

DCH Plan for COVID-19 Vaccine for Physicians

Overview

- DCH has received nearly 3,000 doses of the Pfizer/BioNTech vaccine and will begin administering vaccinations this Thursday, December 17.
- The first phase of the ADPH distribution plan focuses on vaccinating frontline healthcare workers and first responders in the community.
- Frontline means anyone who has direct contact with a patient or a patient's fluids. Physicians, nurses (including those working in clinics), Lab, Laundry and Nutritional Services employees are some examples.

Physician and Clinic Vaccination Overview

- **Physicians who have Active, Courtesy or Consulting staff privileges have two options to schedule and receive a vaccine.**
 1. They can schedule their vaccine at the Employee Health (suite 206, DCH Medical Tower) by calling **Alanna Sullivan at (205) 750-5030.**

OR

 2. They can receive the vaccine at the remote site building in the parking lot just west of DCH Regional Medical Center by calling **(205) 759-7278.**
- **All other physicians will need to schedule through the remote site process.**
- Any clinic staff who are directly employed by DCH should connect with their manager to receive an appointment with Employee Health.
- Clinic staff who are not directly employed by DCH should follow the remote site process to receive a vaccine through the remote site.

Employee Health/Internal Process

- **Physicians with Active, Courtesy or Consulting staff privileges and/or clinic managers should call Alanna Sullivan at (205) 750-5030** to schedule an appointment for the vaccine and follow up booster providing the following information:
 - Name
 - Employee ID number
 - Department
 - DOB
 - Address
 - Working phone number (for reminders)
 - Email address
- **The vaccine will be administered in Employee Health, suite 206, in the DCH Medical Tower.**
- **Hours for vaccinations are Monday through Friday, 7 a.m. to 2 p.m.**
- At the scheduled appointment, time the individual will need to complete a pre-vaccination screening and their consent will be reviewed.
- The vaccine will then be administered. There is no charge for the vaccination.
- Recipients will then be directed to a waiting area for 15 minutes of observation.

- **For clinic employees the process will be the same EXCEPT they will receive an appointment through their manager.**
 - Employees will inform their managers of their decision to receive the vaccination.
 - Managers should provide the employee with an EUA vaccination information sheet and consent for review as well as reach out to employee health to schedule the appointment.
 - Those getting the vaccine may have symptoms for a few days.
 - As a result, staffing levels should be closely monitored and employee **vaccinations in each area should be done on a staggered schedule.**

Remote Site Process

- Community first responders, physicians and physician staff members will primarily be vaccinated at the building in the parking lot just west of DCH Regional Medical Center.
- The site is a 3,750 square foot facility that will support drive-through vaccinations with adequate parking for the necessary 15-minute post vaccination observation.
- An appointment is required for each individual to be vaccinated.
- Following is the process to schedule an appointment for a vaccine administration at the remote site.
 - **Physicians can call (205) 759-7278 directly to schedule their appointment.**
 - Managers of clinics will determine which of their employees will need to be scheduled to receive the COVID-19 vaccine.
 - Those getting the vaccine may have symptoms for a few days.
 - As a result, staffing levels should be closely monitored and employee **vaccinations in each area should be done on a staggered schedule.**
 - Managers will email a list these employees to covid19vaccine@dchsystem.com
 - Employer/clinic will provide employee with the vaccine scheduling number.
 - Recipient (employee) will call scheduling number **(205) 759-7278** between the hours of **8 a.m.-4:30 p.m.** to set up an appointment to receive the COVID-19 vaccine. The following information will be needed to schedule an appointment:
 - Name
 - DOB
 - Address
 - Cell phone number (for reminders)
 - Email address
 - Insurance information (the vaccine is free but your insurance may be charged for the administration)
 - Employer
- After an appointment is scheduled, DCH staff will send an email with necessary paperwork regarding the vaccine as well as any requirements for the day of the appointment.

- Those who come for an appointment should come in their car, wear a mask, bring an ID badge and wear clothing that will allow for easy access to the upper arm.
- Those receiving the vaccine will be directed to wait in a designated parking area for a necessary 15-minute post vaccination observation.

- **Remote site hours and days for vaccinations are**
 - **Monday, 1 – 6:30 p.m.**
 - **Tuesday, 7:30 a.m. – 6:30 p.m.**
 - **Wednesday, 1 – 6:30 p.m.**
 - **Thursday, 7:30 a.m. – 6:30 p.m.**
 - **Friday, 1 – 6:30 p.m.**