VACCINATION RECORD AND TITER UPLOADING INSTRUCTIONS

This document contains very important information regarding the uploading of your next requirements. Please read thoroughly as rejections and potential deductions may result.

A. Important Tips to Avoid Vaccine and Titer Record Rejection:

- New Types of Requirements:
  - New Requirement #1: **Mumps Immune Titer** – you’ll be asked to upload the titer document
  - New Requirement #2: **Mumps Immune Titer Date** – you’ll be asked to type in the date of your Mumps immune titer

    ➢ **WHEN TYPING IN TEXT, CAREFULLY FOLLOW THE EXAMPLE GIVEN.** Missing information will result in rejections.

** PLEASE FULFILL REQUIREMENTS IN THE ORDER YOU SEE THEM IN THE TRACKER

** DO NOT TYPE IN TEXT ANSWERS BEFORE UPLOADING THE DOCUMENTATION (proof will be required to verify all text answers).

** WE WILL APPROVE REQUIREMENTS BY DISEASE: ex. for Hep B: you must upload Hep B vaccination record, upload Hep B titer record and answer Hep B text question before they will be approved.

- Make sure your scan is saved in one of the following formats: .pdf, .jpeg, or .tif

- Preview each document you upload to double check the following things:
  - The ENTIRE document must be visible (i.e. make sure it is not cut off in any way)
  - Your name, the date, the specific requirement, and the physician’s signature must be clear and legible
  - The ENTIRE document must be clear (i.e. rescan if it is blurry or distorted in any way)
  - The document must be facing the right direction (i.e. rescan if it is sideways or upside down)

B. Using One Document to Fulfill Multiple Requirements

- If all of your vaccination records are on the same page (Tetanus, MMR, Varicella, and Hep B):

  ➢ **How to Upload:** Save and title the document “Vaccination Records” – upload the same document multiple times, once for every requirement it fulfills.

- If all of your records are together, but take up more than one page (MMR titers are on pg.1, Hep B and Varicella titers on pgs. 2-3):

  ➢ **How to Upload:**
    - Option A: scan the several pages as one document and title the whole document “Titers” – then upload the document multiple times to fulfill your MMR, Hep B, and Varicella titer tracker requirements.
b. **Option B:** scan the different pages as separate documents and title them differently based on which requirement the document fulfills. (Ex. Hep B titer, Varicella titer, etc...).

**Something to think about:** However you scan and title your documents, you want to be able to easily identify and be able to access what you’re looking for in the future (during your preceptorship, for employment purposes, etc...).

C. **What if A Requirement Doesn’t Apply to Me?**

- **EXAMPLE:** If there is a requirement to upload follow-up titers, but your initial titers came back immune (therefore you didn’t need follow-up titers).

  ➢ **How to Use the NOT APPLICABLE function:**
    1. Click the “Attach Record” link
    2. 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).
    3. The last option is **“NOT APPLICABLE”** – click it to indicate that the requirement does not apply to you.
    4. Go to the bottom of the screen and click **Upload New Record** to save the “Not Applicable” upload

D. **What if I’m Missing the Documentation for a Requirement?**

- **EXAMPLE:** You had varicella (chicken pox) as a child and therefore don’t have the vaccine records for varicella.

  ➢ **Use the Missing/In Progress Requirements Form:** you can find this form posted on your Beachboard Basic or Trimester organization site (under the “Online Tracker” tab). Print it, fill it out, scan it and upload it.

  ➢ Be sure to fill in exactly which documentation you’re missing and why.

E. **What if I’m Still in the Vaccination or Titer Process? (1st Semester Students ONLY)**

- **EXAMPLE:** You are asked to upload your Hep B Series vaccine records, but your Hep B Vaccination #3 is not due until March 15, 2010.

  ➢ **Use the Missing/In Progress Requirements Form:** you can find this form posted on your Beachboard Basic or Trimester organization site (under the “Online Tracker” tab). Print it, fill it out, scan it and upload it.

  ➢ **MAKE SURE THAT YOU INDICATE THE TIMELINE FOR WHEN YOU WILL GET THE REQUIREMENT TAKEN CARE OF** (ex. immunization date or titer being drawn date).

  ➢ Document can be hand written if legible.

  **Do not make the mistake of not uploading a document if you are in process. You must upload something that informs us about your progress in completing the requirement.**