

**Title: FLU VACCINATION**

Document Owner: Teresa Onken	PI Team: N/A	Date Created: 10/10/2012
Approver(s): Denise Duschek, Karyn Delgado, Teresa Onken	Date Approved with no Changes: 12/18/2018	Date Approved: 12/18/2018 12/12/2012
Location: Saint Joseph Regional Medical Center (SJRC)		Department: Medical Staff Services

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**POLICY:**

1. In accordance with CDC guidelines and following the CDC’s criteria for Flu vaccination, all credentialed practitioners are required to have an annual flu vaccination.

**PROCEDURE:**

- A. This policy will be effective September 2013. Documentation of flu vaccination, or medical or religious exemption, will be required for all credentialed physicians and allied health practitioners at SJRC by December 1 each year or membership and privileges will be temporarily suspended until vaccination is received or exemption is approved.
- B. All initial appointments between October and March (or until the CDC states the flu season is over) of each year are required to submit documentation of flu vaccination, or medical or religious exemption request before appointment and/or privileges will be granted.
- C. Practitioners requesting a religious or medical exemption must submit an exemption letter by November 1 for consideration of approval. The medical exemption letter must be signed by his/her primary care physician stating the medical reason for exemption. A committee with representation from physicians, Employee Health, HR, Infection Prevention, Spiritual Care and legal departments will review exemption requests and notify practitioner of approval status.
- D. If the exemption is granted based on a temporary condition, the employee must resubmit a request for a medical exemption each year. If the request is based on a permanent condition, (ie. An allergy or a history of Guillain - Barre after a previous influenza vaccination) the exemption does not need to be requested each year unless vaccine technology changes to eliminate issues regarding such allergies.
- E. The Flu vaccination results will be recorded and placed in the respective credentials file.
- F. Flu vaccinations are available through the Employee Health Office.
- G. If a practitioner receives the flu vaccination outside the hospital proper documentation, on the site letterhead with the practitioner name and date given should be submitted to the Medical Staff office at fax number 574-335-1013 Mishawaka or 574-948-5478 Plymouth.
- H. Telemedicine physicians are not required to submit documentation of an annual Flu vaccination.

**WAY TO RECEIVE YOUR FLU VACCINATION:**

Saint Joseph Regional Medical Center – Mishawaka

Employee Health Office – No Charge

You can stop by or call to make an appointment.

Location: Garden Level, Suite A0039, Medical Center  
Hours: 8:00 am – 12:00 pm and 1:00 pm – 4:00 pm

**Title: FLU VACCINATION**

Phone Number: 574-335-1030

Saint Joseph Regional Medical Center – Plymouth

Call Employee Health at 574-948-4100. If Employee Health is unavailable leave a message for the nurse to contact you or call the Administrative Supervisor at 574-948-4351.

**References/Standards:**

- Policy Origin Date: October 2012 (M)
- Review Date: December 2015 (M), February 2016 (P), December 2018 (M)
- Revised Date: June 2014 (M), September 2014 (M)
- Effective Date: December 2012 (M), September 2012 (P)
- Reviewed/Recommended By: Medical Executive Committee
- Policy 194