



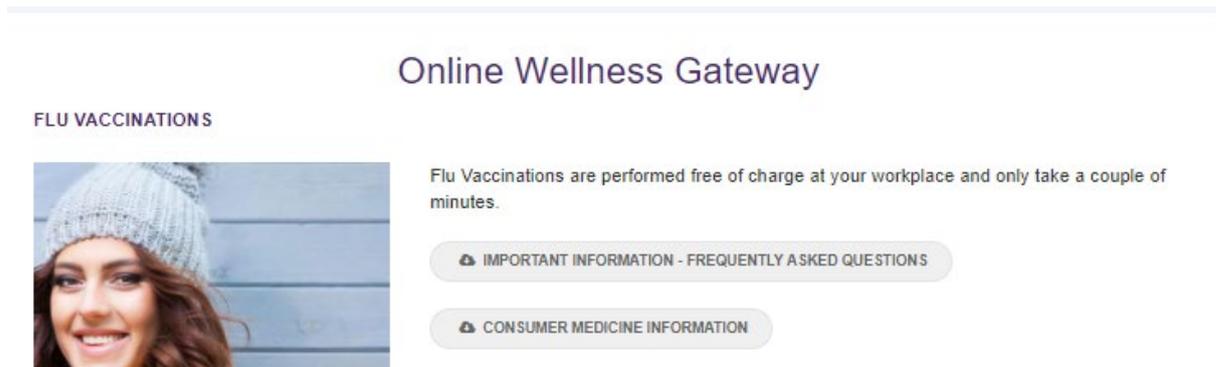
## Flu Vaccination Bookings

*This guide will walk you through how to book in your workplace flu vaccination step by step.*

1. **Access your employer's Online Wellness Gateway:** this can be done via the link provided by your program coordinator.

[Click here to Access Bolton Clark's Online Wellness Gateway Link](#)

2. **The link will take you to Online Wellness Gateway:** (which will look like this)



The documents in grey – the FAQ and medicine information can be downloaded at any time and provide important information about your flu vaccination.

There may also be a list of sites that have bookings available – ignore those and scroll down the page until you reach the purple 'Book Now' button:

**BOOK NOW**

### 3. From here you will need to login or register your account:

- **If you haven't booked a flu vaccination with Medibank before:** you will need to register your account by putting your email in the 'New User Registration' and click the 'Next' button. *Follow step 4 and onwards.*
- **If you have booked a flu vaccination with Medibank before:** please log in with your details. If you have forgotten your password – you can click on the '[Forgot Password](#)' link. *Skip step 4.*

## Login or Register

### FLU VACCINATIONS

<p>Existing login</p> <input type="text" value="User name or email"/> <input type="password" value="Password"/> <input type="checkbox"/> I'm not a robot  <a href="#">Forgot password?</a> <input type="button" value="LOG IN"/>	<p>New user registration</p> <input type="text" value="Email address"/> <input type="button" value="NEXT"/>
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#### Need some help?

Call 1300 657 644 or send a message [here](#).

**4. New User Registration:** you will be required to fill out all the information below. This includes your full name, D.O.B and contact details such as email and mobile number.

**Please note:** some employers such as Bolotn Clarke will also ask for additional information such as your employee ID number and your current work site – these must be provided.

Give yourself a username and a password, then click the 'reCaptcha' box stating you're not a robot. Once done, click 'Next' button in purple.

This will take you to the first page of the booking process.

## FLU VACCINATIONS

### New user registration

#### Personal information

If you would like your vaccination to be detailed on your myGov account, please ensure your personal information is exactly as it appears in myGov.

 Send SMS messages (e.g. reminders)

#### Organisational information \*

#### Account settings \*

User name or email address. Must be lower case with no spaces.

#### Password requirements

- At least 1 lowercase letter
- At least 1 uppercase letter
- At least 1 number
- Between 8 and 20 characters

 I'm not a robot

reCAPTCHA

Privacy - Terms

NEXT

5. **The 1<sup>st</sup> page 'Consent'**: will ask for your consent and present you with the terms and conditions. Please read and tick the 3 boxes when done. After this, you can click 'next' to move onto the next page.



Please provide your consent below to proceed.

### Terms & Conditions

#### Your Consent

I will give relevant details of my medical history, including medical conditions, allergies or medications (prescriptions or over the counter) to the nurse or doctor on the day of my vaccination. If I have any further questions I will ask the nurse or doctor on the day of my vaccination. I request to have this vaccine and realise that it is completely voluntary to receive it through TELUS Health. I understand that vaccination is however currently mandatory for anyone who visits or works in an aged care facility and all employees that provide in-home care to be vaccinated by a service provider like TELUS Health. I am aware my employer may know I am being vaccinated and can access my vaccination confirmation letter, they cannot access your personal details or responses to the pre-vaccination questionnaire. I understand my vaccination will be reported to the Australia Immunisation Register (AIR), where possible, as TELUS Health is obligated by law to do so.

#### Privacy Statement

Personal information, including health information, will be collected as part of the vaccination service. This information remains strictly confidential and will not be released to a third party without your prior consent. In the rare case of an emergency your health details will

- I confirm I will notify the nurse if I am feeling unwell on the day of my vaccination.
- I confirm to have read, understand and accept the terms and conditions above.
- I want to be contacted for more information about Medibank Corporate Health Cover using contact information provided. (optional)  
Your information will be handled in accordance with Medibank's privacy policy (<https://www.medibank.com.au/legal-information#privacy>).

NEXT

6. **The 2<sup>nd</sup> page 'About You'**: will have a bunch of questions the you **must** answer to the best of your ability. Click the yes or no options until complete and then click the purple 'next' button.



**7. The 3<sup>rd</sup> page will ask you for your Medicare card number or Individual Health Identifier (IHI):**

- **If you no medicare card:** you will need to fill in your Individual Health Identifier (IHI) number



TELUS Health are required by the Australian Government to report all vaccinations administered to the Australian Immunisation Register. The Medicare number is used to match your vaccination against your record. TELUS Health are not eligible for any Medicare rebates as a workplace service provider.

Do you have a Medicare card?

- Yes  
 No

If you do not have a Medicare card, please provide your Individual Health Identifier (IHI) if applicable.

Name:

PREVIOUS

NEXT

**If you do have a medicare card:**



TELUS Health are required by the Australian Government to report all vaccinations administered to the Australian Immunisation Register. The Medicare number is used to match your vaccination against your record. TELUS Health are not eligible for any Medicare rebates as a workplace service provider.

Do you have a Medicare card?

- Yes  
 No

Enter your details exactly how they appear on your Medicare card. This includes the spelling of your name, surname and the correct Medicare IRN (Individual Reference Number).

First name:

Surname:

Date of birth:  

Gender:  

Medicare Number:



Medicare IRN:  
(Individual Reference Number)



PREVIOUS

NEXT

8. The 4<sup>th</sup> page will allow you to chose your state, preffered office and lastly, a time suitable for you.



Select a state to view sites with available bookings.

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Thu 2 May

12:45pm	1:00pm	1:15pm
1:30pm	1:45pm	

PREVIOUS

NEXT

9. Once you click the next button – you will have completed your booking. An email will be sent to you soon and you'll received a text notification closer to your vaccination date.