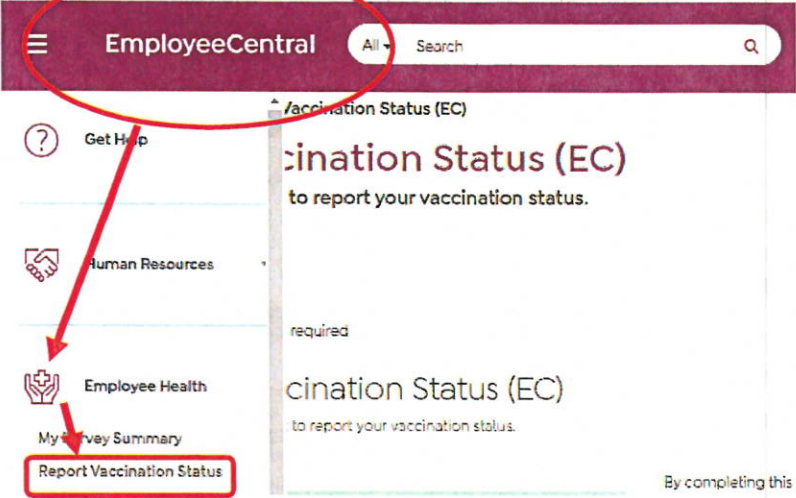
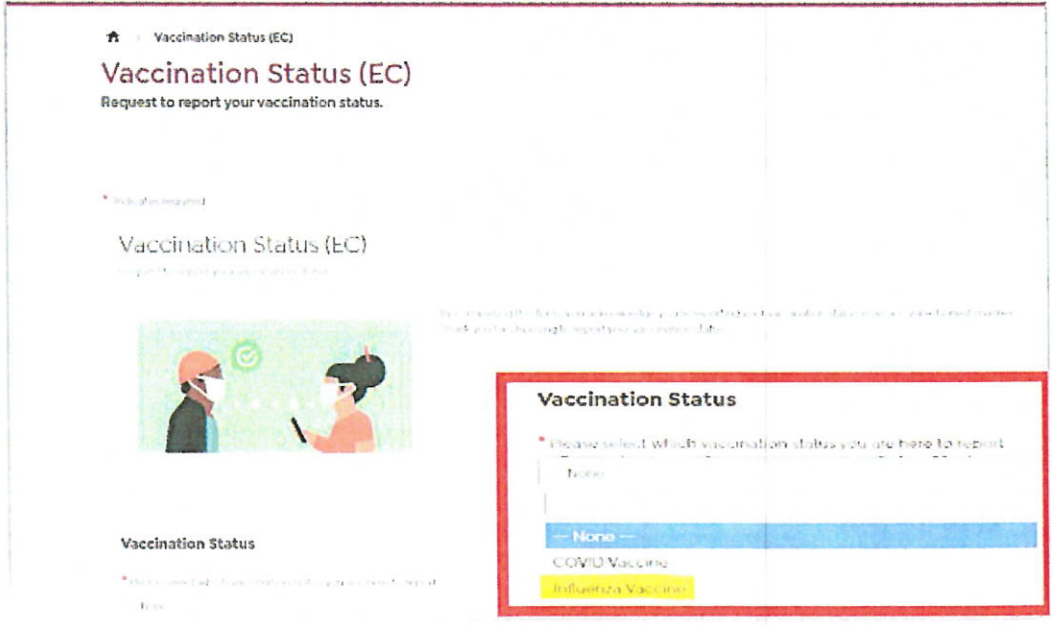
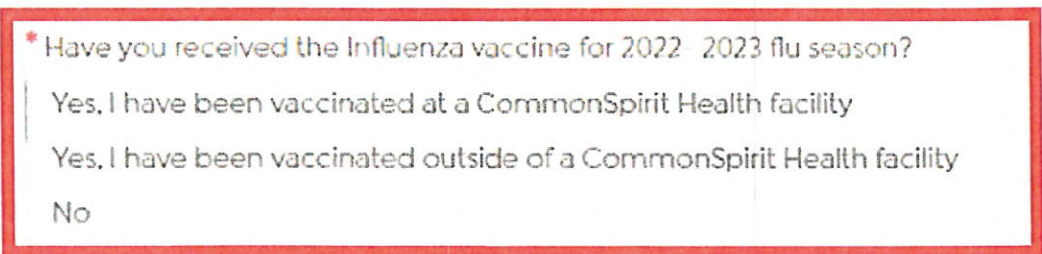




Influenza Vaccine Submission Process Through Employee Central – FOR EMPLOYEES ONLY

This QuickGuide will walk you through the **required process** to enter your Influenza Vaccine information in Employee Central. **All CommonSpirit-Dignity Health employees must complete this process no later than Dec 1.**

STEP	ACTION
<p>1) Access EmployeeCentral through the intranet.</p> <p>2) Click on the Employee Health icon.</p> <p>2) Then click the <i>Report Vaccination Status</i> link.</p>	 <p>The screenshot shows the Employee Central navigation menu. The 'Report Vaccination Status' link is highlighted with a red box. A red arrow points from the 'Employee Health' icon to this link.</p>
<p>1) On the Vaccination Status (EC) page, click <i>Influenza Vaccine</i>.</p> <p>Important Note: You should also add your Covid booster information by selecting the <i>COVID Vaccine</i> option once you have completed the entry for your Influenza vaccine.</p>	 <p>The screenshot shows the 'Vaccination Status (EC)' form. The 'Vaccination Status' dropdown menu is open, and 'Influenza Vaccine' is selected and highlighted in yellow.</p>
<p>1) Click one of the three Influenza Vaccine reporting options from the dropdown.</p>	 <p>The screenshot shows the dropdown menu for reporting options. The options are: 'Yes, I have been vaccinated at a CommonSpirit Health facility', 'Yes, I have been vaccinated outside of a CommonSpirit Health facility', and 'No'.</p>

Option 1: Reporting that you were vaccinated at a CommonSpirit Health facility

1) Enter the date the Influenza vaccination was administered.

2) Click the maroon submit button on the right side of the screen.

You will receive confirmation on the screen that you have completed the requirement.

Vaccination Status

* Please select which vaccination status you are here to report

Influenza Vaccine

* Have you received the Influenza vaccine for 2022- 2023 flu season?

Yes, I have been vaccinated at a CommonSpirit Health facility

* Date Administered (MM-DD-YYYY)

MM-DD-YYYY

Option 2: Reporting that you were vaccinated outside of a CommonSpirit Health facility

1) Enter the date the Influenza vaccination was administered.

2) Click the maroon upload button to upload a copy of the Influenza vaccination record that you received. *This is required if you were vaccinated outside of a CSH facility.*

3) Click the maroon submit button on the right side of your screen.

You will receive confirmation on the screen that you have completed the requirement.

Vaccination Status

* Please select which vaccination status you are here to report

Influenza Vaccine

* Have you received the Influenza vaccine for 2022- 2023 flu season?

Yes, I have been vaccinated outside of a CommonSpirit Health facility

* Date Administered (MM-DD-YYYY)

MM-DD-YYYY

* Please upload a copy of your Influenza vaccination record before submitting.



Option 3: Reporting that you are declining to receive the Influenza vaccine for the 2022-2023 flu season

1) Read the personal declination statement.

2) Click the box that you have read and understand the statement.

3) Print your legal first and last name.

4) Click the maroon submit button on the right side of your screen.

You will receive confirmation on the screen that you have completed the requirement.

Vaccination Status

* Please select which vaccination status you are here to report

Influenza Vaccine

* Have you received the Influenza vaccine for 2022- 2023 flu season?

No

Personal Declination

I understand that I may be exposed to influenza and may be at risk for acquiring seasonal influenza. I have been given the opportunity to be vaccinated again at no charge to me. However, I decline this vaccination at this time. I understand that, by declining this vaccine, I continue to be at increased risk of acquiring influenza that, at any time during the influenza season, I can receive the vaccination at no charge to me.

I have read and understand the above

* Print Legal Name

Date

09-07-2022