Health Records Requirements

INFLUENZA

Documentation Information:

Proof of Influenza vaccination during the active flu season (generally considered to be September – March) is required for all clinical program students.

- Flu vaccinations administered prior to September may be rejected by CastleBranch administrators.

- The deadline for influenza documentation is October 31 of each year
  - For programs starting after October 31st but falling within the flu season, the initial influenza vaccination deadline will be the same as other health requirements for the program.

- Renewal date will be set for October 31st of the following year.

- Students who feel they qualify for a medical or religious exemption must contact clinicalcompliance@mercycollege.edu to request the Student Influenza Vaccination Exemption Form (form is available around the beginning of September each year).
  - Exemptions are not automatic. The exemption form must be completed and returned with appropriate supporting documentation a minimum of two weeks before the deadline (to allow time for processing) to be considered for an exemption.
  - If the exemption is approved, student must sign a waiver form.
  - Waiver forms must be completed for each annual flu vaccination renewal.

- The influenza vaccination is offered free of charge to students on campus (both Toledo and Youngstown) during the fall semester.
  - Beginning in September, check the weekly Inside Mercy College email for the announcement of these dates. Dates of the on-campus flu vaccination clinics may also be posted on flyers and announced in classes.
  - Toledo students who begin programs in January can contact Employee Health at Mercy Health – St. Vincent at 419-251-4858 to see if influenza vaccine is still available (students will need to show Student ID card).

- Upload proof of the flu vaccination to the CastleBranch account as soon as it has been given as it will be the only proof that you have. If unable to upload right away, be sure to keep an electronic copy.

NOTE: Clinical facilities may refuse to place a student who has not received the flu vaccination. The College may not be able to find an alternate clinical placement, thus jeopardizing the student’s status in the program.

Upload to CastleBranch account:

- documentation of an influenza vaccination administered during the current flu season (September - March)

- Students who feel they qualify for a medical or religious exemption must contact clinicalcompliance@mercycollege.edu for additional information which must be completed and submitted NO LATER THAN TWO WEEKS prior to the deadline for consideration.

- If the exemption is approved, student must sign a waiver form. Waivers must be requested and completed for each annual flu vaccination renewal.

Office: Compliance and Risk Management
Date: 6/5/17
Information: for all clinical students

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