

NEW UPSTATE STUDENT
*Medical Clearance
Process*

Where do you start?

- ▶ Ensure you have obtained access to **GroupWise** before continuing
- ▶ Begin by accessing the student health website at <http://www.upstate.edu/currentstudents/support/health/clearance.php>

The screenshot displays the Upstate Medical University website for current students. The header includes the university logo, the text 'Current Students', and a search/menus icon. A navigation bar contains links for HOME, ACADEMIC RESOURCES, SUPPORT SERVICES, MY CAREER, FINANCIAL AID & STUDENT ACCOUNTS, STUDENT LIFE, and STUDENT IPAGE. Below the navigation bar, a breadcrumb trail reads 'Home > Support Services > Student Health'. A left sidebar lists various student health services, with 'New Students: Mandatory Health Clearance Forms' highlighted. The main content area is titled 'New Students: Mandatory Health Clearance Forms' and contains the following text:

Listed below are the health forms that need to be completed to meet the requirements for registration.

In an effort to facilitate your health clearance at future clinical sites and to fulfill the requirements of the New York State Department of Health Code, these forms must be completed and kept on file in the Employee/Student Health office.

Your record will be viewed by the Student Health personnel, and if necessary, referred to the Medical Director for further evaluation prior to clearance.

Please upload all of the below forms to the [Student Health Portal](#) using your GroupWise ID and password.

- **Student Health Form** [↗](#)
This form is to be completed by the student with each item being checked and an explanation for all "yes" answers in the space provided. You may use an additional sheet, if necessary. Your health care provider needs to complete the summary section, sign and date.
- **Record of Medical Examination** [↗](#)
Completion of this form requires a physical examination within 6 months prior to beginning classes. All sections of this form are to be completed by your health care provider, with each item marked individually (no lines through will be accepted). The forms must be signed, dated and stamped by your health care provider and include address and phone number.
- **Immunizations**
Documentation of immunity is **required**. Complete age appropriate vaccination records **must** be provided. If insufficient record, then antibody titers are required.

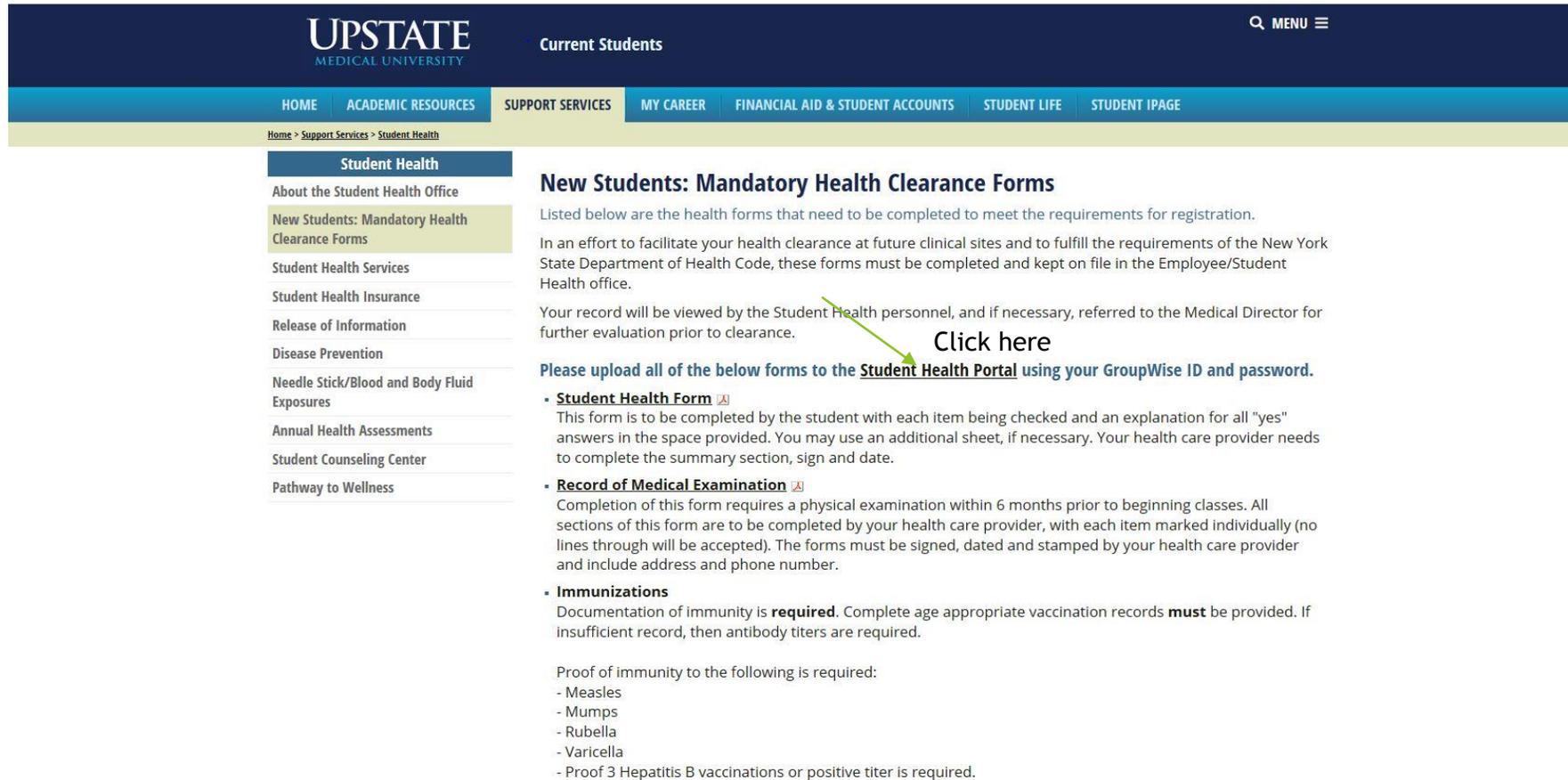
Proof of immunity to the following is required:

- Measles
- Mumps
- Rubella
- Varicella
- Proof 3 Hepatitis B vaccinations or positive titer is required.

- ▶ Read all information on the page
- ▶ Print indicated pdf documents
- ▶ Complete all Upstate pdf forms
- ▶ Collect all documentation of vaccination or immunity to
 - ▶ Measles
 - ▶ Mumps
 - ▶ Rubella
 - ▶ Varicella
 - ▶ Proof of 3 Hepatitis vaccination or positive titer
- ▶ Review that all forms are completed and documentation has been collected
- ▶ Scan to your computer or phone as a pdf document

Return to

<http://www.upstate.edu/currentstudents/support/health/clearance.php>



UPSTATE
MEDICAL UNIVERSITY

Current Students

HOME ACADEMIC RESOURCES SUPPORT SERVICES MY CAREER FINANCIAL AID & STUDENT ACCOUNTS STUDENT LIFE STUDENT IPAGE

Home > Support Services > Student Health

Student Health

- About the Student Health Office
- New Students: Mandatory Health Clearance Forms**
- Student Health Services
- Student Health Insurance
- Release of Information
- Disease Prevention
- Needle Stick/Blood and Body Fluid Exposures
- Annual Health Assessments
- Student Counseling Center
- Pathway to Wellness

New Students: Mandatory Health Clearance Forms

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Click here

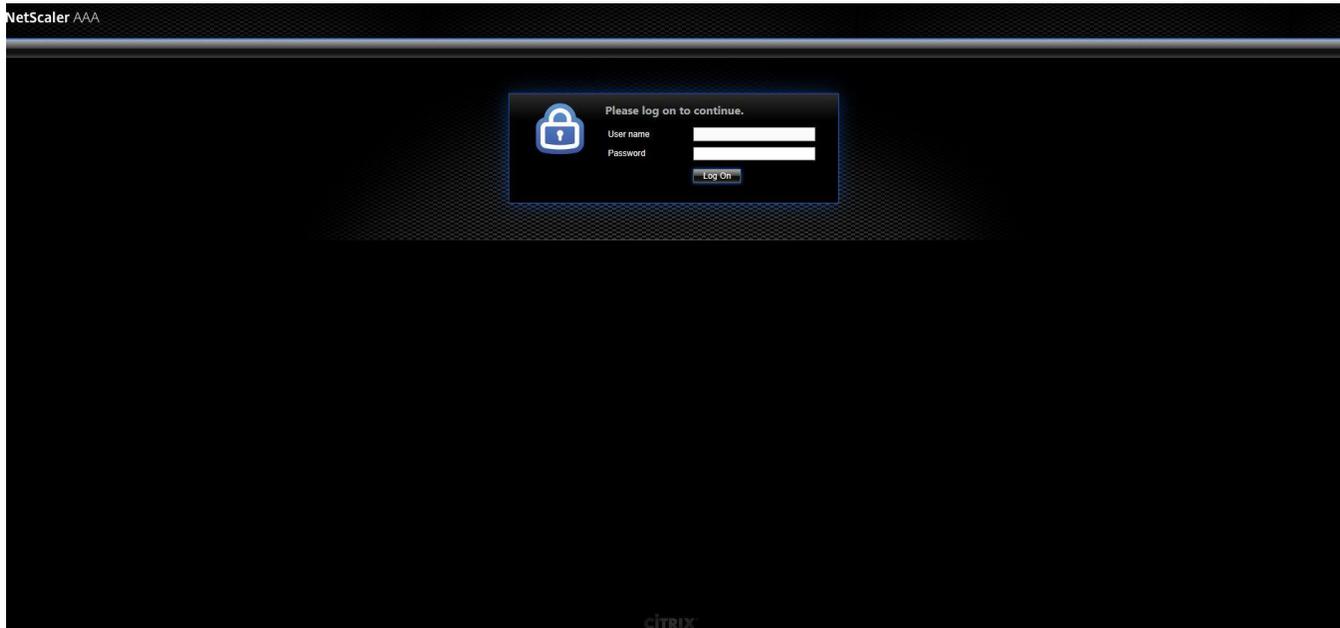
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Proof of immunity to the following is required:

- Measles
- Mumps
- Rubella
- Varicella
- Proof 3 Hepatitis B vaccinations or positive titer is required.

You are now linked to the Student Health
Portal -
Please sign in with your Upstate ID and
Password



Enter your DOB

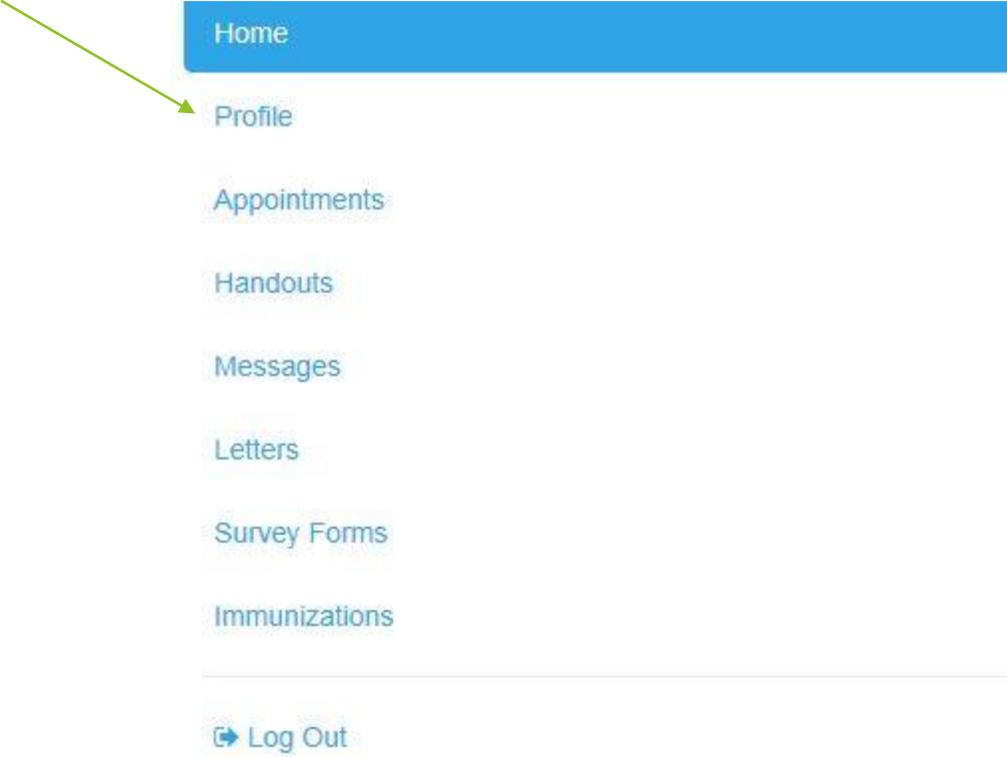
Welcome back! To confirm your identity, you must provide the following additional personal information:

Please confirm your Date of Birth:

Proceed

Cancel

Update your Personal Information



Access Immunizations

SUNY Upstate Medical University

Home

Profile

Appointments

Handouts

Messages

Letters

Survey Forms

Immunizations

Log Out



Upload your Immunization and/or Titer results

Add immunization record...

Save Records



Click & choose immunization document to upload

Upload your Immunization and/or Titer results

Add immunization record...

Save Records



Click here
to save
document

Repeat until all documents are uploaded

You also **MUST** complete the following documents:

- ▶ Student Health Form
- ▶ Record of Medical Examination
- ▶ Allergy History Screening Form
- ▶ Meningococcal Vaccine Response Form
- ▶ Release of Information Form for Students
- ▶ TB test results if completed prior to orientation

To submit these documents, follow the steps on the following slides...

Click on 'Messages'

SUNY Upstate Medical University

Home

Profile

Appointments

Handouts

Messages

Letters

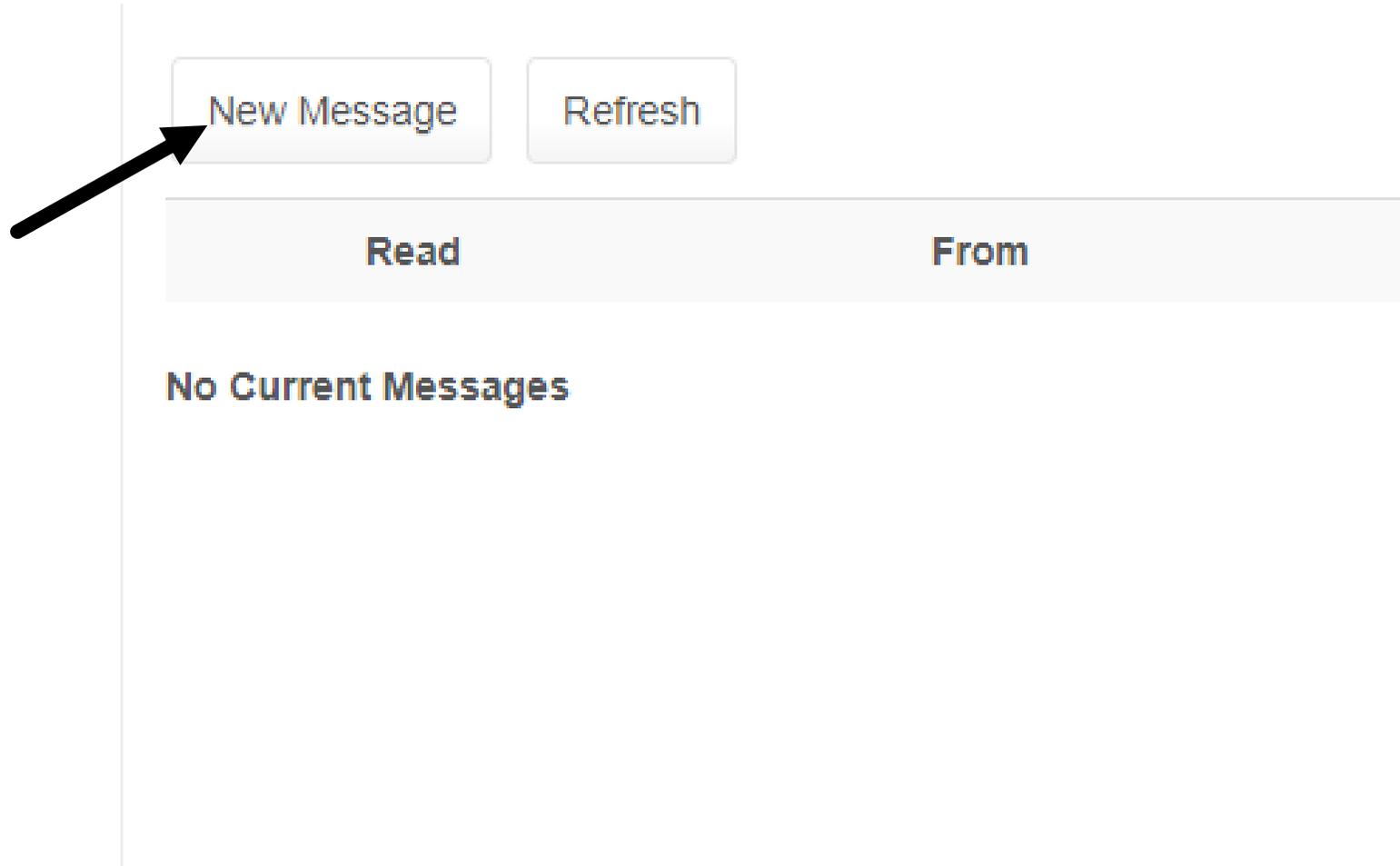
Survey Forms

Immunizations

Log Out



Click on 'New Message'



Click on 'I want to send a message to the Nurse'

Select Communication Option

Please choose from the following options:

- I want to send a message to the **Nurse**.
- I want to communicate with a **clinician** for some **other** reason.

Continue

Cancel

For the subject, write 'New Student Documents'

Recipient: NURSE I
Message Type: Standard Secure Message
Subject:
Attachments:

Please compose your message in the space below:

Attach the following documents individually by clicking ‘Add attachment...’

- ▶ Student Health Form
- ▶ Record of Medical Examination
- ▶ Allergy History Screening Form
- ▶ Meningococcal Vaccine Response Form
- ▶ Release of Information Form for Students
- ▶ TB test results if completed prior to orientation

Recipient: NURSE I
Message Type: Standard Secure Message
Subject:

Attachments:

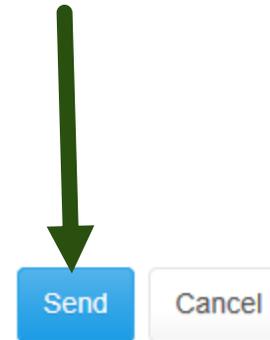
Please compose your message in the space below:

Upload may take
up to a minute

When all documents have been added, click 'Send'

Recipient: NURSE I
Message Type: Standard Secure Message
Subject:
Attachments:

Please compose your message in the space below:



How will we communicate with you regarding your medical clearance?

- ▶ Our staff will send you messages through the portal if there are any issues with your documentation.
- ▶ You can enter the immunization section of the portal to view your compliance.
- ▶ Compliance (Under Immunization tab) will appear with a green colored  when documents have been reviewed and accepted.

Immunization List

Status  Compliant (Last calculated on 1/28/2019 1:46:56 PM)

Compliance Details

Clearance	Status	Last updated
Annual Health Assessment	 Exemption: AHA Up To Date 	1/28/2019
	 Compliant with Standard Requirements 	1/28/2019
Influenza Immunization	 Compliant with Standard Requirements 	1/28/2019
Measles Immun	 Compliant with Standard Requirements 	1/28/2019
Mumps Immun	 Compliant with Standard Requirements 	1/28/2019
Physical Exam	 Compliant with Standard Requirements 	1/28/2019
Rubella Immun	 Compliant with Standard Requirements 	1/28/2019
TB Test- Annual	 Exemption: TB Test Up To Date 	1/28/2019
TB Test- Initial 2-step	 Compliant with Standard Requirements 	1/28/2019
Varicella Immun	 Compliant with Standard Requirements 	1/28/2019

Immunization Events

 Show Details

Please regularly check
your GroupWise Email
for any messages from
Student Health



Welcome

to SUNY Upstate Medical University we
look forward to being a part of your
Academic Career!

Student Health Services