivated flu vaccine. This risk has been estimated at 1 or 2 additional cases per million people vaccinated. This is much lower than the risk of severe complications from flu, which can be prevented by flu vaccine.
- Young children who get the flu shot along with pneumococcal vaccine (PCV13) and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Ask your doctor for more information. Tell your doctor if a child who is getting flu vaccine has ever had a seizure.

Problems that could happen after any injected vaccine:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

5 What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get the person to the nearest hospital. Otherwise, call your doctor.
- Reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling **1-800-822-7967**.

VAERS does not give medical advice.

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling **1-800-338-2382** or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call **1-800-232-4636 (1-800-CDC-INFO)** or
 - Visit CDC's website at www.cdc.gov/flu

Vaccine Information Statement
Inactivated Influenza Vaccine

08/07/2015

42 U.S.C. § 300aa-26

Office Use Only



BIG FLU MADNESS 2018

TOGETHER, WE CAN STOP THE SPREAD OF FLU

The influenza vaccine is a **REQUIRED** immunization and is **FREE** at any of the clinics below for UKHC employees with a Medical Center badge.

PAVILION A ROOM A01.123

Tuesday 9/11/18	1:00 p.m. - 4:00 p.m.
Friday 9/14/18	3:00 p.m. - 6:00 p.m.
Sunday 9/16/18	7:00 a.m. - 9:00 a.m.
Tuesday 9/25/18	2:00 p.m. - 5:00 p.m.
Friday 10/5/18	1:00 p.m. - 4:00 p.m.
Monday 10/15/18	8:00 a.m. - Noon
Thursday 10/18/18	10:00 a.m. - 1:00 p.m.
Friday 10/26/18	9:00 a.m. - 11:00 a.m.

UNIVERSITY HEALTH SERVICE ROOM 130

Friday 10/12/18	8:00 a.m. - Noon
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ALUMNI PARK BUILDING 2317, ROOM B040

Wednesday 10/3/18	9:00 a.m. - Noon
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GOOD SAMARITAN HOSPITAL ROOM A/B

Thursday 9/13/18	7:00 a.m. - 10:00 a.m.
Monday 10/8/18	3:00 p.m. - 5:00 p.m.

TURFLAND ROOM 1307

Monday 9/10/18	10:00 a.m. - 2:00 p.m.
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FOUNTAIN CT ROOM 213

Monday 10/1/18	10:00 a.m. - 1:00 p.m.
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FOR MORE INFORMATION VISIT OUR WEBSITE AT
UKHEALTHCARE.UKY.EDU/UHS/EMPLOYEE-HEALTH/FLU
OR EMAIL EMPLOYEEHEALTH@UKY.EDU

University Health Service Online Access Instructions: Immunization Records (PP)

If you are a UK HealthCare employee and/or a UK student who has received immunizations or TB testing at University Health Service, your immunization records are now accessible on our updated portal. Please note, you will only see immunizations/TB testing performed at University Health Service (not other UK clinics). This is a separate online service than the new Follow My Health Patient Portal provided by your UK HealthCare providers. If you need to access additional health records from your provider *other* than University Health Service Employee or Student Health, follow this link: <http://ukhealthcare.uky.edu/patients/portal/>

Please follow these instructions to access your Employee/Student Health immunization and TB records as well as your appointment history:

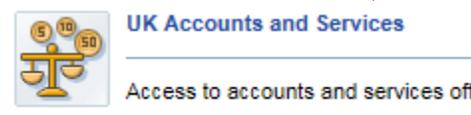
****Please disable all pop-up blockers before attempting to access your immunization and TB records.****

1. Sign in via Link Blue:

<https://myuk.uky.edu/irj/portal>



2. Employees will click the Employee Self-Service tab; students will access via the Student Services tab. **If you are both an employee and a student, you may use either tab as both lead to the same location.**

<u>EMPLOYEES</u>	<u>STUDENTS</u>
<p>Employees—click Employee Self-Service</p> 	<p>Students—click Student Services</p> 
<p>Employees: Click on Accounts and Services:</p> 	<p>Students: Click on myInfo:</p> 

<p>Employees: Click on myUK Health Service:</p> <div data-bbox="110 216 652 338" style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>myUK Health Service Allows employees to receive secure messages from compliance.</p> </div>	<p>Students: Click on Student Health:</p> <div data-bbox="777 254 1057 296" style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>▪ Student Health</p> </div>
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3. You have now reached online University Health Service portal:

Click on Immune: (for immunization records administered by University Health Service)



Click on View History and then Print



Click on Appt, click on "View Appointment History" in the middle of the screen, right click on the new screen and select "Print"

4. Log Out by clicking on your name in the top right corner.

Note: If you need to access additional Medical Records from University Health Service, or if you need a signed copy of your immunization records, please contact our Medical Records department. Our Medical Records contact information is below:

Email: UHSMedicalRecords@uky.edu

Phone: 859-218-3211

Fax: 859-257-8708

Website: <http://ukhealthcare.uky.edu/uhs/student-health/records/>