

Dear Flu Shot Coordinator,

Thank you for scheduling a flu shot clinic with MVNA! The sample employee newsletters may be incorporated into an existing company newsletter or sent to employees as a stand alone piece. The sample employee payroll stuffer may be sent to employees along with their payroll checks. you will find three per page, which can be cut to fit into a standard size 10 envelope. Please fill in the appropriate customizing information for your particular flu shot clinic, including company name, date of flu shot clinic, and time.

Please pay special attention to editing the information regarding the cost to your employees.

- If your company is paying the cost for the flu shots to your employees, you should list it as a covered employee benefit paid for by the company.
- If you are using a qualifying insurance company, and you have confirmed with MVNA that we can accept your particular insurance coverage, please list your insurance company name in this section. All employees receiving a flu shot under the employers insurance company must bring their insurance card with them on the day of the clinic. If an employee has another insurance that MVNA can accept, they can bring their insurance card/s as well.
- If you are not covered by an approved insurance plan, and you are not offering flu shots as a covered employee benefit paid for by the company, then please list the current MVNA price that each employee must pay for their own flu shot. Please instruct your employees to bring checks to the flu clinic made payable to Minnesota Visiting Nurse Agency.

Please consider using the on-line scheduling tool, which will aid in reducing wait time and will automatically send reminders to the employees 24 hours before the flu shot clinic.

Please check our website at [www.mvna.org](http://www.mvna.org) for a list of important links for flu information.

Thank you,

MVNA's Flu Shot Team