2-Step (PPD/Mantoux) TB Test and Chest X-Ray Instructions

FAQ: Who Needs the 2-Step TB Test?
1. The 2-Step TB Test is a requirement that expires every year – therefore, everyone needs to get it annually.
2. Exceptions: if you’ve had a Chest X-Ray, it expires every 4 years – therefore if you’ve had a Chest X-Ray in the past four years, you do not need to get the 2-Step TB Test.

FAQ: What if I’ve Already Received a TB Test Sometime in the Past Year – Am I Still Required to Get Both Steps of the TB Test in January?
• If your last TB Test was done after May 1, 2009: you can get one TB Test by January 11, 2010 and count your last TB test from as your 1st Step, and your new TB test as your 2nd Step. You will need to provide the documentation and results for both TB Tests – scanned and uploaded as one document.
• If your last TB Test was before May 1, 2009 – you need to get the full 2-Step TB Test done (using the Screening of TB/Vaccine of Preventable Diseases form).

2-Step TB Test Uploading Instructions:
1. For Students Renewing 2-Step TB Requirement for JANUARY 11, 2010:
   o You MUST upload (scanned as 1 document):
     • The Screening of TB/Vaccine of Preventable Diseases form (blank and sample forms are posted on Beachboard and CSULB Nursing website)
     • You must also upload any additional TB documentation given to you by your healthcare provider (ex. 1/4 sheets of proof from SHS for both TB tests).
     • To Ensure Approval You MUST:
       • Upload documentation that precisely follows correct time frames (see specific instructions below)
       • Upload documentation visibly containing:
         o Your name
         o The dates for each TB test and for each ensuing reading
         o The names and signatures of health care providers who administered each TB shot and who read the results
         o The results of both TB Test readings (in mm induration)

2. For Students Not Needing to Renew 2-Step TB Requirement until later Spring or Summer 2010:
   o If you have it from your last 2-Step TB test, please upload the Screening of TB/Vaccine of Preventable Diseases form
   o If you don’t have the Screening of TB/Vaccine of Preventable Diseases form, you MUST STILL upload proof of 2 separate TB Tests
   o Documentation MUST contain:
     o Your name
     o The dates for each TB test and for each ensuing reading
     o The names and signatures of health care providers who administered each TB shot and who read the results
     o The results of both TB Test readings (in mm induration)
3. **For Students Who Receive a Positive TB Result – You MUST Get a Chest X-Ray**
   - **Chest X-Ray (CXR) Documentation (scan as one document):**
     - Please upload a copy of your positive TB Test
     - You’ll need the actual lab results of the Chest X-Ray (see sample on Beachboard)
     - For students getting a CXR in December 2009 – January 2010: You MUST use the *Screening of TB/Vaccine of Preventable Diseases* form in addition to CXR labs

4. **For Students Who Already Have a Chest X-Ray on File**
   - If you don’t have any documentation for the 2-Step TB Test: Upload the *Missing Requirements* form for the 2-Step TB Test requirement explaining why you don’t have the TB documentation. You can only do this if you have the lab results for the Chest X-Ray.
   - If your Chest X-Ray was done within the past 4 years: upload the documentation for the Chest X-Ray.
   - Please also upload the *Screening of TB/Vaccine of Preventable Diseases* form if you have it for the CXR.

5. **For Students Who Receive a Negative TB Result and Do Not Need a Chest X-Ray**
   - You must upload the **NOT APPLICABLE** function
     - Click the “Attach Record” link
     - In the white “Instructions” screen - you will see the “Select a Medical Record” Section to the left (where all of your personal scanned documents are saved).
     - The last option is “**NOT APPLICABLE**” – click it to indicate that the requirement does not apply to you.
     - Go to the bottom of the screen and click **Upload New Record** to save the “Not Applicable” upload

### The 2-Step TB Test Process and Timeline Explained:

2 TB Tests: timeline of how your physicians’ visits will go:

1. **First Visit:**
   - Get the TB shot (make sure you get documentation for this – date and signature)

2. **Second Visit:**
   - **2 days after visit #1** you go back to get the TB Test Reading (results) – this should be given in millimeters (mm), which will determine whether the test is positive or negative.

3. **Third Visit:**
   - **no sooner than 1 week after visit #1 (1st TB shot), no later than 2 weeks after visit #1.** You will get the whole process done over again. This visit you get your 2nd TB shot.

4. **Fourth (Final) Visit:**
   - **2 days after visit #3** you will get the 2nd TB shot reading. Again, you need documentation stating the results in millimeters (mm) and whether the result is positive or negative.

**Note of Caution:** Don’t make the mistake of thinking that because a normal TB Test has 2 components (TB shot and TB reading) that it will fulfill the 2-Step TB Test requirement. You must actually have 2 separate TB Tests.