New Student Immunization Requirements

All UCSF students have immunization requirements. Professional students have more extensive requirements based on the fact that they have patient care responsibilities.

For details on your requirements and how to meet them? select your student designation below:

**Graduate Division**

**Graduate students new to UCSF** are required to meet immunization and TB screening requirements in accordance with the UC system-wide Immunization Policy. [1]

**Student enrolled in a Graduate Division program:** Biochemistry and Molecular Biology, Bioengineering, Biomedical Sciences, Biophysics, Biomedical Imaging, Translational Medicine, Cell Biology, Developmental Biology, Developmental and Stem Cell Biology, Genetics, Epidemiology and Translational Science, Global Health Sciences, Global Health Sciences, History of Health Sciences, Medical Anthropology, Biological and Medical Informatics, Biomedical Research, Neuroscience, Oral and Craniofacial Sciences, Chemistry and Chemical Biology, Pharmaceutical Sciences and Pharmacogenomics, Sociology

**Instructions**
Step 1: Gather documentation of immunizations and titers.

Read the document "Immunization Requirements for Graduate Academic Students". The form describes your requirements and how to meet them. You will need to collect records of past immunizations and titers to submit online. If you received these services outside the US, please leave time for receiving the documentation.

Step 2: Visit your healthcare provider to obtain missing immunizations and/or titers.

If you have not been immunized against measles/mumps/rubella, varicella, or Tdap you must obtain vaccination. If you answer positively to any questions on your TB Risk Screen questionnaire, you will also need to submit TB screening information which may require updated testing.

Step 3: Complete the TB Risk Screening Questionnaire

Log on to https://MyHealthRecord.ucsf.edu and complete the TB Risk Screening Questionnaire. A positive screen will require you to submit additional TB screening data.

Step 4: Enter your immunization and titer data online.

Once you have your immunization and/or titer records in hand, log on to https://MyHealthRecord.ucsf.edu to enter the dates of your vaccinations and/or titers and upload images of your vaccine records and titer documentation (titers are documented by a lab report).

You should take a photo of your immunization records with your phone or camera and load that photo (or photos) into the MyHealthRecord portal as verifying documentation. **DO NOT SUBMIT your immunization dates without the photo of the records which serves as verification of your immunizations and/or titers.**

Please use Chrome of Firefox browsers to enter your data. The immunization portal will accept your verification documentation in the following file formats: PNG, JPG, or GIF.

You will use your UCSF MyAccess ID and password to log on to MyHealthRecord.ucsf.edu.
If you do not have a MyAccess username and password, you can register for one using your UCSF email address by visiting the MyAccess site [5]. If you have problems with logging in, please call UCSF ITS Help Desk at 415-514-4100, option 2.

Once logged on to https://MyHealthRecord.ucsf.edu [3] you will see the following two forms? **BOTH must be completed**:

**Immunizations Data Submission**: This form allows you to submit your vaccine and titer data. Don’t forget to attach the back-up documentation before clicking “submit”.

**Tuberculosis Screening Questionnaire**: This form will ask you a series of questions which will indicate if you will need any follow-up TB screening once you arrive on campus.

You will not need to fill in ALL sections of this online form, just the sections that correspond to the data you have to submit. **For example**: If you have a positive varicella titer, but no documentation of the varicella immunizations - you will enter the titer data, but no varicella vaccine dates. If you have both, then enter both.

**Step 5: Enter vaccine dates for other “recommended” immunizations**.

There is a list of vaccines that are not REQUIRED by UCSF, but it is still RECOMMENDED you receive vaccination [1]. If you have already received or choose to receive any of these vaccinations, please submit the information the same as you would for a required vaccine.

**Completing your requirements**

If you have not been vaccinated or are unable to obtain services prior to coming to campus, you may pay to receive the services at SHCS. Prices are listed on the SHCS website under “students w/out SHIP” [6].

What are the requirements?

All requirements must be met before you register for classes, please leave
FAQ’s

Q: What are titers?

A: A titer is a blood test that indicates if you have the antibody in your bloodstream to the particular disease for which you are being screened. A positive titer indicates immunity to the disease. A negative or equivocal titer means you are not likely immune and might need to receive additional vaccination.

Q: What do I do if my titer result is negative?

A: If your titer result is negative, a clinician should review your immunization history. It’s possible if you were immunized several years ago you may need a booster immunization. You should also check your immunization documentation to confirm that you completed the immunization series. If you didn’t receive the full vaccine series, you might not be immune and need to finish the series.

Measles, Mumps, Rubella (MMR) is a standard childhood immunization series. If you have a negative measles, mumps, or rubella titer it is likely you will need a booster. For example: If you had a negative Measles titer on 1/1/2016 you should receive an MMR booster which is one dose of MMR vaccine. If the booster was administered on 1/3/2016 you can re-titer for measles on 2/3/2016 (4 weeks post-immunization). If you have documentation of at least three MMR vaccine doses and the most recent titer result (obtained at least 4 weeks after the 3rd vaccine) is negative a fourth booster vaccine would not be recommended. Please contact Student Health with any questions.

Q: When should I obtain my vaccine titer?

A: Titers can be drawn 4 weeks after completing a vaccine series. If you have no previous records of positive titers and you completed your immunization series at least 4 weeks prior, you may obtain a titer.

Q: The instructions say I need a TB test within the 3 months before school starts. What date exactly represents the 3 months preceding entry into school??
A: The 3-month window is based on your date of first attendance (start of the first term in which you will enroll) OR the due date set by your school.

Q: Why can’t I get a TB skin test after a live virus vaccine (MMR, varicella)?

A: Vaccinations with live viruses may interfere with TB test reactions (possibly resulting in a false positive TB skin test). For persons scheduled to receive a TB skin test, testing should be done either on the same day as vaccination with live-virus vaccine or 4-6 weeks after the administration of the live-virus vaccine.

Q: How do I know if I need to get a chest x-ray and when does it need to be done?

A: You need a chest x-ray with three months of entering UCSF if you:

Have a history of a positive PPD skin test (and have not taken BCG) or have a positive Quantiferon test or Tspot test

AND

Have not received treatment of Rifampin, Isoniazid or a combination of Isoniazid and Rifampin.

If you meet these guidelines, a chest x-ray is needed no earlier than 3 month prior to the start of your program.

Q: What testing do I do if I received BCG vaccine and always have a positive reaction to TB skin tests?

A: If you have had a positive reaction to TB skin tests in the past AND have received the BCG vaccine, it is highly recommended you submit a recent QuantiFERON Test. If this test and the TB sign and symptom questions you complete on MyHealthRecord.ucsf.edu are both negative, you can avoid the chest x-ray requirement.

Q: What if I have a medical condition that interferes with my ability to meet the requirements?

A: If you have a medical condition that is of concern related to the requirements, please call Student Health and Counseling Services at (415) 476-1281 as soon as possible.
Q: What if I don’t have somewhere to go to obtain an immunization or TB screening?

A: SHCS can perform this service for you on a fee-for-service basis if you are in San Francisco. Simply come to SHCS Mission Bay or Parnassus (not during the lunch hour) and request services. SHCS will not bill your insurance. If you wish to use your insurance, go to a network provider. Be careful not to wait until the last minute as the process can take a while. Your local public health department is another low cost option.

Q: Why isn’t my hold released? I’ve completed and submitted all my immunization/TB data.

A: You should allow 1 week after entering your data into the portal to verify your hold has been released. If after one week you still have a hold, go to MyHealthRecord.ucsf.edu [4] ? Immunization section to view which element is still out of compliance.

Instructions for Meeting Health Requirements

Step 1: Review and understand your healthcare requirements.

Read the summary of healthcare requirements for Professional Students. [9]

You will need to submit data that satisfies each requirement.

Assess which requirements you have met and which requirements will require you to obtain additional healthcare services.

Step 2: Make an appointment with your primary care clinician to obtain missing immunizations, titers, or PPD skin testing.
Review the **immunization and TB screening requirements** [9] to make sure you have hard copy documentation of all requirements.

**Step 3: Gather hard copy documentation of immunizations, titers, and PPD skin testing.**

You are required to enter dates of service for all requirements and upload an image of all hard copy records in [https://MyHealthRecord.ucsf.edu](https://MyHealthRecord.ucsf.edu) [3].

File types accepted for records upload include: PNG, JPG, JPEG, GIF

If you don’t have a scanner, you can use your phone to take a picture of your documents? just make sure it is a high quality image (legible, includes your name and name of healthcare provider).

For all titers, **submit the actual lab report** since it is common to have to produce them in later years for clinical rotations that require the full report.

**Keep a copy of all records for your personal use** as you will need to produce them periodically to clinical sites.

**Ensure that the images of your hard copy documents are:**

- Legible
- Include your name on every page of documentation
- Include the name of the provider of care for that service

**Step 4: Enter your immunization, titer, and TB screening dates online.**

Enter your immunization, titer, and TB screening dates and upload images at: [https://MyHealthRecord.ucsf.edu](https://MyHealthRecord.ucsf.edu) [3]. On the HOME page or FORMS section, look for the form titled *Immunization Data Submission* to enter your dates of service.

Your **user ID and password** for this system are your user ID and password mailed to you by the Registrar’s Office. It is the same user ID/password you use to log on to MyAccess.

You should already have your user ID and password from the Registrar’s letter. If you do not have this username and
password, you should contact the Registrar at 415-476-8280.

Submit data that satisfies each requirement.

The portal shows a data entry field for any data that COULD be entered, but to be compliant you will not need to enter data in EVERY field. For example: If you have a negative QuantiFERON (QF) test (which satisfies the TB screening requirement), you will not need to enter TB skin testing data since a negative QF test OR two negative skin test meet the requirement. You enter one or the other.

Do not click SUBMIT until you have entered data to meet ALL requirements! You may click save and go back later by selecting the ?Save? button, but you cannot enter additional data after you click SUBMIT.

The MyHealthRecord portal is a secure, encrypted site and will upload directly to your confidential Student Health and Counseling Services (SHCS) electronic medical record, which is only accessible to SHCS staff.

Step 5: Check that your health hold has cleared

All new professional students have a health hold in the SAA Student Portal until they meet their immunization and TB screening requirements.

Once you successfully submit your requirements and SHCS has a chance to verify the documentation, your hold will be cleared. (Approximately 1 week)

To check if your health hold has cleared ? you can visit My Health tab of the SAA Student Portal [10] or the Immunizations section of MyHealthRecord.ucsf.edu [4] for a more detailed view

If something is needed in addition to what you submitted to clear your hold ? SHCS will secure message you through the MyHealthRecord portal. You will receive a message in your email inbox that you have secure message to view.

FAQ's

Q: What are titers?

A: A titer is a blood test that indicates if you have the antibody in your bloodstream to the particular disease for which you are being screened. A positive titer indicates immunity to the disease. A negative or equivocal titer means you are not likely immune and might need to receive additional vaccination.

Q: What do I do if my titer result is negative?

A: If your titer result is negative, a clinician should review your immunization history. It’s possible if you were immunized several years ago you may need a booster immunization. You should also check your immunization documentation to confirm that you completed the immunization series. If you didn’t receive the full vaccine series, you might not be immune and need to finish the series.

Measles, Mumps, Rubella (MMR) is a standard childhood immunization series. If you have a negative measles, mumps, or rubella titer it is likely you will need a booster. For example: If you had a negative Measles titer on 1/1/2016 you should receive an MMR booster which is one dose of MMR vaccine. If the booster was administered on 1/3/2016 you can re-titer for measles on 2/3/2016 (4 weeks post-immunization). If you have documentation of at least three MMR vaccine doses and the most recent titer result (obtained at least 4 weeks after the 3rd vaccine) is negative a fourth booster vaccine would not be recommended. Please contact Student Health with any questions.

Q: When should I obtain my vaccine titer?

A: Titers can be drawn 4 weeks after completing a vaccine series. If you have no previous records of positive titers and you completed your immunization series at least 4 weeks prior, you may obtain a titer.

Q: Why can’t I just submit records of vaccination? Why are titers required?

A: When students embark on clinical rotations or internships (as well as residencies post-graduation) the healthcare organizations where they work almost exclusively require titers. As that is the standard to which students are being held, it is easier for students to meet the requirement upfront as opposed to having another hurdle to clear later in their academic career.
Q: What is a two-step TB skin test and why do I need one?

A: Two-step testing is two Tuberculosis skin tests placed at least 1 week apart. Two-step testing is necessary for the initial skin testing of adults who are going to be retested periodically, such as health care workers. This two-step approach can reduce the likelihood that a boosted reaction to a subsequent TB test will be misinterpreted as a recent infection. Click here for more information from the CDC on boosted reactions and two-step testing. [11]

Q: The instructions say I need a TB test within the 3 months before school starts. What date exactly represents ?the 3 months preceding entry into school??

A: The 3-month window is based on your date of first attendance (start of the first term in which you will enroll) OR the due date set by your school.

Q: Since I have not had annual TB screening, I need to get a two-step TB test. But I am confused as to when I need to get the second test. Is it 7 days after the first TB placement or after the reading?

A: If you have not had annual TB screening, you need to get a two-step test. The second test in a two-step test needs to be placed 7 days after the first test has been placed.

Q: Why can?t I get a TB skin test after a live virus vaccine (MMR, varicella)?

A: Vaccinations with live viruses may interfere with TB test reactions (possibly resulting in a false positive TB skin test). For persons scheduled to receive a TB skin test, testing should be done either on the same day as vaccination with live-virus vaccine or 4-6 weeks after the administration of the live-virus vaccine.

Q: How do I know if I need to get a chest x-ray and when does it need to be done?

A: You need a chest x-ray with three months of entering UCSF if you:

Have a history of a positive PPD skin test (and have not taken BCG) or have a positive Quantiferon test or Tspot test

AND

Have not received treatment of Rifampin, Isoniazid or a combination of Isoniazid and Rifampin.

If you meet these guidelines, a chest x-ray is needed no earlier than 3
month prior to the start of your program.

**Q:** What testing do I do if I received BCG vaccine and always have a positive reaction to TB skin tests?

**A:** If you have had a positive reaction to TB skin tests in the past AND have received the BCG vaccine, it is highly recommended you submit a recent QuantiFERON Test. If this test and the TB sign and symptom questions you complete on MyHealthRecord.ucsf.edu are both negative, you can avoid the chest x-ray requirement.

**Q:** I have received Hepatitis B in the past, but I can’t find records of my immunization dates.

**A:** For Hepatitis B, we highly recommend that you provide documentation of your vaccination dates, but we do not require that you have records of your immunizations. Only a positive titer will be required. If you do not have documentation of your Hep B immunizations, please only enter the titer results.

**Q:** What happens if I do not submit my information by the time I try to file my study list?

**A:** You must complete and submit documentation of your health requirements and allow time for Student Health to process the information before you can file your study list. You will not be able to file your study list until all requirements are met.

**Q:** What if I have a medical condition that interferes with my ability to meet the requirements?

**A:** If you have a medical condition that is of concern related to the requirements, please call Student Health and Counseling Services at (415) 476-1281 as soon as possible.

**Q:** What if I don’t have somewhere to go to obtain an immunization or TB screening?

**A:** SHCS can perform this service for you on a fee-for-service basis if you are in San Francisco. Simply come to SHCS Mission Bay or Parnassus [8] (not during the lunch hour) and request services. SHCS will not bill your insurance. If you wish to use your insurance, go to a network provider. Be careful not to wait until the last minute as the process can take a while. Your local public health department is another low cost option.
Q: Will any of my TB or immunization data impact my admissions status?

A: No! This data will not be reviewed by your school. SHCS only reports if you are in compliance or out of compliance. Medical history, such as being a chronic Hepatitis B carrier, does not impact your ability to participate in clinical rotations.

Q: Why isn’t my hold released? I’ve completed and submitted all my immunization/TB data.

A: You should allow 1 week after entering your data into the portal to verify your hold has been released. If after one week you still have a hold, go to MyHealthRecord.ucsf.edu [4] Immunization section to view which element is still out of compliance.