

October 10, 2016

Dear Baptist Health Supplier,

Recognizing that influenza (the flu) is a serious illness that touches many of our employees and their families each year, Baptist Health requires every employee to get an annual influenza vaccination as a condition of employment. For the current 2016 flu season (October 2016 thru March 2017), we are working with our extended community, including volunteers, physicians, students and suppliers to phase in their participation with this CMS requirement.

In the coming weeks, you will receive a notification from Vendormate with instructions advising you how to upload the appropriate documentation in order to fulfill the influenza requirement. The deadline to receive your vaccine and complete the required documentation is **November 28th**. Please ensure that you have submitted the necessary forms by that date in order to prevent being denied access to any one of Baptist Health's facilities. Please note that you may appear in "Alert" status for some health systems until you fulfill your 2016-2017 influenza vaccination requirement. You will be able to access Baptist Health's facilities while in alert status for influenza until the requirement is enforced on November 28th. After November 28th, if you appear in "Fail" status, you will not be able to gain access to any Baptist Health facility and should send a compliant representative from your organization in your place.

Per the Influenza Policy:

- Individuals receiving the vaccination from a third party supplier will need to provide proof of immunization, to include location of injection, date of vaccination, manufacturer, lot number, and expiration date of the vaccine.
- Effective November 28th, 2016, those suppliers who do not comply with this requirement will not be allowed access to any Baptist Health work site for the duration of influenza season
- There is no exception for suppliers – if the vaccination requirement is not met, suppliers are urged to send a representative who has met the flu vaccination requirement in their place.

For additional details and to ensure that suppliers understand their obligation under this policy, please review BHSF Policy #680.11: Mandatory Influenza Vaccination

Your prompt attention assures us that you share our commitment to exceeding standards of ethics, patient care, and business.

Sincerely,

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