

Consent Requirements & Process

COVID-19 Vaccination Clinics

Versions of Consent Forms:

- **COVID-19 Vaccine Consent Form: *PREFERRED*** Physical, triplicate form shipped to facilities (*alone or with RP cover sheet*)
- Electronic, editable PDF (two options)
 1. **COVID-19 Vaccine Full Intake Consent Form**
 2. **COVID-19 Vaccine Consent Responsible Party Form** (*abridged*)

Is verbal consent allowed?

- Yes, verbal consent from responsible party is allowed for patients who **do not have physical or cognitive ability to consent** (or minors). If patients or their responsible party are able to provide written consent, that process should be used.
- If consent is collected verbally by the facility, a facility representative signature is required to indicate that verbal consent to treat by patient's representative has been documented in the medical record. Further, the facility is authorizing CVS to bill on behalf of the individual.
- In such instances, the facility must complete and sign the consent form.

Requirements for CVS Clinics:

- Three (3) copies of **signed, completed** consent form (whether it's gathered electronically or in paper form).
- If a responsible party completes the electronic cover sheet, we need three (3) copies printed, to attach to each copy of the **COVID-19 Vaccine Consent Form**.
- Two (2) completed sets of consent forms will be required for each individual participating in the vaccination clinic – One set for the first dosing/clinic and a second set for the second dosing/clinic.

How LTCF will obtain/access consent forms:

- ***PREFERRED*** - Completion of the physical, triplicate **COVID-19 Vaccine Consent Form** shipped directly to the facility.
- Completion of the electronic, editable PDF (**COVID-19 Vaccine Full Intake Consent Form**) and/or **Responsible Party** (*abridged*) form via webpage or email.
 - Both will be posted to webpage for download and easy access.
 - Omnicare team (CovidVaccineClinicsLTCF@CVSHealth.com) OR client-engagement teams can send/attach via email.

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How will LTCF know exactly what is needed of them:

- A one-page guide will be available for download (and included in future eblast comm.) to walk through step-by-step.
- Options for consent collection are offered below. LTC facilities are requested to follow the prioritized options as follows:
 1. ***PREFERRED*** - Completion of physical, triplicate **COVID-19 Vaccine Consent Form**, completed and signed by participant.
 2. LTCF emails RP cover sheet (**Responsible Party Form (abridged)**)
 - Applicable where patient is unable to complete form or is a minor.
 - Abridged consent form Responsible Party (RP)/Power of Attorney (PoA) is returned to LTCF to print three (3) copies, attach one to each copy of triplicate COVID-19 Vaccine Consent Form.
 - Facility staff responsible for completion of remainder of triplicate COVID-19 Vaccine Consent Form intake form. Signature by staff member to indicate alignment to RP authority.
 - CVS immunizer completes bottom section on physical form once, carbon copies to other 2 for documentation, cover sheet attached to each.
 3. Consent is gathered by email confirmation by the LTCF
 - Applicable where patient is unable to complete form (or is a minor) and where the Responsible Party/Power of Attorney was unable to complete the **Responsible Party Form (abridged)**
 - Email consent from Responsible Party (RP)/Power of Attorney (PoA) is returned. LTCF to print three (3) copies, attach one to each copy of triplicate COVID-19 Vaccine Consent Form.
 - Facility staff responsible for completion of remainder of triplicate COVID-19 Vaccine Consent Form intake form. Signature by staff member to indicate alignment to RP/PoA authority.
 - CVS immunizer completes bottom section on physical form once, carbon copies to other 2 for documentation, cover sheet attached to each.

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4. Consent is collected verbally by the facility
 - Applicable where patient is unable to complete form.
 - Facility representative signature is required to document that patient's responsible party provided verbal consent to treat and such consent to treat has been documented in the medical record. Further, the facility is authorizing CVS to bill on behalf of the beneficiary.
 - In such instances, the facility should complete and sign the consent form.
5. LTC facility emails editable **COVID-19 Vaccine Full Intake Consent Form** to responsible party for completion
 - Applicable where patient is unable to complete form.
 - Electronic signature needs to be present on all three copies.
 - Signed forms should be returned to LTC facility. LTC facility prints three (3) copies.
 - Facility must confirm health status prior to clinic. Facility is responsible for completing all incomplete fields not populated by the responsible party.
 - CVS immunizer completes bottom sections.