

## **Mercy Kids Children's Hospital Flu Vaccination Requirements 9.11.2024**

*In guidance with the host hospital, the Ronald McDonald Family Room abides by the hospital's flu vaccination requirements.*

- Documentation for flu vaccination must be uploaded to ReadySet by November 1<sup>st</sup>.
- If you do not send your documentation prior to November 1, your Mercy volunteer profile will become inactive and you will not be allowed to volunteer until it is submitted.
- If you have questions about getting vaccinated, uploading documentation to ReadySet, etc. please reach out to Sarah [sarah.funaiole@mercy.net](mailto:sarah.funaiole@mercy.net) or Lori [lori.leone@mercy.net](mailto:lori.leone@mercy.net) in the Mercy Vol Office.

### **Flu Shots Outside of Mercy:**

If you get your flu shot at your personal doctor's office, a clinic, at your work, or at a non-Mercy pharmacy, you will need to either upload your proof of your flu shot to your ReadySetSecure account OR turn it in to me or Lori here in the volunteer office to get to Co-Worker health for you. The proof you get from the provider must have:

- Date the shot was given
- Your full name
- Shot lot number and expiration date
- Which arm they gave it in
- Name of the person who gave it to you and/or signature of that person

Outside proof that is **NOT** accepted includes receipts. A receipt is a document that shows proof that you filled out paperwork, 'paid' for the shot, and has the word WAITING at the top of it. These usually are given out by Walgreens and CVS and look like what is stapled to your prescriptions when you pick them up. Co-Worker Health will not accept this due to the word WAITING on it. If they give you just the document with WAITING on it, tell them you **ALSO need an 'Administration Record' without that word waiting on it and the above bulleted information.** Attached to this email are visual samples of what this document looks like in the document 'Flu Shot Requirements 2024'.

If you turn in anything to us that says **WAITING** on it, we will tell you we can't accept it and you have to go back to the pharmacy to get proper documentation. We hate to tell you and make you do this. We know it is inconvenient. That is why we give such detailed instructions now. You can show the attached administration document on this email to the pharmacy staff as an example of what you need.

Below is information on getting your flu shot at Mercy.

## Mercy Hospital St. Louis 9/3 - 11/1 Walk-ins Welcome at Co-Worker Health

**Phone:** 314-251-5909 **Hours:** Monday - Friday 6:30am – 5pm

**Location:** 615 South New Ballas Road, Suite 1770 (behind the dining room, on your way to Tower B)

Date	Day	Time	Location
9/3 - 11/1	Mon - Friday	7AM - 4:30PM	CWH Office Suite 1770
10/3	Thursday	7AM - 10AM	OR Peds Waiting Room
10/3	Thursday	1PM - 4PM	OR Peds Waiting Room
10/24	Thursday	7AM - 8PM	CWH Office Suite 1770
10/26	Saturday	7AM - 11AM	CWH Office Suite 1770

### How to find Co-worker Health:

- Come in the main entrance
- Walk to the back of the main lobby
- At the statue of Jesus take a slight left
- At the escalator, take the hallway to the left
- Walk back to the TV's with the cafeteria menu displayed on them
- At the TV's, turn right to walk down a hall
- There will be a hallway on your left, go down that hall
- The first door on the left is Co-worker Health

Thank you for your time and attention to detail in advance! Lori and I appreciate it. Please let us know if you have questions or need any clarification.