How to Check Incoming Student Form Status
On the Open Communicator Website

INSTRUCTIONS:
Once all of your electronic and paper-based Incoming Student Health Forms are submitted, you do not need to do anything else! If there are any problems, the Primary Care Health Service will contact the student via personal and Barnard email addresses.

However, if you would like to check on the status of your forms, you can do so by checking the Open Communicator website: bchealth.barnard.edu.

The following document contains a guide on how you can check if your paper and electronic forms have been received and processed by the PCHS.

Please do not call or email the PCHS to check if we have received your forms!

There are 3 steps that happen once the Incoming Student Health Forms are submitted:
1. The student submits all paper and electronic forms
2. The PCHS reviews all of the student’s Incoming Student Health Forms
   a. This begins when we receive the student’s paper-based Incoming Student Immunization Form via mail or fax
3. If there are any problems, we will contact the student via personal and Barnard email addresses

We do not contact the student if their forms are complete. No news is good news!

Before you check to see if the PCHS has received and processed your Incoming Student Health Forms, please make sure you have completed ALL of the electronic and paper forms outlined in the Step by Step Guide and the Checklist.
Checking If Electronic Forms Have Been Submitted

You can check if your electronic forms have been submitted by looking in the **Forms Section** of the Open Communicator website. **This does not indicate that your forms have been processed by the PCHS or that the PCHS has received your paper-based forms!**

This is how the **Forms Section** should look once you (the student) have submitted all of your electronic forms and downloaded and printed your paper forms from the Downloadable Forms Folder.

![Image of Forms Section](image)

- Forms have a check mark and say “Completed” with the date it was submitted by the student.

If you are 17 years old or younger, you do not need to submit this form and it does not need to be marked as “Completed”.

Please download and print the “Under 18: Meningococcal Meningitis Vaccination Form” from the “Under 18: Required Forms Packet” located in the Downloadable Forms Folder.
You can check if your forms have been received and processed by the PCHS by looking in the Immunization History section of the Open Communicator website.

The image below shows how your Immunization History section will look after you submit all of your Incoming Students Health Forms, but BEFORE the Primary Care Health Service has received your paper-based Incoming Student Immunization Form.

- If you have not submitted the “Electronic Incoming Student Immunization Form” you will not see any immunizations listed in your Immunization History!

Immunication dates are listed as “(Unverified)”

The Primary Care Health Service will begin to review your file once we receive your paper forms, either via fax or mail.

- It can take up to 7 business days to process and review the paper-based Incoming Student Health Form.
- This screen will not change until we receive and review your paper forms!
The below image shows how your **Immunization History** section will look after the Primary Care Health Service has received your paper forms and reviewed and approved both your electronic and paper forms.

- **We do not contact incoming students if their forms are complete, so no news is good news!**
- This screen means that all of your forms are complete and you do not need to take any further action.

All check marks are green and all statuses are listed as “Compliant”

Immunization dates have been verified/ “(Unverified)”is no longer listed

Time stamp shows when the PCHS last reviewed your forms
If there are any inconsistencies with your forms, your Immunization History screen will look similar to the image below.

- Some common inconsistencies are:
  - Missing forms
  - Submitting forms/immunization records that are not the official Barnard College Incoming Student Immunization Form
  - Immunization dates on the paper-based Incoming Student Immunization Form that do not match the dates submitted on the Electronic Incoming Student Immunization Form
  - Incoming Student Immunization Forms that have been signed by someone other than a physician, physicians assistant or nurse practitioner
  - Missing PPD and/or chest x-ray results (if indicated by the Tuberculosis Screening Form)
  - MMR dates that are not compliant with New York State health law

If we find any problems or unmet requirements we will immediately contact the student via their personal AND Barnard email addresses.

- Time stamp shows when the PCHS last reviewed your forms
- There are red “X” marks and statuses are listed as “Non-Compliant”
- Some immunizations may be listed as “(Unverified)”