

TO: All Property Managers
FROM: Candyce Hayes, MSSO Executive Director
DATE: July 23, 2014
SUBJ: Hosting a Flu Shot Clinic

Since 1994 BOMA and the MS Society of Oregon (MSSO) have partnered together to help promote tenant health and to raise money to fund direct-patient services to the more than 7,500 Oregonians & SW Washingtonians living with Multiple Sclerosis. We invite you to join our efforts by registering your building to host a Fall flu shot clinic. The flu shot program is very easy. Here's how it works:

You:

1. Schedule a conference room day and time with our staff - clinics typically last 3-5 hours.
2. Send the attached memo to your tenants on your letterhead. (It's not too early to schedule and advise your tenants that we will be at your building because many employers are making arrangements now for a vendor to provide this service).
3. Post signage a week before the event to remind tenants and their guests about the clinic, if possible.
4. Can learn more by contacting Kaisa at 503 297-9544 or by emailing flushots@msoregon.org.

We:

1. Are the point of contact for all event logistics.
2. Require each participant to sign a release of liability form (see attached).
3. Use only experienced RNs.
4. Offer shots to anyone 9+ years old.
5. Offer a drop-in clinic (appointments are not needed).
6. Bring and remove all medical and paper supplies.
7. Offer competitive prices and we accept many major insurance plans.
8. Can establish direct billing for employers (some restrictions apply).
9. Do not charge anything outside of the actual flu shot.

For more information about our 65-year old non-profit agency, visit our website at www.msoregon.org Thank you for your time and interest.