

Client Clinic Prep Guide

At Pathways Wellness Program, we want to make your onsite clinic a success! To help your team have a smooth and seamless experience, we've prepared a helpful checklist and sample employee communications.

These tools guide you through everything from preparing the space and promoting the clinic to managing day-of activities, ensuring your employees know what to expect and your clinic runs efficiently.

Before the Clinic

Communications:

- Send an **email to employees** (see sample language below)

Signage & Promotion:

- Place signs in common areas (lobby, break rooms, near elevators) to remind employees of the clinic.
- Post any digital announcements in internal newsletters or intranet.

Space Preparation:

- Reserve a room or area with tables and chairs
- Make sure the space has adequate lighting

What Pathways Needs From You Day-of Event

- **Designated clinic space** ready with tables and chairs.
- **Internal contact** available to assist employees and answer questions.

What you can expect from us:

- **6 weeks before clinic:** Registration Link (if registering online)
 - **3 weeks before clinic:** A registration listing of those who are signed up
 - **10 days before clinic:** Final reminder email! Link closes in 2 days.
- Introduction to the Team Lead who will be onsite at your event.



SAMPLE EMPLOYEE EMAIL TEMPLATES

First: Choose your Registration Option: *Online registration* or *Walk-ins only* or *Physical sign-up list*

Next: Customize to meet your group's needs:

Date/Time/Location (you can copy this from the Clinic Confirmation Email)

Online Registration Email — Link Closes 8 Days Before

Subject: Pathways Wellness Program Coming Onsite – Reserve Your Spot Today!

Body:

Hello [Employee Name],

Pathways Wellness Program will be onsite to offer an onsite immunization clinic – right here at work!

 **Date:** [Insert date]

 **Time:** [Insert time]

 **Location:** [Insert location]

 **Vaccines Available:** [Insert vaccine list here – e.g., Flu, Tdap, Shingles, Hepatitis B, etc.]

 **Register online here:** [Insert registration link]

Registration closes 8 days before the clinic, so don't wait — sign up now to reserve your spot!

Walk-ins are always welcome for flu shots.

Optional: Please bring your insurance card to your appointment.

If you have questions, please contact [Internal Contact Name] at [Internal Contact Email/Phone].

We look forward to seeing you onsite!

Pathways Wellness Program Team

Wellness made easy, right where you work.

Walk-In Only Email — No Registration Required

Subject: Pathways Wellness Program Onsite – Walk Right In for Your Immunization!

Body:

Hello [Employee Name],

Pathways Wellness Program will be onsite to offer an onsite immunization clinic – right here at work!

No registration is needed — just stop by during the clinic hours below!

 **Date:** [Insert date]

 **Time:** [Insert time]

 **Location:** [Insert location]

 **Vaccines Available:** [Insert vaccine list here]

Walk-ins are welcome and encouraged — especially for flu shots!

Optional: Please bring your insurance card to your appointment.

Questions? Contact [Internal Contact Name] at [Internal Contact Email/Phone].

Stay healthy and protected this season!

Pathways Wellness Program Team

Wellness made easy, right where you work.

3 Physical Sign-Up List Email — Sign Up at Work

Subject: Pathways Wellness Program Onsite – Sign Up on the Office List

Body:

Hello [Employee Name],

Pathways Wellness Program will be onsite to offer an onsite immunization clinic – right here at work!

 **Date:** [Insert date]

 **Time:** [Insert time]

 **Location:** [Insert location]

 **Vaccines Available:** [Insert vaccine list here]

 **Register:** Please add your name to the **sign-up sheet located at [Insert location of physical sign-up sheet]** to reserve your time slot.

Optional: Please bring your insurance card to your appointment.

If you have any questions, reach out to [Internal Contact Name] at [Internal Contact Email/Phone].

We look forward to seeing you at the clinic!

Pathways Wellness Program Team

Wellness made easy, right where you work.

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