

COVID-19 Vaccine Quick Reference Guide Scheduling Your Clinic with **♥CVS** pharmacy[™]



There are 4 steps to scheduling your center's COVID-19 Vaccine Clinic with CVS:

Pending



- 'Pre-selected' clinic dates are provided by CVS
- GHC Corp Designee will enter the dates on the Tracker in columns H, I, Q, and R
- Center should receive email from CVS
- If emailed dates differ, forward the email with comment to the COVID Vaccine Clinic email box

COVID Vaccine Clinic related issue?
Send email to:

CovidVaccineClinic@Genesishcc.com

Confirmed



- CVS will call Center to confirm clinic dates
- Center will update
 Tracker columns AA-AF
 post phone call

and center readiness

 CVS will send a confirmation email POST phone call with important info and links – keep this handy!

Clinic Dates are <u>NOT</u>
'Locked In' <u>until</u> Center completes the <u>next</u>
step by the <u>deadline!</u>

Upload Form



- Clinic dates are not definite until Center completes following:
- Upload the Multipatient Registration file to the CVS site (using the link in
- confirmation email) must be completed 72 hours prior to the clinic date/time!
- Center will enter the upload date into column AL of the Tracker

Locked In

- CVS will call Center 1-2 days before the Clinic date for final confirmation of number of doses needed (this is the final opportunity to adjust vaccine doses if different from upload count)
- Center will update
 Tracker column AN
- RVP will confirm by updating Tracker column AO

