HEALTH RECORD REQUIREMENT CHECKLIST

How to Submit Documentation:

Forms, vaccination records, lab and imaging reports may be submitted to the Health and Wellness Center as follows. See next page for more information:

- **In Person** ............ Building 19, Room 177 Appointment may be required.
- **Online** ............... Upload pdf files to Dropbox: [https://stccnet.stcc.edu/student_services/healthservices/](https://stccnet.stcc.edu/student_services/healthservices/);
- **Fax** .................... (413) 755-6045
- **Release Request** ... Please visit our office to complete a [Health Record Release Form](https://stccnet.stcc.edu/student_services/healthservices/)

Due Prior to the 1st day of classes:

- Click here to complete this online form: [Student Health History Form](https://stccnet.stcc.edu/student_services/healthservices/)
- Click here to complete this online form: [Authorization to Release Information to Fieldwork Sites Form](https://stccnet.stcc.edu/student_services/healthservices/)
- Click here to complete this online form: [Policies Acknowledgement Form: Student Background Record Check, Drug Screening for Fieldwork Placement, and Latex](https://stccnet.stcc.edu/student_services/healthservices/)

Immunization/Immunity Records

- COVID-19 – evidence of primary series (Certification course may require a booster dose for fieldwork participation).
- *tetanus, diphtheria and pertussis* (TDaP) – evidence of vaccination within the past 10 years
- *measles, mumps, rubella* (MMR) – evidence of two vaccinations or immune titer results for each component
- *hepatitis B* – immune titer lab report (surface antiBODY, anti-HBs) **AND** evidence of three vaccinations
- *varicella* (chickenpox) – evidence of two vaccinations or immune titer results
- *meningitis* – For students age 21 and younger taking 12 credits or more, Menevo/Menactra (aka MenACWY/MCV4); or signed [meningitis waiver form](https://stccnet.stcc.edu/student_services/healthservices/).

Additional records are required prior to registering for your professional certification course elective (Emergency Medical, Phlebotomy HSC, and Sterile Processing Technician Programs).

Please visit [https://www.stcc.edu/health-services/](https://www.stcc.edu/health-services/) for the health records required on file prior to enrolling in the Health Science Course (HSC) certification course.

- [Criminal Offender Record Information (CORI) Acknowledgement Form](https://stccnet.stcc.edu/student_services/healthservices/) is required prior to registering for the Phlebotomy Technician course.
- **Technical Standards Acknowledgement Form**: This form is attached to the programmatic technical standards of the certification course. Students must read the technical standards, complete and sign the acknowledgement sheet.
- **Physical Exam**: The STCC [Student Physical Exam Attestation form](https://stccnet.stcc.edu/student_services/healthservices/) is specific to the programmatic Technical Standards and is the only acceptable physical exam form. This form must be completed by a licensed clinician and the exam must be within 1 year of the program start date.
- **Verification of Health Insurance**: Fieldwork participants must have insurance. If enrolled in under 9 credits, submit a front and back copy of your health insurance card. Otherwise, students with 9+ credits will be verified through Student Financial Services billing June 1st through August 1st.
Please visit https://www.stcc.edu/health-services/ for the health records required on file before enrolling in the Health Science Course (HSC) certification course: Phlebotomy HSC, Sterile Processing, and Emergency Medical Technician Programs.

- **Tuberculosis Screening**: Results must be dated within 6 months prior to the course start.
  - Option A: T-SPOT or Quantiferon-TB Gold IGRA blood test. Recommended for BCG-vaccinated individuals
  - Option B: Two - One Step Tuberculin Skin Tests
    1. The first PPD is planted and read 48-72 hours later and
    2. A 2nd PPD is planted 7-21 days after the 1st and read in 48-72 hours (to rule out a false negative)
   Only a single plant is required annually thereafter.

   **Students with a positive screening** may submit the positive result, a chest x-ray report completed within 12 months of the program start date and complete a [Positive Tuberculosis Screening Questionnaire](https://www.stcc.edu/health-services/) form.

- **Influenza** – one vaccine dose if fieldwork occurs during the flu season (Oct 1 - March 31). Documentation must include:
  - Name and DOB, date administered, manufacturer and LOT number, expiration date, Vaccinator's name and title.

- **Background Criminal Check and Drug Screening**: Students will be provided with ordering instructions from Health Compliance 60-90 days prior to fieldwork start. Drug screening must be completed prior to the assigned deadline. For more information please refer to the [BACKGROUND CHECKING AND DRUG SCREENING POLICY FOR FIELDWORK PLACEMENT](https://www.stcc.edu/health-services/)

- **N-95 Mask Fitting**: Students participating in lab and/or fieldwork may be required to complete annual respirator training, medical evaluation and mask fit-testing. This will be scheduled/coordinated through your program chair. Dates/times will be announced in class or by other communication means through the program.

For more information: Health and Wellness Center [www.stcc.edu/healthservices](https://www.stcc.edu/healthservices)  
healthservices@stcc.edu | Phone: (413) 755-4230 | stcc.edu/chat

- All documentation must include full name, date of birth, date administered or date of exam or date of test.
- Lab reports must include the date of test, reference range and result.
- Visit the [Health Compliance webpage](https://www.stcc.edu/healthservices/) for resources to aid in submitting documentation in good order.
- The [Health Compliance STCCNet portal page](https://www.stcc.edu/healthservices/) contains many of the electronic forms listed above.

Understanding your titer results:
- Positive/Reactive means you have immunity.
- Negative/indeterminate/equivocal means you are not immune.
  1. Submit lab report to the Health and Wellness Center
  2. Obtain revaccination and submit documentation
  3. Submit [Health Requirement Deadline Extension Request](https://www.stcc.edu/healthservices/) form. Please provide a dated plan for revaccination (series or booster) and forecasted second titer date.

Students are encouraged to obtain and complete the immunity requirements when applying to the program. By doing so, upon acceptance, the student will be in compliance with these deadlines.

The deadlines for record submission are set forth by the Dean of the School of Health and Patient Simulation and must be submitted on time. Failure to meet the requirements set above may result in removal from the program. Extensions to deadlines are granted in only certain situations (i.e. late admission to a program, in the midst of some vaccination series). Deadline requests must be made in writing to the Director of Health Compliance using the Health Requirements Deadline Extension Request Form. All requests will be reviewed on a case by case basis but are not guaranteed. Students may be excluded from fieldwork or clinical affiliations until requirements are met.