

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.

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Incoming Student Forms

Name: **BarnardStudent, Incoming**
School:
ID Number: **654321**

For Incoming Students:

Please make sure that you complete the Incoming Student Health Forms in the order listed in the Step by Step Guide & Instructions:

Please do not call or email the Primary Care Health Service to check if we have received your forms.

The following forms are available:

- 1. Tuberculosis Screening Form
- 2. Notice of Privacy Practices Form
- 3. Meningococcal Meningitis Vaccination Response Form (18 or OVER)
- 4. Electronic Incoming Student Immunization Form
- 5. Financial Responsibilities of Barnard Students at the PCHS
- 6. Downloadable Forms Folder:
** Paper Incoming Student Immunization Form & Under 18 Forms

Form Name	Status
1. Tuberculosis Screening Form	✓ Completed: Submitted on: Thursday, November 08, 2018 12:35 PM
2. Notice of Privacy Practices Form	✓ Completed: Submitted on: Wednesday, May 10, 2017 10:48 AM
3. Meningococcal Meningitis Vaccination Response Form (18 or OVER)	✓ Completed: Submitted on: Thursday, November 08, 2018 12:36 PM
4. Electronic Incoming Student Immunization Form	✓ Completed: Submitted on: Thursday, November 08, 2018 12:36 PM
5. Financial Responsibilities of Barnard Students at the PCHS	✓ Completed: Submitted on: Thursday, November 08, 2018 12:36 PM
6. Downloadable Forms Folder: ** Paper Incoming Student Immunization Form & Under 18 Forms	✓ Completed: Submitted on: Thursday, November 08, 2018 12:36 PM

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

Forms have a check mark and say "Completed" with the date it was submitted by the student

Electronic & Paper Incoming Student Health Forms Submitted – But Not Yet Reviewed by the PCHS

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!

The screenshot shows the 'Immunization Events' page in the Barnard Open Communicator system. The left sidebar has a red arrow pointing to the 'Immunization History' link. The main content area shows a table of 'Disease Compliance' with columns for 'Disease Compliance', 'Status', and 'Last updated'. Below this is a table of 'Immunization Events' with columns for 'Procedure', 'Event Date', and 'Comment'. A red arrow points to the 'Unverified' status of the 'Varicella Illness' event in the Immunization Events table.

Disease Compliance	Status	Last updated
Measles Immunization	Non-Compliant (Unmet Requirement)	5/10/2017
Meningitis Immunization	Non-Compliant (Unmet Requirement)	5/10/2017
Mumps Immunization	Non-Compliant (Unmet Requirement)	5/10/2017
Privacy Notice	Compliant - Privacy Notice Received	5/10/2017
Rubella Immunization	Non-Compliant (Unmet Requirement)	5/10/2017

Procedure	Event Date	Comment
Measles-Mumps-Rubella (Unverified)	8/17/2015	
Measles-Mumps-Rubella (Unverified)	7/20/2015	
Meningococcal (Unverified)	5/1/2013	
TB Skin Test (Unverified)	4/30/2014	Result: Negative (0 mm induration)
Tdap, unspecified (Unverified)	5/15/2013	
Typhoid IM (Unverified)	3/31/2012	
Varicella Illness (Unverified)	6/1/1999	

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!

All Electronic & Paper Incoming Student Health Forms are Complete

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.

The screenshot shows the Barnard Immunization Events page. The left sidebar has a menu with 'Immunization History' highlighted. The main content area shows the 'Immunization Events' section with a 'Compliance Details' table and an 'Immunization Events' table. Red arrows point to specific elements: the 'Immunization History' menu item, the 'Status' column in the Compliance Details table, the 'Time stamp' in the Status text, the green checkmarks in the Status column, and the 'Varicella Illness' entry in the Immunization Events table.

Time stamp shows when the PCHS last reviewed your forms

All check marks are green and all statuses are listed as "Compliant"

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

Disease Compliance	Status	Last updated
Measles Immunization	Compliant with Standard Requirements	5/10/2017
Meningitis Immunization	Compliant with Standard Requirements	5/10/2017
Mumps Immunization	Compliant with Standard Requirements	5/10/2017
Paper Forms	Compliant - Received & Complete	5/10/2017
Privacy Notice	Compliant - Privacy Notice Received	5/10/2017
Rubella Immunization	Compliant with Standard Requirements	5/10/2017
TB Screening (If Needed)	Compliant	5/10/2017

Procedure	Event Date	Comment
Measles-Mumps-Rubella	8/17/2015	
Measles-Mumps-Rubella	7/20/2015	
Meningococcal	5/1/2013	
TB Skin Test	4/30/2014	Result: Negative (0 mm induration)
Tdap, unspecified	5/15/2013	
Typhoid IM	3/31/2012	
Varicella Illness	6/1/1999	

Incoming Student Health Forms are NOT Complete

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.

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Immunization Events

This record is not an official immunization record and may not be complete.
If you need an official immunization record or if you have any questions, please contact the Primary Care Health Service at 212-854-2091.

Status ✖ Non-compliant (Last calculated on 5/10/2017 11:23:49 AM)

Compliance Details

Disease Compliance	Status	Last updated
Measles Immunization	✖ Non-Compliant (Unmet Requirement)	5/10/2017
Meningitis Immunization	✔ Compliant with Standard Requirements	5/10/2017
Mumps Immunization	✔ Compliant with Standard Requirements	5/10/2017
Paper Forms	✖ Non-Compliant - Received & Missing Info	5/10/2017
Privacy Notice	✔ Compliant - Privacy Notice Received	5/10/2017
Rubella Immunization	✔ Compliant with Standard Requirements	5/10/2017
TB Screening (If Needed)	✔ Compliant	5/10/2017

Immunization Events Show Details

Procedure	Event Date	Comment
Measles-Mumps-Rubella	8/17/2015	
Meningococcal	5/1/2013	
TB Skin Test	4/30/2014	Result: Negative (0 mm induration)
Tdap, unspecified	5/15/2013	
Typhoid IM (Unverified)	3/31/2012	
Varicella Illness	6/1/1999	

There are red "X" marks and statuses are listed as "Non-Compliant"

Some immunizations may be listed as "(Unverified)"