



Covid-19 Vaccination Documentation Checklist

The following documentation will be provided to your facility prior to scheduled vaccination clinics. If you have any questions, please contact Chuck, Chadd, or Ashley at 717-534-1450.

- 1) **Emergency Use Authorization (EUA) Form** – this informational document regarding the specific vaccine being administered should be shared with all residents and/or staff who will be vaccinated.
- 2) **CDC Covid-19 Pre-Vaccination Screening Checklist*** – this form must be filled out for all residents and/or staff prior to receiving the vaccine.
- 3) **HersheyCare Covid-19 Vaccination Consent Form*** – this form should be filled out and signed for all residents and staff who are consenting to receive the Covid-19 vaccine.

If the facility is taking verbal authorization from residents, legal guardians, POAs, family members, use designated area to record that information.

- 4) **HersheyCare Covid-19 Vaccination Insurance/Billing Form*** – This document should be completed for any staff and/or residents who DO NOT get their medications from HersheyCare so that we have their insurance information to bill the vaccine.

*Please keep all completed documents at your facility so that we have them available during clinics.