

Phelps Health instructions for the COVID-19 vaccine clinic

Please read the following information concerning COVID-19 vaccinations. In order for the vaccination clinics to flow as smoothly as possible, Phelps Health needs you to understand and follow the process, which includes entering the vaccination clinic from the right location and filling out paperwork prior to arriving for your vaccination.

What should I bring with me?

- Completed Phelps Health – Occupational Health & Wellness [COVID – 19 Vaccination Consent](#) under Emergency Authorization consent;
- The Pfizer COVID-19 Vaccination Fact Sheet (linked above). We will go over this important information with you;
- Health insurance card (if you have health insurance). An administration fee billed to your insurance (if you have health insurance). *There will be no out of pocket expense to you;*
- Completed registration/authorization to bill insurance form (linked above);
- A valid ID (required).

How do I enter the vaccination clinic?

The entrance to the vaccination clinic will be outside of the Delbert Day Cancer Institute (DDCI) patio area near where the waterfall feature and donor wall is located. **You will not be able to enter the vaccination clinic from inside the DDCI.** To enter, please use doors D18 and D19. Employees waiting to be vaccinated should remain socially distanced and line up outside of the building in the patio area. You may want to bring a coat to wear while you wait.

How long will the vaccination process take?

You may be at the vaccination clinic for a while, depending on the line of people waiting ahead of you when you arrive. In addition, after you receive the vaccination you will be monitored for possible side effects for at least 15 minutes. The 15-minute monitoring time is mandatory. Please plan ahead.