University of Rochester

Health History Form and Immunizations

Frequently Asked Questions

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

Answer:
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 should I do if I have a positive PPD Test?

Answer:
Due to a printing error, the following sentence was not included on page one of the Health History Form: “In the past 5 years, have you resided in a country where Tuberculosis is endemic? (See enclosed documentation.) If yes, list country name below and complete Tuberculosis section (PPD) on page 3 of this form.”

For students that have lived in an Endemic Country for Tuberculosis within the last 5 years (see paper titled Countries with “low incidence” of tuberculosis) or Health Professional Students who must take the PPD test, your test must be prior to and within a year of the start of your classes. Anything older than September 1st, 2014 would be 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 also have a chest x-ray. Please send only the chest x-ray report. Do not send the actual x-ray film or a CD of the results. We must have a printed paper report.

Q: What immunizations are required?

Answer:
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, 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: Can I turn in my form late? I cannot schedule an appointment with my doctor until after June 30.

Answer:
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. We realize some students will be unable to meet this timeframe for a variety of reasons. If you cannot make the deadline, please send your form as soon as you can. You should not need to use an overnight mail service unless you think your form will not reach us by regular mail before the start of classes.

If you are unable to complete your form prior to coming to campus, you can bring your form to the Health History Form Office, which is located in Room 203 in the UHS building on the River Campus.
Q: If my health history form is not ready, by June 30th, should I send in my other paperwork now and the health history form later?
Answer:
No, it would be best to send in all of your paperwork including the health history form all at the same time, to assure proper input of your information. We realize some students will be unable to meet this timeframe for a variety of reasons. If you cannot make the deadline, please send your form as soon as you can. You should not need to use an overnight mail service unless you think your form will not reach us by regular mail before the start of classes.

Q: Does my doctor need to sign my Health History Form?
Answer:
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 put on our form.

Q: Should I wait to send in my Health History Form until I have completed the online Health Insurance Enrollment/Waiver Process?
Answer:
You should not wait to send in your Health History Form, which is due June 30. We would like you to complete the online Health Insurance Enrollment/Waiver Process before the start of classes, preferably by July 15. The link is in the pink Quick Links box on the UHS home page (www.rochester.edu/uhs).

Q: I can’t get my immunizations completed before I come to school. What should I do?
Answer:
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. If you have chosen the Aetna Student Insurance from the University, you may not have to pay for the immunization shot. Otherwise, there will be a charge for the office visit and the immunizations since completing your immunizations is a pre-enrollment requirement. We will charge the cost to your tuition statement. If you prefer, you can pay by check or credit card.

Q: Can I send a copy of the official immunization record that is accompanying the Health History Form or do I need to send the original?
Answer:
You can send a copy of the record and keep the original for your own records. Please be sure you fill in the ovals (bubbles) on the University of Rochester Health History Form that match the dates of immunizations on the official immunization record. 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 put on our form.

Q: I don’t have my student ID number. What should I do?
Answer:
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: Do I need to fill out all the ovals (bubbles) on the Health History Form?

Answer:
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. Please be sure to sign and date the form where indicated.

Q: Why is there a charge for $25 on the form?

Answer:
The $25 is only for students who do not fully fill in the ovals (bubbles) on the form. If you fill in the ovals that correspond to your information, you will not be charged $25.

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

Answer:
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. If you do not receive a letter from UHS within 30-45 days after the beginning of classes, you can assume your form was received and is complete.

Q: My doctor is no longer in practice. Where can I get my immunization records?

Answer:
You can check with your high school or elementary school to see if they have your immunization record. We can accept the signature of an authorized school official. If you attended another college or university before coming to the University of Rochester, you could check to ask to have your immunization record sent to the University Health Service.

Q: Can I fax or email my form to your office?

Answer:
If you will be a full-time student, you cannot fax or send a scanned copy via email of your form to our office. Only the original form can be accepted. If you are a part-time student or a health professional student, you can fax your form to the UHS Health History Form Office (585-756-0263).

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

Answer:
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: I am a current UR employee, what do I need to do?

Answer:
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 and our form blank or you could get 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 UHS the form.

Q: I was an Undergraduate and am becoming a Graduate. What do I need to do?
Answer: (If immunizations are on file and they are complete, please call 585 275 0697 to check first) 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?
Answer: 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. Write to hhf@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 cannot 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 you can 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 form online?
Answer: 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 as you cannot email or fax the form as it is a Scan-a-tron form, thus the reason we can only accept the printed original form. We are sorry for this inconvenience, but the form goes through a scanning process and thus it must be the original for it to do that.

If you are looking for the part time form, (You must have less than 12 credit hours) you can go here, http://www.rochester.edu/uhs/healthcare/files/PTImmunizationReportForm.pdf.

Q: Can I send a scanned email copy of my form?
Answer: We cannot accept the attachments that you have given. Here is why:
If you are a full-time student and you have the red bubble form, you must submit the original form. You cannot email a scanned copy or fax your form to our office. You must send the original form via regular mail. Since the form is a Scan-a-tron form, we can only accept the printed original form. We are sorry for this inconvenience, but the form goes through a scanning process and thus it must be the original for it to do that. Even though June 30th is the deadline, we realize some students will be unable to meet this timeframe for a variety of reasons. If you cannot make the deadline, please send your form as soon as you can. You should not need to use an overnight mail service unless you think your form will not reach us by regular mail before the start of classes.

If needed, we can send you a new form. Write to hhf@uhs.rochester.edu to request a new form. Please include your mailing address in your e-mail message. ONLY If you are a part-time student, medical student, or
health profession student you will find the form you need to complete on the UHS web site and scroll down to “Immunization Requirements and Forms” to find your category.

Q: Is the Meningococcal vaccine required?

*Answer:*
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?

*Answer:*
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?

*Answer:*
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 back of Rush Rees Library. The office is on the 2nd floor in Room 203. When you come out of the stairway or out of the elevator, go through the door to the left of the office with windows. Room 203 is on the left. The office is open from 8am – 5pm weekdays, except Tuesday when the office opens at 9:00 and Friday when the office closes at 4:00. It is best to avoid coming between 11:30am – 1:30 pm, if possible.