

## GUIDELINES FOR COMPLETING HEALTH RECORDS

**Once you are accepted to your program you will receive detailed information about the specific requirements that you will need for your program. Only general information is listed here.**

Parkland Health Profession students are required to complete Health Record documentation. *Certified Background* (certifiedbackground.com) is the company that Parkland College has designated as the repository for the health record information, background checks and drug screen results. The **student** will upload all information to *Certified Background* and will be given information on how to log on, register, and upload forms once they are admitted to their program.

**Incomplete Health Records:** You will be dropped from your program if your health record has not been **totally completed** and submitted by the due date.

### SIGNING UP WITH CERTIFIED BACKGROUND

You will create an account with *Certified Background*. The cost of this service is covered in the course fees that you will pay when you register for classes. Once you are a customer of *Certified Background*, you will have access to your health records for life.

You will be scanning and uploading documents to the *Certified Background* website. If you do not own a scanner, the Parkland Library offers FREE scanning to Parkland students. Students whose program is based in the H wing may use the scanner there at no cost. You can save the files to a thumb drive and bring it to the library to upload to Certified Background. Other places such as Kinkos Fed Ex, Champaign Public Library, Urbana Free Library offer this service with a per minute charge.

### PHYSICAL EXAM

1. Your healthcare provider can document directly on this form and you can scan the form as needed. This is a 2 page form and **both** pages must be taken to the healthcare provider. **No other form is acceptable for the physical exam.**
2. Make an appointment with your health care provider TODAY. Don't delay this; it sometimes takes a long time to get an appointment for a physical. The physical can be completed by a physician or their authorized personnel that complete physicals.
3. Your health care provider will need to sign that the physical exam was done and that the student is able to meet all **Technical Ability Standards** (stated on page 1 of the form) **AND** sign the immunization form to confirm the dates of your immunizations.

## IMMUNIZATION HISTORY AND RECORDS

1. Access your immunization records and take them and your health form with you to your appointment. If these records are not available in your healthcare provider's office, contact the office where you had your health care done as a child or the last high school you attended.
2. If your immunization records are not available, you have two options: You may be re-immunized or you may select to have blood titers done to verify that you are immune to measles (rubeola), mumps, rubella (German measles), varicella (chicken pox), and hepatitis B. If you have not been immunized for these, it will need to be done at your appointment as required for your program. **If you are not able to complete the entire series of 3 hepatitis B immunizations, then you will need to submit a declination form but, for your protection, complete the series as scheduled.**

**Note: If you were born prior to 1957 you will be considered immune to measles (rubeola) and mumps only. All other immunizations will need to be documented.**

3. Some immunizations can be done at your local Public Health Department. If you choose to do this, please be sure to get documentation with a signature, title, address and phone number.
4. Beginning in the fall semester, 2013, Health Professions students who are required to submit immunization documentation will be required to submit proof of having **tetanus, diphtheria, and pertussis (Tdap)** immunization within the last 10 years.

## VARICELLA

Varicella titers are expensive. You can have it done for a reduced rate by contacting Carle Occupational Medicine. Call them at 383-3077 to schedule and tell them that you are a Parkland health career student. They will then bill Parkland and Parkland will bill you. The cost there is \$64.25 rather than the usual \$180.00 or more. You will still be expected to follow up with them to get a COPY OF THE ACTUAL LAB RESULT. If you are found to be not immune, you will need two immunizations given one month apart so don't delay starting the process. **The CNA program does NOT require varicella immunization or titer.**

## TB TESTING

1. Parkland requires an initial Two-Step TB test. You will need to have the first of your two-step TB test done at your appointment. If you are already working in a health care facility you may have had a two-step T.B. test done when you started working in which case you will need to submit verification of those dates and the dates of yearly updates. Documentation of three successive annual tests will be accepted in lieu of a two step. Yearly updates will require a single one step test only. ***TB tests must be done before, on the same day or 4-6 weeks after live virus vaccinations so it is recommended that you get your TB testing done as soon as possible in case you find that you will need immunizations.***

2. **TB must be current through the entire semester you are entering.** This means you may need to renew before it is actually due and before you are notified by Certified Background to renew. If so, you will need to call Certified Background at 1-888-666-7788 to ask them to open the file so you can submit the updated documentation. This also means that you will need to stay aware of your TB expiration dates.
3. TB testing can also be done at some Public Health Departments.
4. Due to the shortage of TB test serum, the QuantiFERON-TB blood test is an acceptable option. Be sure to request a copy of the lab result for submission.

**Note: If you have had a positive T.B. test in the past, you will need to submit a copy of a follow-up x-ray report. Be sure to report this to your health care provider when they do the physical examination so they can document that you are currently free of symptoms.**

## FLU VACCINE

1. Many clinics and pharmacies offer flu vaccinations. Be sure and get a receipt of vaccination to scan to Certified Background. Documentation must be submitted by October 15 each year. **Not all clinical sites require a flu vaccination. Check with your specific program.**
2. There is a *Declination Form* to be completed and submitted if you choose not to have a vaccine. There may be other requirements specific to a clinical site when the vaccine is declined. **In addition, you must also submit a copy of the declination form to the Wellness Coordinator whose mailbox is in L117. Be sure to keep a copy for your own records.** If, after submitting a declination, you decide to get a flu immunization, you must contact Certified Background at 1-888-666-7788 to request that your flu file be opened so that you can submit the updated documentation. You must also notify June Burch at 373-3879 or [jburch@parkland.edu](mailto:jburch@parkland.edu) to remove your name from the declination list.

If you have problems completing any step in the process, please call the Wellness Coordinator at 217-373-3879 for assistance. **DO NOT POSTPONE ANY PART OF THIS BECAUSE YOU DO NOT UNDERSTAND IT.** Ask for help.