“How to Comply” FAQs 2016

• Deadline

Q: What is the deadline for completing my health clearance?
A: It depends; check with your program directly to be certain about their deadline for completing your health clearance. Most of the programs require that you initiate the health clearance process prior to your program orientation. UCLA requires submission by September 19, 2016.

Q: Will I be penalized if I don’t complete the requirements prior to the deadline?
A: We may put a hold on your registration for the winter quarter. Healthcare Professional Students (Medical/Nursing/Dental/Social Welfare) should check with their department on deadline requirements.

Q: Can I get an extension on the deadline so I can fulfill the requirements at the Ashe Center once I have the UCLA SHIP insurance?
A: No. The expectation is that the requirements are completed prior to first day of school. If you are in the process of completing a vaccine series and the second vaccine is scheduled after the start of school, you may get the second vaccine at the Ashe Center after the appropriate interval.

• Ashe Patient Portal and Document Submission

Q: I attempted to submit my health clearance information electronically but received an error message saying I can’t be located in the system. What should I do?
A: If you attempted to log in but received an error message saying that you are not located in the system, you will need to check MyUCLA to make sure you have already completed your Statement of Intent to Register (SIR) & Statement of
Legal Residence (SLR). Please allow a minimum of 2 business days from the day you complete your SIR & SLR before attempting to log into the portal.

Q: How do I upload my immunization records?
A: You must log into the Ashe Patient Portal, and if this is your first time submitting the immunization form and supporting documents, click on “Forms and complete the form titled “Immunization Compliance / Health Clearance”. Here, you can upload/scan your supporting documents (documents have to be loaded one image/page at a time). If you have already completed and submitted the form and want to upload additional documents, click "Immunization Upload" tab to upload additional documents.

Q: I already submitted my electronic health clearance information but I now realize that some of the information I submitted was incorrect or incomplete. How can I access the page to re-submit my information?
A: The electronic immunization/health clearance form cannot be resubmitted once it has been completed. If you have additional documents to upload, click on the "Immunization Upload" tab to upload additional documents. If you have entered information incorrectly or incompletely, upload the correct documents via the "Immunization Upload" tab and our staff will manually make corrections to your online submission. This process may take 6-8 weeks to complete. You will not be penalized if you have provided the correct supporting documentation.

Q: Will I get a confirmation email once I fulfil the requirement?
A: No. However, you can check the Immunization tab in the Ashe Patient Portal to see if you have successfully entered your information.

Q: When will I know if my status has been “verified”/“cleared”?
A: To check if your status has been “compliant” or “non-compliant” go to the Ashe Patient Portal. Once you have logged in, click on “Immunizations” to view where you are compliant and what you’re missing. If you have uploaded additional documents via the “Immunization Upload” tab, our staff will manually update your status. This process may take 6-8 weeks to complete. You will not be penalized if you have provided the correct supporting documentation.
Q: Can I just send you my immunization records and be cleared?
A: No. To ensure that proper documentation is provided, please use our secure patient portal and complete the forms labeled “Immunization Compliance / Health Clearance” & “TB Screening”. Please upload/scan your supporting documents for verification.

Q: Where should I mail the copies of my forms and lab reports?
A: Do not mail copies of your forms and lab reports to the Ashe Center. Please submit all documents via the Ashe Patient Portal.

- **Compliance**

Q: Can I request a personal or religious belief exemption?
A. No. Only Medical Exemptions are allowed. Please see our Immunization Policy FAQ for a more detailed explanation.

Q: I am under 19; is Hepatitis B required for me?
A: No. Hepatitis B is no longer required for students under 19. Please check the Immunization Requirement page for all required and recommended vaccines.

Q: Do I need to comply with the immunization requirements if I am a former UCLA undergraduate and now entering graduate school?
A: Yes. ALL incoming students will need to comply.

Q: I don’t currently have health insurance. Can I come to the Ashe Center to receive the necessary health clearance requirements e.g. immunizations or titers prior to the start of my program?
A: Yes. Incoming students may come to the Ashe Center for immunization/health clearance compliance visits only. These visits are on a fee-for-service basis prior to the start of their program. The Fees and Eligibility tab provides a sample of the Ashe Center’s most frequently ordered services and their respective fees.

1. Log into the Ashe Patient Portal
2. Select “Messages” → “New Message”
3. Select the option: “I want to order my own tests to satisfy the Immunization/Health Clearance Requirement for UCLA”.

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4. You can request blood tests to check your immunity to MMR, Varicella and screening for TB. Healthcare Professional students can also request a titer to check Hepatitis B immunity.

5. You will get an auto-response once your message has been received giving you instructions on how to come to the clinic to get your blood drawn.

6. To make an appointment for vaccines, please contact the Ashe Center at (310) 825-4073

Q: I have private health insurance. Can I get seen by my own clinician to complete the requirements?
A: Yes. Be sure to print out the form and take it your clinician so they will know what is needed for your clearance.

- **Tests and Vaccinations**

Q: What is considered a prolonged period in a foreign country before I have to be tested for TB?
A: There is no evidence-based data to identify how much time spent in a given high-risk country constitutes significant exposure. Your travel exposure should be discussed with a health care provider and evaluated.

Q: My doctor says I had chicken pox as a child and do not therefore need a varicella titer (blood test) or vaccination. Is this correct?
A: No. We require a blood test to show antibodies to varicella, even if you have had chicken pox in your lifetime.

Q: I think I was vaccinated for MMR and Varicella but I cannot find my Immunization card. What should I do?
A: You can get titers done for MMR and Varicella if you think you have already been vaccinated. Titers are blood tests that can screen for immunity to MMR or Varicella.

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4. You can request blood tests to check your immunity to MMR, Varicella and screening for TB. Healthcare Professional students can also request a titer to check Hepatitis B immunity.

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Q: There is a vaccine shortage in my country and I cannot get the necessary vaccines before coming to UCLA. Can I get them when I arrive at UCLA?
A: Yes. For international students who have limited access to vaccines, UCLA will give a grace period of one quarter to complete the requirements.

Q: I had a blood test to check for immunity to Varicella but the result showed I was not immune (negative). What do I do next?
A: If you do not have documentation of having had 2 Varicella vaccines, you will need to complete the vaccine series.

Q: I had a blood test to check for immunity to measles, mumps, rubella (MMR) but the result showed I was not immune (negative) to one of more of the components of the MMR vaccine. What do I do next?
A: If you do not have documentation of having had 2 MMR vaccines, you will need to complete the vaccine series.

• **Specifically for Healthcare Professional Schools (Medical/Dental, Nursing/Social Welfare)**

Q: I’m an incoming professional school (Dental, Medicine, Nursing, or Social Welfare) student. What are the health clearance/immunization requirements for my program?

A: The following are required for all incoming professional students:

• **Tuberculosis Testing (2-step PPD/Mantoux or IGRA or Chest X-ray)**
  - Completion within 6 months of enrollment.
  - If your PPD is reactive (positive) or if you have a history of reactive PPD, an IGRA blood test is required to confirm latent Tuberculosis. If
the IGRA test is positive, a chest X-ray is required within 6 months of enrollment.

- **Tetanus/Diptheria/Pertussis (Tdap)**
  - Exact date of vaccine must be indicated.
  - Tetanus/Diptheria (Td) or Tdap within the last 10 years.
  - Tetanus/Diptheria/Pertussis (Tdap) – one booster after the age of 7.

- **Measles, Mumps, Rubella**
  - You must submit proof of a laboratory blood test (titers) for antibody to Measles, Mumps, Rubella (MMR).
  - Vaccines are NOT an acceptable substitute for a titer.
  - You will be required to show proof of 2 doses of Measles, Mumps, Rubella (MMR) vaccine for any titer with a borderline or negative result.

- **Hepatitis B**
  - History of a positive Hepatitis B Surface Antibody titer.
  - If you are not immune to Hepatitis B, you must complete a three-step vaccination series over a six month period; you are required to have the first two doses PRIOR to orientation or submit proof of a positive Hepatitis B surface Antigen titer.
  - When you have completed the three-shot Hep B immunization series, a Hepatitis B Surface Antibody titer must be taken and a copy of the lab report must be submitted via the Ashe Patient Portal.
  - If you have documentation of 3 Hepatitis B vaccines and your Hepatitis B surface antibody and surface antigen titer is negative, you must complete a second series and retest your Hep B surface antibody after completion of the second series.

- **Varicella**
  - History of positive Varicella titer or documentation of 2 doses of Varicella.
  - History of chicken pox disease is NOT an acceptable substitute for titer or vaccination.
  - If you are NOT immune to Varicella you must receive two vaccines at least 4-6 weeks apart.
The two vaccines must be completed PRIOR to orientation.

Q: I haven’t finished my Hepatitis B 3-shot series but am in the process of doing so. Will my status be cleared even though it says I’m “non-compliant”?
A: No. Your status for Hepatitis B will remain “non-compliant” until you finish the Hepatitis B 3-shot series and have submitted documentation of a positive Hepatitis B Surface Antibody titer. Your status will become “compliant” once your Hepatitis B surface Antibody documentation has been received and verified.

Q: I tested negative for the Hepatitis B surface antibody titer and now need to start the Hepatitis B 3-shot series. I won’t be finished with the series by the Winter Quarter deadline. Will I be prevented from continuing with my program? Should I fill out the Hepatitis B declination so I won’t be penalized?
A: No. Please continue to submit updates to your record as you complete the series. Your program will see that you are in the process and you will be granted an extension in good faith that you are going to complete the series and post titer screen. Only Medical Exemptions are allowed. We do not accept Hepatitis B declinations for reasons other than medical exemptions.

Q: Can I get some or all of my health clearance done at the Ashe Center prior to the start of my program?
A: Yes. Incoming students may come to the Ashe Center for immunization/health clearance compliance visits only. These visits are on a fee-for-service basis prior to the start of their program. The Fees and Eligibility tab provides a sample of the Ashe Center’s most frequently ordered services and their respective fees.

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4. You can request blood tests to check your immunity to Hepatitis B, MMR, Varicella and screening for TB.
5. You will get an auto-response once your message has been received giving you instructions on how to come to the clinic to get your blood drawn.
6. To make an appointment for vaccines, please contact the Ashe Center at (310) 825-4073 or schedule via the patient portal.

• **Still have questions?**

Healthcare Professional Students: If you still have questions, please feel free to contact your program coordinator. You may also send inquiries via email to ASHEIMMUNE@ashe.ucla.edu. Please use the subject line: “Healthcare Professional School Clearance”

All other students: Please send inquiries via email to ASHEIMMUNE@ashe.ucla.edu.