



Hepatitis B Virus Vaccination Instruction Form

This document has been created to guide you through the vaccination process. This is a series of 3 doses at 0, 1, and 6 months. It has been determined the best path to get this completed is to have you schedule these appointments and complete the series due to both privacy and scheduling concerns. Please contact your supervisor or Environmental Health and Safety with any questions you may have.

Step 1: Schedule the appointment.

- Call Allina Health Northfield Clinic at 507-663-9000.
- Press Option 6 to talk to the Billing Department. Either stay on hold or leave a message if there is no answer. They will get back to you.
- Make an appointment with them for a HEP B Vaccination. Tell them that this is for work at St. Olaf College. They will send St. Olaf a bill.

Step 2: Attend the appointment.

- Bring your Hepatitis B Virus Vaccination Request form with you to the clinic.
- Fill out the Date of First Dose, Lot #, and Person Giving Dose on your form.

Step 3: Schedule your next appointment.

- Remember to schedule your next appointment before you leave.
- Repeat until series is complete

Step 4: Return a copy of your completed Hepatitis B Virus Vaccination Request form to Human Resources.