

Cancer Prevention Through HPV Vaccination:

An Action Guide for Office Administrative Staff



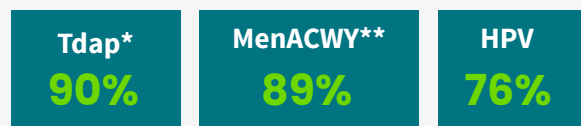
HPV Cancer Prevention Starts With Your Office Team

Administrative staff set the tone for the practice. All office staff have the power to help reduce the burden of human papillomavirus (HPV) cancers by advocating for HPV vaccination at check-in. Make it your team's goal to take advantage of every appropriate patient encounter to encourage HPV vaccination.

HPV vaccination rates lag behind other preteen vaccines.

The HPV vaccine is a powerful tool to help prevent multiple cancers, yet HPV vaccination rates are lower than those of other preteen vaccines.

Percent of teens ages 13 to 17 years who had received ≥ 1 vaccine dose in 2022ⁱ



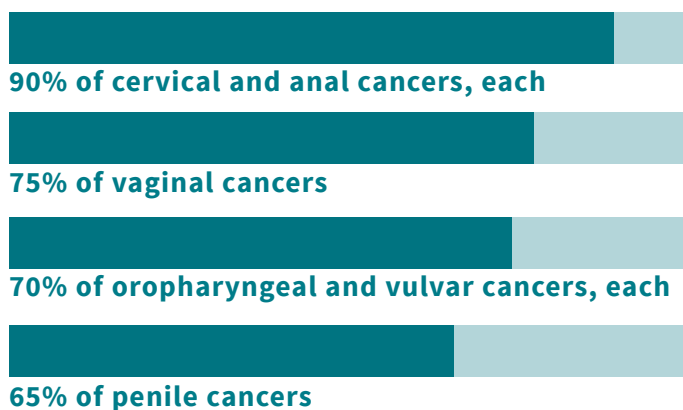
*Tdap (tetanus, diphtheria, pertussis vaccine)

**MenACWY (meningococcal ACWY vaccine)

HPV vaccination is cancer prevention.

HPV causes about 37,000 cases of cancer in men and women each year in the United States.ⁱⁱ

HPV is linked to:ⁱⁱ



The HPV vaccine protects against the virus types that cause most HPV cancers and genital warts. It's estimated that HPV vaccination can help prevent over 90% of all HPV cancersⁱⁱⁱ and that it could virtually eliminate cervical cancer, which takes the lives of over 4,000 womenⁱⁱⁱ in the US each year.

HPV vaccination should begin at age 9^{iv} and should finish by age 13 for boys and girls. The HPV vaccine is most effective when given before age 13.

HPV vaccination works. Studies have reported a 70% reduction in high-grade anal precancers and cancers among women who received the HPV vaccine before age 17,^v likely, in part, due to herd immunity.^{vi}



A 65% reduction in cervical cancer cases was observed from 2012–2019 among women ages 20–24,^{vii} who were among the first cohort of preteens to receive the vaccine.

Every member of your practice can be a valuable advocate for HPV vaccination.

Implementing a consistent and evidence-based approach to HPV vaccination recommendations is key to improving vaccination uptake and reducing disparities.^{viii}

Together, your office team can reduce missed opportunities for HPV vaccination and save lives from HPV cancers. This guide features actionable steps your practice can take to increase HPV vaccination uptake.

Actions at-a-Glance

Click the Action icon associated with each item below for detailed guidance.



Strategies to Increase HPV Vaccination

Action 1

Represent a pro-vaccination culture.

Action 2

Know the HPV vaccine schedule and promote adherence.

Action 3

Prepare to answer questions about vaccine cost and insurance coverage.

If you are reading a printed version of this guide, please see the Appendix for full links to hyperlinked words, as indicated by superscript numbers (e.g., [how the HPV vaccine protects against cancers¹](#)).

Actions You Can Take

Action 1: Promote a pro-vaccination culture.

Front desk staff are the face of the practice and are valued by patients and their families. It is important for office staff to be informed about HPV vaccination (as appropriate for their role) so the right information is presented at the right time.

Some actionable steps include:

- Learn about [how the HPV vaccine protects against cancers](#).¹
- Schedule administrative time for you and your teammates to learn about [methods to improve vaccine delivery](#).²
- Develop a process to identify patients who are due for vaccination. For example:
 - During pre-clinic team meetings, review which patients are due for vaccination and pull records.
 - When patients check in, review their HPV vaccination status. If the patient is due, alert the provider before they see the patient.
- Establish vaccination messaging to be used by all staff who are presenting the information.
- Keep educational materials about the HPV vaccine available for parents or guardians and include HPV cancer prevention information on your website and social media pages.
 - Reference the Resource Center on [page 6](#) for materials to create a pro-vaccination environment in your office.

Research-tested Answers to Questions About HPV Vaccination

All patient-facing staff should be [trained](#)³ to begin the discussion about HPV vaccination with parents or guardians. Start these discussions at age 9 and repeat them at each visit until the patient [completes their vaccination series](#).⁴

Office staff could say things such as:

“Your child is due for vaccinations today to help protect them from meningitis, HPV cancers, and whooping cough. [Provider name] will be happy to answer any questions you may have.”

“Your child is due to receive the HPV vaccine. It can provide lifelong protection against 6 types of cancers.”

“Now that your child is 9 years old, they’re due to receive the HPV vaccine. It helps prevent 6 types of cancer and works best if it’s given before age 13.”

Refer patients to their provider if they have any questions.

For additional resources on talking to parents or guardians about HPV vaccination, review the following:

- **American Academy of Pediatrics:** [FAQs About HPV](#)⁵
- **CDC:** [Talking with Parents about HPV Vaccination](#)⁶
- **Immunize.org:** [A Parent’s Guide to Preteen and Teen HPV Vaccination](#)⁷



Action 2: Know the HPV vaccination schedule and promote adherence.

An understanding of the HPV vaccination schedule can help identify processes that may be needed to assist parents or guardians with on-time scheduling. Ways to help prepare or improve your office procedures for vaccination include:

- ✓ Be familiar with the recommended [vaccine schedules](#)⁸ for teens and preteens.
- ✓ Work with leadership to set up and [use patient reminder and recall strategies](#).⁹
- ✓ [Maximize your electronic health record \(EHR\) functions](#)¹⁰ to send vaccination reminders via text messages, mail, email, and/or phone calls.
- ✓ Help parents or guardians set up appointments for follow-up doses before they leave the office.



Action 3: Prepare to answer questions about vaccine cost and insurance coverage.

You can support HPV vaccination by providing parents or guardians with insurance information. For example, you can reassure parents or guardians that the HPV vaccine is regularly covered by [insurance](#)¹¹ or the [Vaccines for Children \(VFC\) program](#).¹²

- Work as a team to develop ready-to-go answers to questions about insurance coverage.

“You have XYZ health insurance. Under this plan, HPV vaccination is included at no cost to you.”

“You have XYZ insurance plan. Under this plan, the HPV vaccine would cost you \$X. If you have a flexible savings account or health savings account, you can be reimbursed for this cost. Otherwise, I recommend going to this nearby provider, which will provide the vaccine for free. Here’s the address.”

- If your practice is a VFC provider, make sure all office team members understand the coverage provided through the program.
- If your practice is not a VFC provider and you have uninsured or underinsured patients who are unable to pay for the HPV vaccination, work with office leadership to develop a list of places where you can refer patients. This could be the local health department or a [Federally Qualified Health Center](#).¹³

Share Your Story!

Let us know what lessons you learned from your efforts to improve HPV vaccination rates. What worked? What strategies needed to be revisited? Send your story to

HPV.Vaccination.Roundtable@cancer.org

Resource Center

Posters, Flyers, and Graphics to Create a Pro-vaccination Environment

- American Cancer Society: [HPV VACS](#)¹⁴ flyer
- California Department of Public Health: [Vaccines for Your Preteen](#)¹⁵ flyers, graphics, and posters available in multiple languages
- American Cancer Society National HPV Vaccination Roundtable: [Flyers and posters](#)¹⁶ and [Co-brandable “Start at Age 9” Social Media Graphics](#)¹⁷
- US Department of Health and Human Services: [HPV Vaccine Graphics](#)¹⁸




Additional Resources

- [Start HPV Vaccination at Age 9](#)¹⁹
 - [2023 Human Vaccines & Immunotherapeutics Collection Toolkit](#)²⁰
 - [HPV Vaccination at 9 – 12 Years of Age: An Evidence Summary](#)²¹
 - [Start at Age 9 Print On-demand Toolkit](#)²²
 - [Why Age 9? Fact Sheet](#)²³
- [2024 ACS National HPV Vaccination Roundtable Impact Report and Action Plan](#)²⁴
- [ACS National HPV Vaccination Roundtable Resource Center](#)²⁵
- [ACS National HPV Vaccination Roundtable Video Collection](#)²⁶
- [ACS Recommendations for HPV Vaccine Use](#)²⁷
- [ACS HPV Information and Resources for Patients and Parents](#)²⁸
- [ACS HPV Vaccine Information for Health Professionals](#)²⁹
- [American Academy of Pediatrics: Adolescent Immunization Discussion Guides](#)³⁰
- [CDC: HPV Resources](#)³¹
- [HPV Data Sources](#)³²



Follow the American Cancer Society National HPV Vaccination Roundtable.

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References

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- ii. Centers for Disease Control and Prevention. Cancers Linked With HPV Each Year. September 18, 2024. Accessed October 3, 2024. <https://www.cdc.gov/cancer/hpv/cases.html>
- iii. Centers for Disease Control and Prevention. Cancers Caused by HPV. September 30, 2024. Accessed October 3, 2024. <https://www.cdc.gov/hpv/about/cancers-caused-by-hpv.html>
- iv. Perkins RB, Humiston S, Oliver K. Evidence supporting the initiation of HPV vaccination starting at age 9: Collection overview. *Hum Vaccin Immunother.* 2023;19(3):2269026. [doi: 10.1080/21645515.2023.2269026](https://doi.org/10.1080/21645515.2023.2269026)
- v. Baandrup L, Maltesen T, Dehlendorff C, Kjaer SK. Human papillomavirus vaccination and anal high-grade precancerous lesions and cancer-a real-world effectiveness study. *J Natl Cancer Inst.* 2024;116(2):283-287. [doi: 10.1093/jnci/djad189](https://doi.org/10.1093/jnci/djad189)
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- vii. Siegel RL, Giaquinto AN, Jemal A. Cancer statistics, 2024. *CA Cancer J Clin.* 2024;74(1):12-49. [doi: 10.3322/caac.21820](https://doi.org/10.3322/caac.21820)
- viii. Dempsey AF, Pyrzanowski J, Lockhart S, Campagna E, Barnard J, O'Leary ST. Parents' perceptions of provider communication regarding adolescent vaccines. *Hum Vaccin Immunother.* 2016;12(6):1469-1475. [doi: 10.1080/21645515.2016.1147636](https://doi.org/10.1080/21645515.2016.1147636)

Appendix: Office Teams

1. How the HPV vaccine protects against cancers: <https://www.cdc.gov/hpv/vaccines/>
2. Methods to improve vaccine delivery: <https://www.immunize.org/wp-content/uploads/catg.d/p2045.pdf>
3. Trained: <https://www.cdc.gov/hpv/hcp/educational-resources/>
4. Completes their vaccination series: <https://www.cdc.gov/vaccines/vpd/hpv/hcp/recommendations.html#schedules>
5. FAQs About HPV: <https://www.healthychildren.org/English/safety-prevention/immunizations/Pages/hpv-vaccine-what-parents-need-to-know.aspx>
6. Talking with Parents about HPV Vaccination: <https://www.cdc.gov/hpv/hcp/vaccination-considerations/talking-with-parents.html>
7. A Parent's Guide to Preteen and Teen HPV Vaccination: <https://www.immunize.org/wp-content/uploads/catg.d/p4250.pdf>
8. Vaccine schedules: <https://www.cdc.gov/vaccines/imz-schedules/adolescent-easyread.html>
9. Patient reminder and recall strategies: <https://www.aap.org/en/patient-care/immunizations/implementing-immunization-administration-in-your-practice/reminder-and-recall-strategies/>
10. Maximize your electronic health record (EHR) functions: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC10145812/>
11. Insurance: <https://www.merckvaccines.com/vaccine-resources-tools/plan-specific-information/>
12. Vaccines for Children (VFC) program: <https://www.cdc.gov/vaccines/programs/vfc/index.html>
13. Federally Qualified Health Centers: <https://findahealthcenter.hrsa.gov>
14. HPV VACs: <https://www.cancer.org/content/dam/cancer-org/online-documents/en/pdf/flyers/hpv-vacs-just-the-facts-for-providers.pdf>
15. Vaccines for Your Preteen: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/Campaigns.aspx>
16. Flyers and posters: <https://hpvroundtable.org/resource-center/?type=14>
17. Co-brandable "Start at Age 9" Social Media Graphics: <https://hpvroundtable.org/resource-center/?search=starting%20at%20age%209>
18. HPV Vaccine Graphics: <https://www.hhs.gov/immunization/get-involved/spread-the-word/graphics/index.html>
19. Start HPV Vaccination at Age 9: <https://hpvroundtable.org/start-hpv-vaccination-at-age-9/>
20. 2023 Human Vaccines & Immunotherapeutics Collection Toolkit: https://hpvroundtable.org/wp-content/uploads/2023/05/HPV-RT-HVI-Supplement-Toolkit_Final-v2.pdf
21. HPV Vaccination at 9 – 12 Years of Age: An Evidence Summary: <https://hpvroundtable.org/wp-content/uploads/2023/05/Evidence-Summary-HPV-Vaccination-Age-9-12-Final-1.pdf>
22. Start at Age 9 Print On-demand Toolkit: https://hpvroundtable.org/wp-content/uploads/2023/05/FINAL_NW-Summit-Clinic-Toolkit-Print-On-Demand-Kits.pdf
23. Why Age 9? Fact Sheet: https://hpvroundtable.org/wp-content/uploads/2023/05/HPV_Roundtable-HPV_Why_Age_9_Sales_Sheet_WEB.pdf
24. 2024 ACS National HPV Vaccination Roundtable Impact Report and Action Plan: https://hpvroundtable.org/wp-content/uploads/2024/01/2024-HPVRT-Impact-Report-and-Action-Plan_Final.pdf
25. ACS National HPV Vaccination Roundtable Resource Center: <https://hpvroundtable.org/resource-center/>
26. ACS National HPV Vaccination Roundtable Video Collection: <https://www.youtube.com/@HPVRoundtable/featured>
27. ACS Recommendations for HPV Vaccine Use: <https://www.cancer.org/cancer/risk-prevention/hpv/acs-recommendations-for-hpv-vaccine-use.html>
28. ACS HPV Information and Resources for Patients and Parents: <https://www.cancer.org/cancer/risk-prevention/hpv.html>
29. ACS HPV Vaccine Information for Health Professionals: <https://www.cancer.org/health-care-professionals/hpv-vaccination-information-for-health-professionals.html>
30. American Academy of Pediatrics: Adolescent Immunization Discussion Guides: <https://www.aap.org/en/patient-care/immunizations/adolescent-immunization-discussion-guides/>
31. CDC: HPV Resources: <https://www.cdc.gov/hpv/>
32. HPV Data Sources: <https://hpvroundtable.org/wp-content/uploads/2023/09/HPV-Data-Sources.pdf>

Acknowledgments

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