



Non-Teammate Influenza Accommodations Overview 2024-2025

Created by Teammate Health

September 2024

Influenza Vaccination Program Dates

Teammate Health and Safety and Vaccine Champion Vaccination Start Date

- September 24, 2024

Teammate Health's Vaccine Clinics End

- October 29, 2024

Initial Compliance Deadline and Teammate Health and Safety Vaccination End Date

- December 3, 2024
- Teammates who do not meet deadline are subject to disciplinary action policy

Final Compliance Deadline and Vaccine Champion Vaccination End Date

- December 17, 2024

Teammate Health Vaccine Eligibility?

- Vaccine Clinics https://peopleconnect.atriumhealth.org/Docs/HR/Teammate-Health/Flu-Annual-Campaign/Flu_Vaccination_Schedule.pdf
- Eligible (all should have an Atrium badge)
 - Employed teammates
 - Non-teammates
 - Volunteers
 - Students
- If an individual is not in one of the groups listed, they are NOT eligible to receive vaccination through Teammate Health and Safety or a Vaccine Champion
- Eligible to apply for an accommodation
 - Employed teammates
 - Volunteers
 - Students
- **Contractors and temp workers should be referred to their employer for the accommodation process**

NEW: 2024-2025 Influenza Campaign

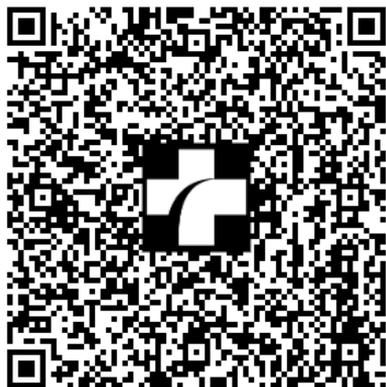
- Extended period for students to receive influenza vaccinations outside of onsite clinics
- Extended period for students to submit a medical or religious accommodation
- Religious and medical accommodations will NOT roll over from last year so teammates and students, etc. will need to resubmit this information
 - Appeal/Denial process has changed. It is an interactive process, and instructions are later in this presentation
- All vaccines are now trivalent. This is a global change



Enrolling a student in Enterprise Health

Only enroll students who want to request an accommodation

Process:



Teammate Health Portal Access Request

Please provide information below to request a Teammate Health Portal. This portal is used to submit a request for an influenza accommodation. ONLY

Hi, Tara. When you submit this form, the owner will see your name and email address.

* Required

1. First day of onsite clinicals at an Atrium Health facility: *

Please input date (M/d/yyyy)

2. School Name *

Enter your answer

3. First Name *

Enter your answer

4. Last Name *

Enter your answer

5. Middle Name (leave blank if not applicable)

Enter your answer

6. Birthdate *

Please input date (M/d/yyyy)

7. Phone number

Enter your answer

8. Personal Email Address (you will receive an email from TeammateHealthPortal in the next 7 business days) *

Enter your answer

Submit

Enrolling Student into Teammate Health Portal

Non-teammate will receive a portal invitation that evening and be able to set up their portal to request an influenza accommodation.

Portal Activation Code Instructions: Created 08-11-2023 19:01

© 2023 Revision: #0
Author: SC202303
Created by: SC202303
Type: Portal Activation Code Instructions
Subject: Patient Email

D.O.B: 08-11-2023
Location:
Create Date: 08-11-2023 19:01

[Home] [My Profile] [My Account] [My Settings] [My Documents] [My Appointments] [My Referrals] [My Test Results] [My Billing] [My Insurance] [My Claims] [My Payments] [My Account Settings] [My Account Information] [My Account Security] [My Account Preferences] [My Account Notifications] [My Account Support] [My Account Help] [My Account Feedback] [My Account Contact Us] [My Account Sign Out]

From: TeammateHealthPortal@advocatehealth.org
To: tara.mgaw@advocatehealth.org
Cc:
Subject: Patient Email

Portal Activation Code Instructions

Non-Teammate Flu Exemption

Welcome to the Advocate Health Teammate Applicant Portal!

To begin accessing your account, use the following activation code and follow the steps below:

2UFGNYZ4WVJ

If you have never registered for the portal:

1. Navigate to the [portal](#).
2. Click the **Create Account** link in the lower-right of the main account box.
3. Enter the provided activation code, along with the date of birth associated with this activation code.*
4. Enter the email address, username, and password to be used for the account.

OR

If you already have a portal account and wish to link an additional activation code with it:

1. Navigate to the [portal](#).
2. Log in.
3. Click on your name in the top menu to expand it and click the "Settings" option from the menu.
4. In the **Activation Codes** section, enter the provided activation code, along with the date of birth related to this code.*

* Activation codes are valid for 30 days. If you have an expired activation code, please contact your portal provider to be issued a new one.

Enrolling Student into Teammate Health Portal

They will need to validate their birthday and then be able to create a username and password.

welcome
AIWFB

Activation code
ZUFGYZHJWWJ

Date of birth

MM DD YYYY

NEXT ← Back

Need help? Contact For Greater Charlotte Teammates: Email: TeammateHealthRM@atriumhealth.org Phone: 704-631-6000 Website: teammatehealth.com For Floyd Teammates: Email: TeammateHealthFloyd@atriumhealth.org Phone: 704-509-5740 For Navicent Teammates: www.livewell.com Baskin Email: Ashley.watson@baskin.com Phone: For Wake Forest Teammates: EmployeeHealth@wakehealth.edu for support.

Enterprise Health Confidentiality and Non-Disclosure Agreement

You are about to access patients' protected health information (PHI). The system should only be accessed by authorized users. By logging in and accessing PHI, you acknowledge that you are doing so in accordance with HIPAA and your organization's policies and procedures. Access is monitored and you will be held accountable for any activity on your login.

Organizational information may include, but is not limited to, financial, patient identifiable, employee identifiable, intellectual property, financial non-public, contractual, of a competitive advantage nature, and from any source or in any form (i.e. paper, magnetic or optical media, conversations, film, etc.), may be considered confidential. Information's confidentiality and integrity are to be preserved and its availability maintained. The value and sensitivity of information is protected by law and by the strict policies of your organization. The intent of these laws and policies are to assure the confidential information will remain confidential through its use, only as a necessity to accomplish your organization's mission.

Enrolling Student into Teammate Health Portal

Atrium Health

welcome

AWFB

Activation code
2UFGNYZHJWWJ

Date of birth

MM DD YYYY

01 01 1901

NEXT

← Back

Need help? Contact [For Greater Charlotte Teammates, Email: TeammateHealthRN@atriumhealth.org](mailto:TeammateHealthRN@atriumhealth.org) Phone: 704-631-0200 [Website: Teammate Health: atriumhealth.org](mailto:TeammateHealth@atriumhealth.org) [For Floyd Teammates, Email: TeammateHealthFloyd@atriumhealth.org](mailto:TeammateHealthFloyd@atriumhealth.org) Phone: 708-500-5740 [For Navicent Teammates, AHN LiveWell Clinic Baldwin, Email: AHN.LiveWell.Clinic@atriumhealth.org](mailto:AHN.LiveWell.Clinic@atriumhealth.org) Phone: [For Wake Forest Teammates, EmployeeHealth@wakehealth.edu](mailto:EmployeeHealth@wakehealth.edu) for support.

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Enrolling Student into Teammate Health Portal

Atrium Health

welcome

AWF8

Non-Teammate

Who is this activation code for?

myself

someone else

Email

Username

Password

Confirm password

NEXT

Back

Need help? Contact For Greater Charlotte Teammates: Email: TeammateHealth@atriumhealth.org Phone: 704-431-0200 Website: TeammateHealth.atriumhealth.org For Fayetteville Teammates: Email: TeammateHealth@atriumhealth.org Phone: 706-508-2740 For Florence Teammates: AON Livestart Clinic Bakers Email: AON.livestart@advocatehealth.com Phone: For Other Fayetteville Teammates: EnterpriseHealth@advocatehealth.edu for support.

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Enrolling Student into Teammate Health Portal

They will then access the tile labeled “*Flu Accommodation Request.”

The screen will walk them through the required documentation, and they will be able to submit their request.



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Medical or religious accommodation

NEW: Accommodation Process

Students are encouraged to submit their accommodation request early to allow for ample review time

Religious and Medical accommodations will NOT roll over from last year so teammates and students, etc. will need to resubmit this information

Appeals Process is new for this year

- If request denied email provided on how to submit appeal via HR Service Center
- An interactive process will occur as opposed to a resubmission of an electronic documentation

Southeast Region

- All requests processed through Enterprise Health
- Committee decision provided to teammate's email

Vaccine Accommodation Process

Current students will need to submit accommodation requests by Tuesday, December 3rd.

- Religious and Medical accommodations will NOT roll over from last year so students will need to resubmit this information.
 - For medical accommodation request, a student must complete the medical accommodation form in the Teammate Health Portal.
 - For religious accommodation request, a student must complete the religious accommodation form in the Teammate Health Portal.

Vaccine Accommodation Process

- Select 'Apply for Accommodation'

Will you be receiving your flu vaccine from Teammate Health or do you need to apply for an accommodation? *

Consent to Vaccine from Employee Health

Apply for Accommodation

Already Received Vaccine

- Select preferred accommodation, i.e., medical or religious

Medical Accommodation

- Select 'Medical Accommodation.' A medical accommodation form will be available for use

Medical Accommodation Form:

[CDC recommendations](#)

According to the CDC, people should not get the flu vaccine if they:

- have severe, life-threatening allergies to any ingredient in a vaccine, including flu vaccine (other than egg proteins); or
- have had a severe allergic reaction to a past dose of influenza vaccine.

According to the CDC, people who should talk to their health care provider before getting a flu shot to decide whether a vaccine is right for them and to select the best vaccine for their situation are those who:

- ever had Guillain-Barré Syndrome (a severe paralyzing illness, also called GBS); or
- have had a severe allergic reaction to a previous dose of any other flu vaccine.

Please note that mild side effects like fever, feeling unwell, muscle aches, or worsening of autoimmune conditions are not reasons to avoid the vaccine.

I have a severe allergy or have been told by my medical provider that I have a medical condition that prevents me from getting the flu shot. If requested, I can provide a note from my health care provider explaining why I can't get the flu vaccine. *

I understand that Atrium Health may ask for more details or medical documentation to support my request for a medical accommodation from receiving the flu vaccine. If my request is denied, I understand that I will have to follow Atrium's immunization policy. I further understand that not doing so may mean that I lose my job, or my job offer. *

I attest and confirm that the information I have given is true. I am making this request because I am someone who falls into the CDC's recommendations (as described above) regarding who should not receive a flu vaccine and, as applicable, my health care provider agrees. I know that if I lie, misrepresent, it could affect my request and may lead to me losing my job, or my job offer. *

Religious Accommodation

- Select 'Religious Accommodation'

Religious Accommodation Form:

Please describe your sincerely held religious beliefs that cause you to seek an accommodation (such as, description of religion or religious beliefs, place of worship, etc.) *

Please explain how those sincerely held religious beliefs prohibit you from adhering to the influenza vaccination requirement. *

I understand that after reviewing the information provided, Atrium Health may have additional questions or request additional supporting documentation regarding my religious beliefs and practices to further evaluate my request for an accommodation and that I will make myself available. I understand that if my accommodation request is denied, I will be required as a condition of my employment or continued employment, to comply with Atrium's requirements, and failure to comply may result in my employment being denied or my voluntary resignation. *

I verify and attest that the facts and information set forth in this request are true and complete statements as to my sincerely held religious beliefs. I understand and agree that any falsification, misrepresentation, or omission of facts (including but not limited to inappropriately collaborating with another teammate, plagiarized statements or statements otherwise borrowed from a website or another teammate's accommodation request that I do not personally believe), may impact the credibility/validity of this request and may result in disciplinary action up to and including my employment being denied or immediate termination of employment, regardless of when or how it is discovered. *

Please upload any additional documentation you may have for your religious accommodation (PNG, PDF or JPG file only).

Yes No

Yes No

Choose file

SUBMIT

Vaccine Accommodation Process

- Whether medical or religious is selected, supporting documentation can be uploaded. Complete the Attestation for a Medical accommodation and complete the statement of religious belief for the Religious accommodation
- Upload of documentation necessary. Select 'Choose File.' Upload a copy of their medical or religious exemption documentation via PNG, PDF or JPG files only
- Select 'Submit'

Appeal/Denial Process

- The denial process this year has changed
- The student will receive an email stating that the accommodation has been approved/denied
- If denied, the student must place a ticket in Service Now (*Instructions will be in the denial email*).
- Teammate Relations will be assigned a student
- An interactive process to discuss the exemption will ensure
- Teammate Relations will take the information to the Appeal Committee
- The committee will rule with a final decision
- Email will be sent to the student
- Student will upload attestation of vaccine or accommodation in MyClinicalExchange