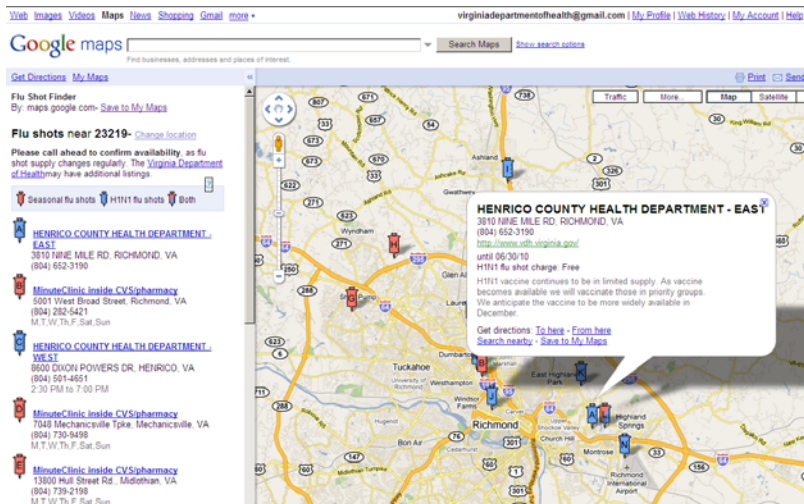


## Flu Vaccine Locator Tool Instructions

The Google Flu Vaccine Locator tool (formerly American Lung Association's Flu Clinic Locator) provides information to the public on flu clinic locations and times. ([www.google.com/flushot](http://www.google.com/flushot)). By using this tool, your patients/clients will be able to find out if and when you will be having a flu shot (seasonal or H1N1) clinic without having to call you.



This tool is now being used by Virginia and 32 other states and territories. The number of private partners (physician practices, pharmacies, etc) participating in this tool is increasing by the day.

Flu.gov, as well as the Virginia Department of Health, will prominently feature the widget that locates flu vaccination locations by zip code or by city, state. There is a small (see below) and larger option. Instructions for your webmaster to post the widget on your webpage can be found at: <http://www.flu.gov/news/socialmedia/index.html#flulocator>



Please follow these steps if you would like to list your site on this tool.

1. Sign up for a Google Account here:

<https://www.google.com/accounts/NewAccount?service=mail>

You will use this account to enter and manage your organization's data. You might consider a login name such as "[pharmacy@gmail.com](mailto:pharmacy@gmail.com)" (using the name of your practice or pharmacy)

NOTE: please be sure to include a "Secondary email" which is needed if you later need to recover a lost password.

2. Send an email from the organization you represent (e.g. [practice name@aol.com](mailto:practice.name@aol.com)) to [flu-shot-locator@google.com](mailto:flu-shot-locator@google.com) that states:

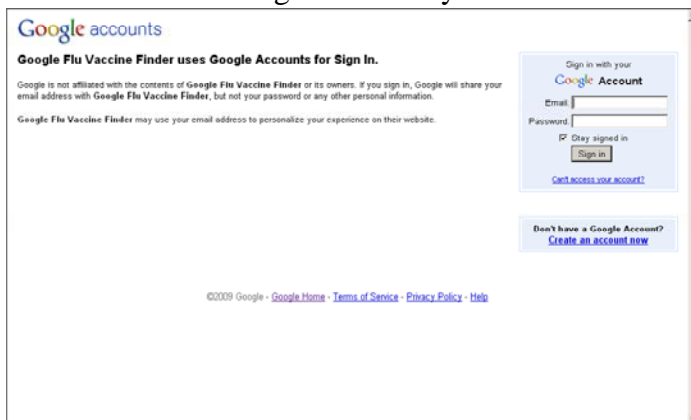
- How you were directed to [flu-shot-locator@google.com](mailto:flu-shot-locator@google.com) (i.e., email from the Virginia Department of Health)
- Your organization name
- Your organization's Google Account email address
- Your or the primary contact's name
- A phone number where you or the primary contact can be reached

3. Once your information is received and reviewed, Google will add you to a special list that will allow access to the data editing tool and will send you a link to the website for the online tool.

- When you first visit the tool you will see a Click to accept Terms of Service agreement.
- You will need to review and accept this in order to access the data upload tool.
- With the tool you will be able to enter information for individual clinics, or edit fields for all clinics previously entered.

Please note the following tips regarding use of this site:

1. You will be entering data directly to this site:



2. Once logged in, you will see the following screen. You can add a clinic location (i.e. your practice, a pharmacy, etc) by adding the relevant information and choosing **submit clinic**.

Welcome, VirginiaDepartmentofHealth@gmail.com [Sign out](#)

---

### Flu Vaccine Clinic Locator Submission Form

|                                       |   |
|---------------------------------------|---|
| Clinic name:                          | <input type="text"/>  |
| Start date (mm/dd/yyyy):              | <input type="text"/>  |
| End date (mm/dd/yyyy):                | <input type="text"/>  |
| Street address:                       | <input type="text"/>  |
| City:                                 | <input type="text"/>  |
| State:                                | <input type="text"/>  |
| Zip code:                             | <input type="text"/>  |
| Phone (xxx-xxx-xxxx):                 | <input type="text"/>  |
| Open time (7:00):                     | <input type="text"/>  |
| Close time (17:00):                   | <input type="text"/>  |
| H1n1:                                 | <input type="checkbox"/>  |
| H1n1 vaccine charge (\$):             | <input type="text"/>  |
| Seasonal?:                            | <input checked="" type="checkbox"/>   |
| Seasonal vaccine charge (\$):         | <input type="text"/>  |
| Link (please include if applicable):  | <input type="text"/>  |
| Additional notes (displayed to user): | <input type="text"/>  |
| Visible to users:                     | <input checked="" type="checkbox"/>   |
| In stock:                             | <input checked="" type="checkbox"/>   |
| Days of week:                         | <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> |

Powered by Google App Engine

3. Your data will appear online exactly as entered; no further editing will occur. After being entered, we are told edits will take about 1 hour to appear online.

4. Only sites with future clinics are visible. Therefore, once the clinic date/time listed has past, your location is no longer visible. There are a few options to resolve this:

- 1) change the end date to a date in the future. If you leave it blank, the default is 6/30/2010. List details in NOTES i.e. “limited availability, call ahead 555-5555, or “call for an appointment”
- 2) list standard clinic dates/times with default end date 6/30/2010 and use notes to state” Temporarily Out of Stock”
- 3) go in and update the Google tool each time clinic dates and times change

5. If you don't have the capacity to answer numerous phone calls, feel free to post the Virginia Department of Health (VDH) Inquiry Center number (877)ASK-VDH3 or (877) 275-8343 for people without internet access to call and get flu clinic information. You must post current and detailed information to the Flu Vaccine Locator tool for this to be effective.

6. VDH is **not** adding health department run school based clinics to the Google site. These locations will continue to be maintained on the VDH webpage.  
www.vdh.virginia.gov

### School Flu Vaccine Locator

Check here for school  
flu clinic schedule.



If you have any H1N1 related questions, please feel free to contact the VDH Inquiry Center at 1-877-ASK-VDH3 or via email from the VDH webpage [www.vdh.virginia.gov](http://www.vdh.virginia.gov) and click on “submit a question.”

If you have any questions about these items, you may also contact Suzi Silverstein directly at [suzi.silverstein@vdh.virginia.gov](mailto:suzi.silverstein@vdh.virginia.gov) or (804)864-7538.