



MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A - H - 1

Subject: Hepatitis B Vaccine

Effective Date: July 1, 2014

Procedure Statement:

The intent of this policy is to establish guidelines for the administering of the Hepatitis B vaccine to employees of Georgia Department of Natural Resources, Parks & Historic Sites Division.

Definitions:

N/A

Procedure:

Employees are hereby advised by the Georgia Department of Natural Resources, Parks & Historic Sites Division that they should participate in hepatitis B serologic screening and immunization for high risk employees. This is being offered at no cost to the employee, providing they receive all three vaccinations. For part-time employees they are required to be employed for 90 days prior to being offered the no cost vaccination process.

All employees that do not elect to participate will be required to complete Attachment 1, Statement of Assumption of Risk and Release from Liability for Hepatitis B and will require two witnesses. Once completed, the original will be placed in the employee's permanent file and a copy placed in the site file, with a copy also being place in the Region or Divisional Office file as well.

All employees that either elect or do not elect must also complete Attachment 2, Hepatitis B Documentation Form. Once completed, the original will be placed in the employee's permanent file and a copy placed in the site file, with a copy also being place in the Region or Divisional Office file as well.

Employees that elect to participate, must also complete Attachment 3, Vaccination Record Form, this form must be taken with the employee to the office where they receive the vaccination from and returned to their assigned work unit. Once completed, the original will be placed in the employee's permanent file and a copy placed in the site file, with a copy also being placed in the Region or Divisional Office file as well.

The Site or Office of the employee will pay for the Hepatitis B Vaccination by voucher. If you can set up an account with the office where the vaccination is being given, receive the invoice and code it with 651010 (Per Diem & Fees - Other), submit the voucher to accounting for payment. They may need to complete a W-9 if they are not in PeopleSoft, some Health Departments are in PeopleSoft.

Authority: (if applicable) (N/A)

N/A

Attachments:

- Attachment 1 – Statement of Assumption of Risk and Release from Liability for Hepatitis B
- Attachment 2 – Hepatitis B Documentation Form
- Attachment 3 – Vaccination Record Form
- Attachment 4 - Sample Voucher for Hepatitis B Vaccine