IMMUNIZATION INFO and UPDATES for EXTERNSHIPS/RESIDENCY

Please read the details below CAREFULLY if you need to complete immunization records for externship/residency applications. Each form from each institution may be different, so take the time to evaluate exactly what you need. You should also plan ahead because some of these steps and waiting for results may take a little bit of time.

1. Where do I access my Immunization Records?
   - Go to mystudenthealth.miami.edu
   - Click on Immunization Link, then Select “VIEW HISTORY” to access your personal records.
   - PRINT out your records so you can review what you have and then what you will need according to program requirements.
   - LATER, as you update or receive new tests, you may UPLOAD these updates back to your own record through the same process, just click the “UPLOAD” button at the end of the option bar.

2. How do I complete my health/immunization records?

   As you will see, MANY schools have individual forms, and many of them are different, with different requirements. You will get each of these forms either from VSAS or the NON-VSAS program website instructions.
   - Hopefully, most use the AAMC Standardized Immunization Form. If so, this will make things easier to complete the same form for different programs.
   - FIRST, PRINT out all the individual externship or residency HEALTH forms. Make sure you have these forms with you when you go to any appointments to review your own needs and requirements for your different programs.
   - It will be YOUR responsibility to FILL IN THE FORMS, using the information from your records, or any updated information you will receive once you get new titers, vaccines, etc (read below). You must fill in all the dates, titers, results, etc.
   - Check in advance of any appointments or lab tests, to see what type of signature your form(s) require. Does the “signature line” include words that state someone
has EXAMINED YOU? If an EXAM is required, you will need to plan ahead to get an employment physical exam.
  - MOST forms only require a signature confirming the accuracy of your data BUT NO PHYSICAL EXAM REQUIREMENT. If NO EXAM is required, see Section 6. for instructions on what do once everything is complete.
  - IF the form requires that a health professional EXAMINE you to render an opinion, be sure you follow instructions to schedule that EXAM. DR. H. MECHABER will NOT be able to complete the sections requiring a physical exam.

3. What do I do, or WHERE can I go to get vaccine titers, boosters, or an employment physical exam?

Some students will already HAVE everything requested. That makes life easy! Others may need MORE than your original records provide and this is totally school/hospital dependent (e.g. some hospitals will require certain antibody titers even if you had the vaccines – our medical school requires titers and vaccines for healthcare workers as dictated by the CDC, but some other hospitals follow their own rules. Therefore, there may be something that one particular school requires that you have not yet had.)

**MOST COMMON REQUIREMENTS for externships (BUT CHECK your programs individually):**

- Proof of immunity (via either proof of vaccine OR antibody titers) for
  - MMR, Hepatitis B, and Varicella
  - Check your own records, if you do not have proof of immunity with titers to MMR, Hep B, and Varicella (though we require Hep B and varicella now for all med students), then planning to get these three will save you some time.
- 2 PPDs within the last 12 months (we require an annual one, some hospitals will require a second one) – or at least one within the past 12 months
- Proof of influenza vaccine
- Tdap within the past 10 years
- SOME programs are now requiring the Interferon Gold ASSAY – IGRA - (blood test for TB)

If you have the need to obtain additional titers, vaccines, or tests, keep reading.
**Externship/Residency Immunizations**

**IF YOU HAVE THE SCHOOL-SPONSORED HEALTH INSURANCE with UnitedHealthcare:**

Students enrolled in the UHC SCHOOL-SPONSORED (NOT other private UHC plans) health insurance should strongly consider having any health requirements (Vaccines, Titers, Physical Exam), completed at the Student Health Center on the Coral Gables Campus. The services required for externships are covered at 100% with your school-sponsored insurance plan. This does NOT mean that you cannot also access services on the medical campus, but you will then be following the protocol using private insurance or paying out of pocket, and this will likely be more costly for you.

*N O T E: For those enrolled in private, non school-sponsored insurance plans, you may also obtain services at the Student Health Center on the Gables Campus, but your insurance will be BILLED. Please read Billing Section Carefully.*

**SERVICES are available at the Student Health Center on the Coral Gables Campus:**

**Lennar Foundation Medical Center**
5555 Ponce de Leon Blvd
Coral Gables, FL 33146
305-284-9100
Metro Accessible, 'University' station
Online appointments available.
You do NOT need an appointment, but it is BETTER if you make one ONLINE ([CLICK HERE to access APPOINTMENT PAGE](#)) for fastest service.

Please identify yourself as a MEDICAL STUDENT.
Click on [WEBSITE](#) for hours/schedule/coverage/insurance info.
Click [HERE](#) for specific IMMUNIZATION information.

**CHARGES**

Routine visits and many other services at the Student Health Center are provided at NO CHARGE to all medical students, because you paid the Medical Student Fee. For students enrolled in the Student Health Insurance Plan with UHC, the immunizations, vaccines, and services required for externships are covered at 100%.
For those enrolled in PRIVATE, non-school sponsored insurance, other services including specialty clinic visits, x-ray, lab charges and immunization charges can be billed to most domestic insurance companies. However, this does not mean that each insurance company covers these expenses. It is your responsibility to verify coverage ahead of time.

If your insurance company is one of the few that the health service is unable to bill (e.g. out of state HMO's, international insurance plans, Medicaid, Medicare), charges will be collected at the time of visit. For services not covered by insurance (e.g. travel visits), charges will also be collected at the time visit. If you are covered by Cigna or Humana and want them to bill your insurance, you will need to designate them as your primary care provider. The front desk staff can assist with this process.

If for any reason you do NOT want them to bill your insurance provider, please let their team know and you can pay them directly.

In many situations (and always for students with the University sponsored UnitedHealthcare plan) the amount collected from your insurance provider will be considered FULL PAYMENT; in other situations you may have a remaining balance after the insurance claim has been processed. If you have a remaining balance they will attempt to collect from you, but if they are unable to collect, a hold will be placed on your student account until payment has been received. A statement of your charges will be available online. Once charges have been submitted to your insurance company and the claim has been processed, you will receive an explanation of benefits (E.O.B.) from your insurance provider. If you have any remaining balance after your insurance claim has been processed, payments can be made at online.
IF YOU HAVE PRIVATE, NON SCHOOL-SPONSORED HEALTH INSURANCE or YOU JUST DON’T WANT TO LEAVE CAMPUS:

Please visit the Family Medicine Practice at Professional Arts Center (PAC)
(same location as our urgent care for Medical Students):

1150 NW 14th St., SUITE 502, Miami, FL 33136

- If you are on the medical campus and need to be see for an acute or urgent ailment the Department of Family Medicine Faculty Practice will accommodate same-day appointment, as is always the case for urgent medical needs.
- If an employment/externship or annual EXAM is needed you will be accommodated with the next available appointment. Plan accordingly and be patient. A scheduled employment physical exam is NOT an urgent matter and can be scheduled.
- If you ONLY need titers, you can walk-in to receive the written order for the lab tests (but the labs will be billed to your insurance)
- If you need vaccines your information will be reviewed and you will be accommodated, cost for vaccines will be billed to your insurance

Please be sure to follow these steps when you arrive to check in at Suite 502:

- Please make sure you identify yourself as a medical student and SHOW your student ID.
- Please indicate the reason for your visit (if you are aware):
  a. A laboratory order for blood tests
  b. Vaccine boosters
  c. An employment physical
  d. Other, or you don’t know
- YOU MUST BRING YOUR PRINTED FORMS for your programs with you. This will help the staff direct you accordingly.
- Please be patient, you will be accommodated in a timely manner.
- If you are in need of a physical exam, the next available appointment will be given. The department will accommodate this visit and give an estimated wait time or an appointment time for the same day after being triaged by our clinical staff.
- NOTE: that routine exams for employment/externship will be billed as a visit to your insurance.
BILLING COSTS and PROCESS for OBTAINING TITERS at the Family Medicine Practice:

You may receive orders for antibody titers at this clinic:

a. If no physical exam is needed, you may receive an order that day for any antibody titers or lab tests and you will be directed the lab based on your insurance. It is your responsibility to check with your insurance company ahead of time to verify coverage and costs. If you prefer to pay OUT OF POCKET, read below regarding obtaining labs and vaccines at the UM Environmental Health and Safety Office at Dominion Tower.

b. If an employment/physical exam is needed, then any needed titers, labs or vaccines will be ordered during the appointment time scheduled for your physical exam.

c. All vaccines or titers obtained through the Family Medicine practice are either billed to your insurance (including the school-based UHC plan/or private insurance) OR you may pay OUT OF POCKET (See charges below at UM Environmental Health and Safety Office/Dominion Tower). IT is YOUR RESPONSIBILITY to check with your individual insurance plans about coverage for these tests and vaccines. Do NOT assume that they are a covered expense under your insurance plan.

NOTE: If you have the Student Health Insurance with UHC, these tests/vaccine are covered 100% at no cost to you if you obtain them at the Student Health Center on the Gables Campus. If you choose to come to the Family Medicine Practice and are sent to a lab, your insurance will be BILLED. You may also choose the SELF PAY option below.

d. Once the results from ordered titers or other labs have returned, they will be automatically released to the student through myuhealthchart.com – See section below on the process for Dr. Mechaber to sign your final forms or direct you obtain updated vaccinations as indicated by your results.

4. What’s available at the UM Environmental Health and Safety (UM Employee Health) Office at Dominion Tower, Room #405

- Services FREE OF CHARGE here are:
  - PPD – it is free and easier to schedule the placement and reading here
  - Influenza vaccine is FREE here
  - Mask Fitting – see below
  - Color Blindness Testing (if required)
305-243-3267, Mon – Friday 9AM-4PM. Take East Elevators to 4th Floor, dial #003 on the main door for entry to the hallway and access to the office.

**COSTS for SELF PAY/OUT OF POCKET expenses:**

**FEES** associated with vaccines and titers are below. This office does **NOT work with insurance companies**, so this would be an out of pocket expense. If you still remain interested in this option, read below. **Call for an appointment** to ensure they can accommodate you at a time that is convenient: 305-243-3267, Mon – Friday 9AM-4PM.

If you obtain new tests or titers at the medical campus UM Environmental Health & Safety Office, you will be responsible of getting a printed copy of these tests and proof of vaccine or reading. **YOU WILL NEED THESE COPIES** for your documentation and they are not stored in your online Student portal, so **keep your copies**. It is best to upload your proof of these updates directly to your immunization portal, by following the UPLOAD process:

- Go to mystudenthealth.miami.edu
- Click on “UPLOAD” button at the end of the option bar.

**OUT OF POCKET/SELF PAY CHARGES For MOST COMMON TITERS and VACCINES:**

These charges apply only for those choosing the SELF PAY option at UM Environmental Health & Safety Office, Dominion Tower #405
5. I Need to be fitted for a RESPIRATOR MASK: What do I do?

A. NOTE: If you are seeking a mask fit for EXTERNSHIP or seniors, for residency anywhere OTHER than JMH, then mask fit testing is done at the UM Environmental Health Office in Dominion Towers room 405. Students sign-up through a google doc and the link is here: https://docs.google.com/spreadsheets/d/1ucVoEyQkiCGc1K4gmPPTaQV9IzO0HpZDaEejpa-QRaQ/edit#gid=2085763012. The contact person is Ms. Noelia Estevez De Rosario, 305-243-3267. For more detailed information, please see attached mask fit instructions.

B. SENIORS: IF you are seeking a mask fit for RESIDENCY HERE AT JMH: please call Christine Nelson at the JMH Employee Health appointment line 786-466-8381

KEEP A COPY Of all your new records. YOU WILL NEED THEM AGAIN IN THE NEAR FUTURE, and you should know where to FIND your information so you don’t have to repeat any testing. You will need these records later once you MATCH and start filling out EMPLOYMENT PAPERWORK (yes, you’ll have a real job before you know it), so SAVE all this documentation.

- The only place that will upload your information directly into your overall student immunization record is the Student Health Center at the Coral Gables campus.
• If you obtain testing at Family Medicine or UM Environmental Health or any outside lab, KEEP your copies and also plan to UPLOAD those records into your Student Portal for safe keeping.

6. WHAT DO I DO ONCE MY FORMS ARE COMPLETED AND NEED A CONFIRMATION SIGNATURE?

• It will be YOUR responsibility to FILL IN THE FORM, using the information from your records, or any updated information you will receive once you get new titers, vaccine, etc (read below). You must fill in all the dates, titers, results, etc.

• IF your form requires a signature from a medical provider indicating that all the information is valid (BUT NO PHYSICAL EXAM REQUIREMENT), please bring that completed form, AND any copies of results from any additional tests you may have had to the Office of Student Services (Room 2155, Dr. Hilit Mechaber’s office). Leave your form/documents with Ashley Johnson and allow for 24-48 hours for these to be signed.

• REMINDER: If your form REQUIRES a physical exam, please review Section 2. Carefully.

If you have any additional questions, please contact Ashley Johnson in the Office of Student Services, Room 2155, 305-243-7978, ashley.johnson@med.miami.edu, or Dr. Hilit Mechaber, Associate Dean for Student Services hmechaber@miami.edu

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