

Distribution Access

You will receive an email providing a **company-specific appointment scheduling** link, a **Clinic Prep Guide**, and a **voucher PDF** (for direct bill only) to share with your employees or members.

It is recommended to distribute these links in a new company email using the email template we provide to you to ensure delivery and quick access to the Walgreens scheduling site. To ensure delivery of appointment notifications, add communityupdate@walgreens.com to your company address book, contacts or safe sender list.

Please do **not** forward this email.

Walgreens Appointment Scheduling

Participants will use a digital scheduling site, which includes several sections and automated email notifications:

1. **Scheduler home page** – Initiate the scheduling of an appointment or resend a confirmation email from a previously scheduled appointment
2. **Registration and scheduling pages** – Create a Walgreens account, check availability and state/health eligibility. Once eligibility is confirmed, enter contact information and select the location, date, and time of the appointment*
 - a. The employee's email is the only **required** contact information. This can be a personal email; work email is not required
 - b. If employer has contracted multiple store locations or dates, all scheduling enabled stores will appear as options
3. **Confirmation page** – Provides a confirmation ID, confirmation of the appointment details, submitted contact information, and the following documents:
 - a. **Vaccine Administration Record (VAR) form** – A completed VAR form will be required before receiving an immunization
 - b. **Vaccine Information Statement (VIS) or EUA Fact Sheet Link** – Employees should review this immunization information prior to the vaccination so the pharmacist can answer any questions
4. **Automated email notifications** – These email notifications will be sent from the scheduler when an appointment is created, revised, cancelled, or if the appointment is cancelled by Walgreens
 - a. Appointment reminders will be sent to the employee's email 24 hours prior to appointment

* For the privacy of your employees, only the employee's name and email will be temporarily stored to identify appointment holders by Walgreens. Walgreens cannot provide this information back to the Employer and will identify appointment holders in the tracking site only by a confirmation ID. Email addresses stored for appointments will not be used for any other purpose than communicating with the employee about the scheduled appointments and will be flushed from our system the day after the appointment.