

CORONAVIRUS DISEASE 2019 (COVID-19)

Mass Vaccination Guidance



Audience: Patient Access, MGPS, Laboratory, PBS, Revenue Integrity, HIM

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COVID-19 Response Team Owner: Finance

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Trinity Health is committed to providing our patients with access to COVID-19 vaccinations. Some of our Health Ministries have been asked to participate in mass vaccinations alongside other healthcare partners within the community. This may include administering vaccines in local convention centers, stadiums, and other property not fully owned by Trinity Health. If an organization approaches our Health Ministry to partner in this endeavor, please consider the following protocols:

Community Partners / State or County

Trinity Health is administering vaccines alongside other providers in community locations, such as convention centers, school districts, industrial sites, larger employers, etc.

Funding / Tracking

- Mass vaccinations are both difficult and costly to administer using Trinity Health systems and colleagues.
- As such, our HM should ask either the **State, a sponsor, employer, or other stipend-type funding to give us direct funding to provide these services.**
 - It is the expectation that each HM **evaluates the cost** and availability of staff, with the potential revenue to offset expenses.
 - Our HM should use the **State's Scheduling and Notice Tracking System.**

Registration

- Trinity Health should ensure that each location has some form of consistent **Scheduling and Pre-Registration functions.** Each HM is expected to follow standard consent protocols.
 - Register account within State system
 - Comply with the State's complete Registration processes (inclusive of registering within their system).
 - If the state system allows, when the first vaccine is being administered, colleagues are expected to schedule for the second vaccination.

- Our Health Ministry should **clearly identify itself** for the benefit of patients seeking our services.
 - *It is expected that in any shared location we may see an increase in new patients.*

As always, all operational decisions **must comply with state and local regulations**. If the HM isn't able to secure direct funding for these services, Revenue Excellence's recommendation is to **not participate in mass vaccinations** and continue to administer vaccinations within their normal operating protocols. If you have any additional questions, please reach out to your **Revenue Excellence Leaders**.