

August 29, 2024

RE: Schedule Your On-Site Flu Shot Clinic

Dear Sir or Madam:

Prairie Lakes Brown Clinic is pleased to offer on-site flu shot clinics for your employees between September 30 and October 4. Our medical team will come directly to your business, making it convenient for your staff to stay healthy during flu season.

We offer two payment options:

- A. **Plan A:** Employers provide the flu shot to their employees for \$30 per flu shot.
- B. **Plan B:** Prairie Lakes Brown Clinic bills each employee's insurance company for their flu shot. A paper copy of each employee's insurance card is required the day of in order for us to submit the charges to the appropriate plan.

Once we receive your preferred flu shot clinic date/time and payment plan option, we will ask for the following information:

- A contact name, phone number, and email address
- An email address to send the necessary paperwork that will need to be completed by each employee before receiving the vaccine
- An estimated number of employees who will be receiving the vaccine
- Any employees who would prefer the high dose vaccine
- The physical address where your flu clinic will be held

If your flu clinic date and time does not work for some of your staff, they can still stop by either Prairie Lakes Brown Clinic location during regular business hours to receive the regular or high dose flu vaccine.

**Please contact Catie via email at [catherine.kleindl@prairielakes.com](mailto:catherine.kleindl@prairielakes.com) or by phone at 605- 882-7765 to coordinate a date and time for your business' on-site flu shot clinic the week of September 30th. We look forward to partnering with you to keep our community healthy!**

Sincerely,

**Name of Sender**

Title of sender

