

University of Rochester  
Health History Form and Immunizations

## **FREQUENTLY ASKED QUESTIONS**

(For Non-Health Profession Students)

### **Q: I started filling out my form in ink. Is that ok?**

While we prefer you to use a pencil for the entire form, it is ok to use blue or black ink. If you have not finished the form, please switch to pencil to finish the rest of the form. You do not need to request a new form.

### **Q: What immunizations are required?**

Students must meet the New York State and University of Rochester immunization requirements. Please read the health form carefully when filling it out. Mandatory immunizations vary for full-time students, medical students, other health profession students, part-time students, and visiting students. The common mandatory immunizations are as follows: 2 MMR's (Measles, Mumps & Rubella), 1 TD or Tdap (Tetanus), and 1 Polio (Date of completion). If you go to [www.rochester.edu/uhs](http://www.rochester.edu/uhs), you will find a link in the Pink box for "Health History Form and Immunization" Click this and then you can choose the link that is appropriate for you to find further immunizations that may be required.

### **Q: Do I have to do a PPD (tuberculin skin test)? What should I do if I have a positive PPD Test?**

Students who have lived in a Country that is endemic for Tuberculosis within the last 5 years for a period of more than 3 months at a time (see paper titled Countries with "low incidence" of tuberculosis in your health packet) or Health Professional Students must take the PPD test. Your test must be within 6 months of the start of your classes. PPD tests completed more than 6 months before admission date are invalid. You do not need a chest x-ray if your PPD result is negative (less than 10 mm). If you have a PPD test that is positive (10mm or over induration) then you must have a chest x-ray done. Please only provide the chest x-ray report. Do not provide the actual x-ray film or a CD of the results. We must have a printed paper report.

### **Q: Does my doctor need to sign my Health History Form? My doctor is no longer in practice. Where can I get my immunization records?**

We must have official documentation of your immunizations; however, this does not always mean that your doctor must sign the form. If you have official immunization documentation from your school or from your healthcare provider's office, we can accept that documentation in place of a physician's signature on your Health History Form. You will still need to fill out the ovals in the immunization section of the University of Rochester's Health History Form. The official immunization documentation from your past school or healthcare provider will serve as the physician's signature, showing proof of the dates that you entered onto the form.

### **Q: Can I turn in my form late? I cannot schedule an appointment with my doctor until after the due date.**

Our goal is to receive the majority of forms from incoming freshmen by June 30 for the fall semester (December 31 for the students beginning in January). For graduate students, we would like to receive your form at least 30 days before the start of classes. If you cannot make the deadline, please send your form as soon as you can. Overnight mail is not needed

unless you think your form will not reach us by regular mail before the start of classes. If your Health History Form is not ready by the due date, do not send in any other paperwork now and the Health History Form later. To assure proper input of your information, please send in all of your paperwork including the Health History Form all at the same time. If you absolutely are unable to complete your form prior to coming to campus, you can bring your form, with any accompanying immunization paperwork, to the Health History Form Office, which is located in Room 203 in the UHS Building on the River Campus.

**Q: Should I wait to send in my Health History Form until I have completed the online Health Insurance Enrollment/Waiver Process?**

You should not wait to send in your Health History Form that is due June 30 for the fall semester (December 31 for the students beginning in January) We would like you to complete the Online Insurance Process before the start of classes, preferably by July 7 (fall semester), December 15 (January Semester). The link is in the pink Quick Links box on the UHS home page at [www.rochester.edu/uhs](http://www.rochester.edu/uhs).

**Q: I can't get my immunizations completed before I come to school. What should I do?**

You can receive your immunizations at the University Health Service (UHS) after you come to campus. Call 585-275-2662 to schedule an appointment. Please let the receptionist know you would like to complete your immunization requirement. It will be billed to your insurance and you will be responsible if it is not covered. Our Aetna Student Health Insurance covers most immunizations.

**Q: Do I need to fill out all the ovals (bubbles) on the Health History Form? Why is there a charge for \$25 on the form?**

Yes, you need to fill in the ovals (bubbles) that match the dates of immunizations on the official immunization record. Please darken the circle completely using a pencil (or blue or black ink pen, if you do not have a pencil). Do not put a check mark, X or \_ in the circle. The \$25 is only for students who do not fully fill in the ovals (bubbles) on the form.

*Please be sure to sign and date the form where indicated in part 5. The form cannot be processed without your signature and date.*

**Q: I don't have my student ID number. What should I do?**

You should be assigned a student ID number before you arrive on campus. You can call the registrar's office to get your student identification number and then you can put it on the Health History Form. Still if you leave the number blank and your form arrives without your student ID, we will enter the number for you

**Q: How do I know if you received my Health History Form or if anything is missing?**

Due to the large number of forms received daily during the summer, we do not send a confirmation to let you know your form has been received. We will notify students whose forms are incomplete or have not been received within 30-45 days after the beginning of classes. If you do not receive a letter from UHS, you can assume your form was received and is complete. Please always check your spam email, just in case. Our suggestion to you is to bring ALL of your immunization records with you when you come to the University of Rochester. Then if your form does not reach us and we need you to fill out another one, you can come to the UHS Building, room 203 and fill out our Health History Form here, using your immunization records that you brought with you from home.

**Q: Can I send a scanned email copy or fax of my form?**

If you are a full-time student, you must submit the original form. You cannot email or fax your form to our office. Since the form is optically scanned, we can only accept the printed original red bubble form.

**Q: Do I need to have a physical to complete the Health History Form?**

A physical is not required to complete the Health History Form; however, we realize some doctors' offices may require a student have a physical before they will complete the form. If your doctor's office requires you to have a physical, you may find you cannot schedule one before June 30. If that is the case, you can send in your form as soon as you can. You do not need to call our office to let us know your form will be late unless you cannot complete the form before arriving on campus.

**Q: If I am a current UR employee, what do I need to do?**

Even though you are a current UR employee, being an employee and a student are looked at separately in the eyes of New York State laws for immunization verification. OEM (Occupational Environmental Medicine) deals with employee medical records while UHS (University Health Service) deals with students. Due to HIPPA regulations OEM and UHS are not allowed to cross reference medical information. The employee/student must do that themselves. Therefore, what you need to do is to call OEM and get your immunization information from them and then you can fill out our form, using the OEM paperwork. Then include the OEM paperwork with our form as proof when you send it to us. That way you won't need to have a doctor sign our form. You will still need to fill out our form, please do not leave the immunization information that coincides with the OEM paperwork on our form blank or you will be charged a fee. OEM's phone number is (585) 487-1000. You can call them and then go and pick up your form. Please do not have them fax the form to UHS.

**Q: I was an undergraduate student at the University. I am now becoming a graduate student. What do I need to do?**

*(Please call 585 275-0697 to check to see if immunizations are on file and they are complete)*

If UHS has your immunizations, then you only need you to fill out pages 1 and 2 (Part's 2 through 5) of the Health History form for demographic reasons (new school, graduate, etc.) You do not need to fill in the immunization section of the form (part 6) or have a doctor sign the form. Please make sure that you sign and date the form in part 5.

**Q: I misplaced my Health History Form. Can you fax a new copy to me?**

If you are a full-time student, you must submit an original form. Since the form is a scannable form, we can only accept the printed form. We can send you a new form via regular mail. Write to [hfh@uhs.rochester.edu](mailto:hfh@uhs.rochester.edu) to request a new form. Please include your mailing address in your e-mail message. If you are a part-time student, medical student, health profession student, or visiting student, you will find the form you need to complete on the UHS web site if you return to the page you were viewing and scroll down to "Immunization Requirements and Forms" to find your category.

IF YOU HAVE AN INTERNATIONAL ADDRESS, we may not be able to send you the form in time. Our suggestion to you is to bring ALL of your immunization records that you can get for yourself with you when you come to the University of Rochester and then come to the University Health Service building, room 203 on the second floor and fill out our Health History Form here, using your immunization records from home.

**Q: Can I get my Health History Form online?**

If you are a full-time student, you will need the full time Health History Form which is a red bubble form. That form is NOT online or on our web page, as you must submit the original form. You can get the full time form from the admission department of the area of the school that you are going through. To return the form it MUST be mailed to us. You cannot email or fax your form to our office. Since the form is optically scanned, we can only accept the printed original red bubble form.

If you are a part-time student (less than 12 credit hours), you can find that form at <http://www.rochester.edu/uhs/healthcare/files/PTImmunizationReportForm.pdf>.

**Q: Is the Meningococcal vaccine required?**

No, this vaccine is not required at this time. The vaccine is strongly recommended for freshmen and other students who will be living in a residence hall. Your Health History Form packet included an information sheet about Meningococcal meningitis. The information sheet is available on this web site on the main Health History Form and Immunization Requirement page.

**Q: Does UHS offer the HPV vaccine?**

UHS offers this vaccine, which is recommended for students under age 26. To receive the vaccine at UHS, call 585-275-2662 to schedule an appointment. If you started the vaccine series before coming to the University, you can receive dose two and/or three at UHS. You will be charged for the vaccine but not for the office visit. The fee can be charged to your tuition statement.

**Q: Where are you located at on Campus and what are your hours?**

The UHS Health History Form Office is located in the UHS Building on the River Campus (not in the UR Medical Center or Strong Memorial Hospital). The UHS Building is directly across the parking lot from the bus drop/pick up point of Rush Rees Library.

The Health History Form office is on the 2<sup>nd</sup> floor in Room 203. The office is open 8am – 5pm weekdays, except Tuesday's when the office opens at 9:00 and closes early on Friday's at 4:00 pm. *It is best to avoid coming between 11:30am – 1:30 pm, if possible.*