



Dear New UCSF Student,

Welcome to UCSF! All UCSF students with educational/occupational risks related to communicable diseases are required to submit documentation of health requirements established by their school. This letter describes your healthcare requirements and the process for submitting the required data.

Health Requirements

- A description of health requirements is listed below.
- Your requirements must be **submitted via the secure, online immunization portal which is part of the SAA Student Portal**.
- All information you submit is treated confidentially and considered to be part of your medical record. It is only accessible to Student Health and Counseling Services staff. It will be stored in a HIPAA-compliant electronic medical record for the purposes of assessing and reducing your risks to communicable diseases.

Important Note: For all immunizations, you can meet the requirement by providing proof of immunization or titers. If you have immunizations, **please also obtain and submit the titer result**. Most residencies and clinical rotations require proof of titers and it will save you time and money to obtain those services NOW! Please do not submit ONLY positive titer results if you also have immunizations, enter both in the online portal. Negative titer results should be submitted as an attachment to the completed form.

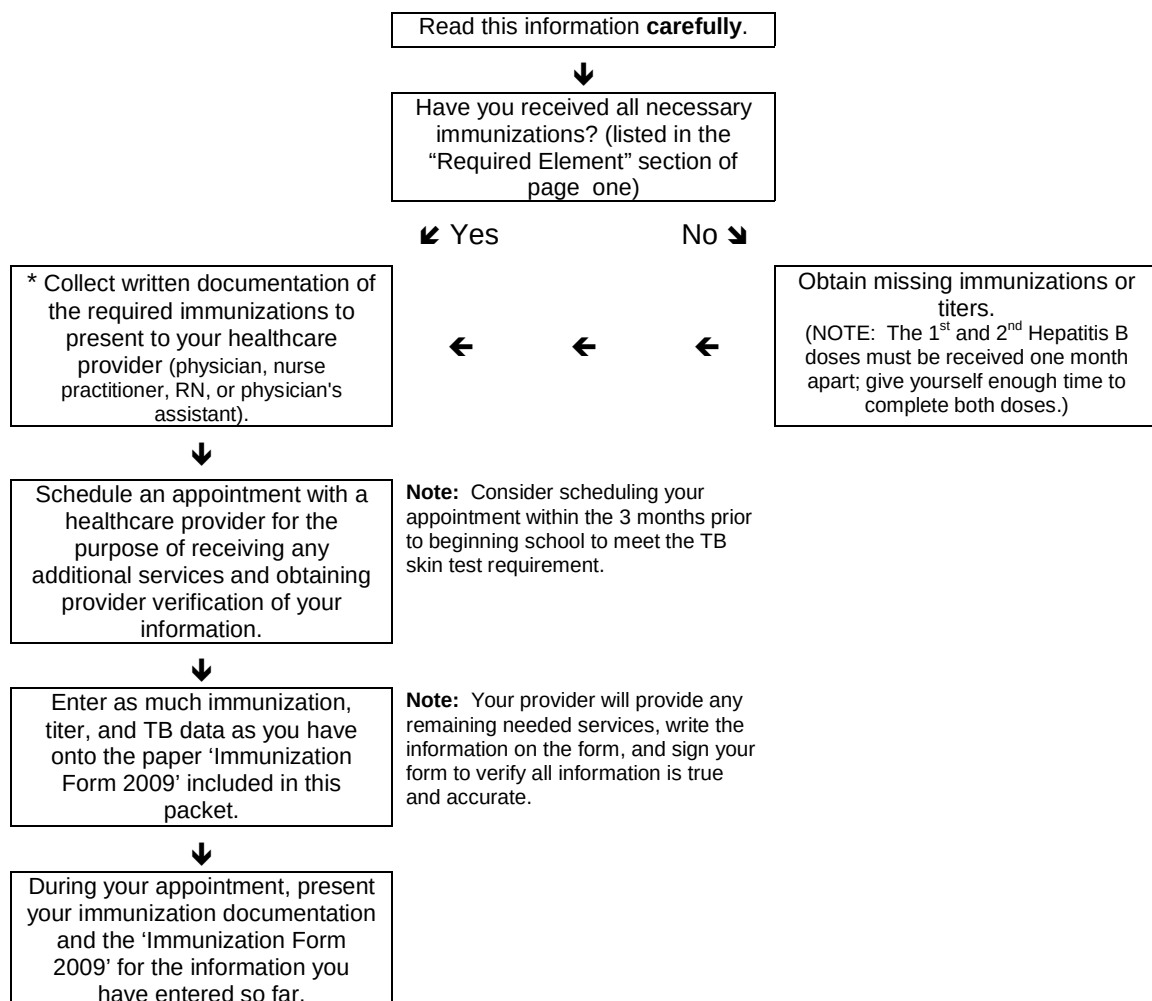
Immunization/TB Screening	Required Elements	
	Submitted via the Online Immunization Portal	
Measles	two doses of vaccine (measles or MMR) or positive titer	If you are able to provide proof of both immunization & titers please do so. See "Note:" above.
Mumps	two dose of vaccine (mumps or MMR) or positive titer	
Rubella	one dose of vaccine (rubella or MMR) or positive titer	
Varicella (chicken pox)	two doses of vaccine or positive titer (history of disease NOT accepted)	
Hepatitis B	▪ At least 2 of 3 doses for Hepatitis B required before registration, provide all three dates if series complete, dates of immunization required, And/Or ▪ Positive Hepatitis B surface antibody, titer is required if you have completed the Hep B series, Or ▪ Core antibody & surface antigen titer results (these titers submitted in instance of prior infection)	
TB screening	▪ Two PPD (tuberculosis skin testing) skin tests administered one week apart in the three months preceding entry into school, Or ▪ Documentation of TB skin test completed within the three months prior to starting school and documentation of an additional skin test completed within one year of the more recent test, Or ▪ Documentation of a negative QuantiFERON Gold test reported within three months of entering school, Or ▪ For people with a positive skin test history: <u>No INH Therapy or therapy taken for < 6 months:</u> must have a new chest x-ray taken within the three months prior to entering school. Or <u>INH therapy taken for 6 months or >:</u> submit chest x-ray report taken at time of conversion along with INH therapy history OR a new chest x-ray report taken within 3 months of entering school if unable to provide documenation of INH therapy. Question about BCG? Students born outside the U.S. who received BCG vaccine should follow the TB screening requirements as listed above. For more	

	information on BCG, please refer to the BCG handout in the packet.
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Immunization	Highly Recommended Elements
Tdap (Tetanus Diphtheria Pertussis)	Please provide the date of your most recent Tetanus shot, if you are DUE for a tetanus shot please get a Tdap vaccination.
If you are due for a tetanus shot or your tetanus shot is > 2 years old, please get the Tdap vaccine. - Pertussis exposure is common at the university. - Some rotations off-campus require students to have this vaccination and SHS can not verify it for you unless we have a record of it. - Travel is common among students and you will need an up-to-date tetanus/diphtheria.	

- You must enter all requirements into the online system or the system will not allow you to submit your information. If your information is incomplete, you will receive an error message when you click "submit".
- You will **not be allowed to register for classes** until all requirements are met.
- If you are unable to meet the listed requirements due to a medical condition, please contact Student Health and Counseling Services at (415) 476-1281.

Meeting the Health Requirements: Follow these steps!



(continued)



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Have your provider:

- ☑ deliver any remaining needed services,
- ☑ write in the missing information on the 'Immunization Form 2009',
- ☑ and SIGN THE FORMS as verification that all information is true and accurate.

Your provider should **KEEP a COPY** of the signed form.

Note: The immunization and TB forms, signed by your provider, must be received by Student Health before you are allowed to register and attend classes!



Logon to the website and enter all information that is on your form.

Note: You will not be able to submit your information until all requirements are entered online.



Mail the completed and signed 'Immunization Form 2009' to:
Student Health and Counseling Services
500 Parnassus
H level, Room 5
San Francisco, CA 94143-0722

Note: Once received, Student Health and Counseling Services will clear your health requirement hold which will allow you to register for classes.

Please allow two weeks for your forms to be reviewed and processed.



Log on to the SAA Student Portal to verify that Student Health has received your form and released your health hold.
<http://saa.ucsf.edu/signon> Check the "Holds" tab at top to see if your health hold has been removed.

Note: A description of how to access this site and the necessary user id and PIN numbers were included in a mailing you should have received from the Registrar's Office.

- * If you do not have the written documentation of your immunizations, call the medical office where you received the immunization and ask them to mail or fax the documentation to you. If you are unable to locate previous records, have titers drawn to establish immune status.

To verify if your immunization forms have been received and your hold released: Check the SAA Student Portal at <http://saa.ucsf.edu/signon>. The "HOLDS" tab will indicate if your "SH" hold (Student Health hold) has been released. **Wait at least two weeks after mailing your form to verify your hold has been cleared before calling Student Health and Counseling** to check on your status. With hundreds of students to verify and clear, it may take a few weeks for your clearance to appear on the website.

Documentation Standard and Verification

A physician, nurse practitioner, physician's assistant, or RN must review your immunization documentation and sign the 'Immunization Form 2009'. You must remember to enter the information into the website!

Student Health and Counseling Services requires the provider's signature on your Immunization and TB Screening pages as verification that all information is true and accurate. Student Health and Counseling will perform 60-100% verification of students' forms by calling the provider's office listed on your form.

In some instances, Student Health and Counseling Services encounters students who have no primary care provider to verify their information. In those instances, if the student is already in San Francisco, you may bring your information to Student Health and Counseling to verify for a fee of \$150. Any additional necessary services, such as a titer or immunizations, are billed separately.

Go to the Immunization/TB portal - enter your data!
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Immunization/TB Data Portal URL: <https://saa.ucsf.edu/immunization>

User Id and password: Your SAA user id and password were mailed to you by the Registrar's office in the New Student Welcome Letter. It is the same user id/password you use for the SAA Student Portal.

Log on to the portal and enter your immunization and TB data. Please visit the URL listed above.

Checklist – Have you done everything?
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- ☒ Had your 'Immunization Form 2009' signed by your health care provider for verification.
- ☒ Left a copy of the signed 'Immunization Form 2009' with your provider's office.
- ☒ Entered dates and data for all healthcare requirements into the Immunization/TB Data Portal.
- ☒ Clicked the "submit" button in the portal to officially submit your data and received the confirmation message that all requirements were fulfilled.
- ☒ Mailed the signed 'Immunization Form 2009' to Student Health and Counseling Services.

If you have completed all these items! You are done!