



HEPATITIS B VACCINATION

Employee Instructions and Authorization

SECTION I—Employee Instructions

The Hepatitis B Vaccination is administered in a series of three injections – at zero month, one month later, and six months from date of first vaccination. All three injections are required to effectively provide immunization. To receive the Hepatitis B vaccination series, you will need to complete **Section II** (with proper signatures) and take it to the immunization clinic at the time of each series. The Health District will provide a receipt of the statement of services to the CCS Environmental Health and Safety Department, 533-8623. It is recommended that you call in advance and schedule an appointment. The address and hours are as follows:

IMMUNIZATIONS GIVEN AT:

Spokane County Health District
Immunization Clinic
1101 W College Avenue, First Floor
Spokane, Washington
Phone: 324-1600

HOURS:

Tuesday/Wednesday/Thursday
8 AM - 5 PM
Friday
9:30 AM - 5 PM
Closed Monday

SECTION II—Authorization

Cut or tear at dotted line and take bottom half to the immunization clinic for each series

To: Spokane County Health District, Immunization Clinic

From: Community Colleges of Spokane

The following CCS employee is hereby authorized to receive the Hepatitis B vaccination. The immunization costs associated with the administration of the vaccine will be paid by the Community Colleges of Spokane upon receipt of the statement of services. The statement should be submitted to:

Purchasing Department MS 1007
Community Colleges of Spokane
501 N Riverpoint Blvd
PO Box 6000
Spokane, WA 99217-6000
Contact name: CCS, Safety Professional (475-7041)

Employee's name _____

Employee's signature _____

Supervisor's signature (or authorized designee) _____

Date _____

Attention supervisor or designee: please check appropriate box and complete.

Head Start employee Site: _____

General (SCC, SFCC, IEL, District) Department: _____