**Instructions for Completing ADPH Vaccination Paperwork**

Please complete the following two-page form prior to coming for your scheduled appointment to receive the COVID-19 Vaccination. Completing the form prior to arrival will speed up the vaccination process for you.

ALL vaccine recipients HAVE TO REMAIN ONSITE for at least 15 minutes post-vaccination for a federally mandated observation period. You will be directed to the observation area.

If you have any questions about any particular response you can ask the staff at the vaccination site.

***SPECIAL NOTE:*** There is **no charge** for the COVID-19 vaccination during the current pandemic **NO MATTER WHERE YOU RECEIVE THE INJECTION** or **IF YOU HAVE INSURANCE OR NOT**. Requests for insurance information is for the sole purpose of billing for an allowable administration fee. **YOU CANNOT BE BILLED A CO-PAY**.

Page 1: **ADPH COVID-19 Vaccine Administration Form**

* Complete all questions above the **FOR CLINIC USE ONLY** section
* Make sure you have completed the demographic and insurance information at the top of the form including your telephone number.
* You can probable skip the section labeled “**PARENTS/LEGAL GUARDIAN INFORMATION FOR DEPENDENTS**” unless you are preparing the form for someone legally incompetent.

Page 2: **SCREENING GUIDANCE PRIOR TO PROVIDING COVID – 19 VACCINATION**

* Answer screening questions 1-5 as appropriate.
* For question number 6 enter the Alabama Allocation Plan risk group that you qualify for. Examples include:
	+ Risk Group 1a: Frontline healthcare workers, EMS, mortuary staff, dentists, etc.
	+ Risk Group 1b: First Responders (law enforcement, fire fighter)
	+ Risk Group 1b: 75 years old or older
	+ Risk Group 1b: Teachers or other educational support personnel
	+ Risk Group 1c: 65 - 74 years-old
	+ Risk Group 1c: 16 – 65 years-old with 2 or more qualifying co-morbid medical conditions
	+ Risk Group 1c: Other essential workers
* The current version of allocation plan can be found online at <https://www.alabamapublichealth.gov/covid19/assets/adph-covid19-vaccination-allocation-plan.pdf>

The other documents (EUA Fact Sheets…) are included for your information and do not need to be returned.

Both **Moderna** and **Pfizer-BionTECH** vaccines require a second dose. You must receive the same type of vaccine the second time. You will be provided additional instructions on the date of your vaccination.