It is very important that you complete the forms in the following order:

1. Log onto the Primary Care Health Service Open Communicator website using your Barnard ID and password: bchealth.barnard.edu. Your Barnard ID is composed of the characters in your email address before "@barnard.edu" (Ex. abc2122) and your password is the same as your myBarnard/gBear password.
   a. All Incoming Student Forms (both paper & electronic) are located in the Forms Section of the Open Communicator website.

2. Complete the electronic “Tuberculosis Screening Form” located in the Forms Section of the Open Communicator website.
   a. If you have ever had a documented positive tuberculin skin/blood test you must submit official documentation of:
      i. The initial positive tuberculin test.
         • If you do not have official documentation of the initial skin/blood test AND a negative chest x-ray, you will need to get another skin or blood test and if necessary, chest x-ray.
         • Please attach all official documents and reports to the paper-based “Incoming Student Immunization Form”.
      b. If the answer is “YES” to ANY of the questions on the “Tuberculosis Screening Form” and you DO NOT have a history of a documented positive tuberculin skin/blood test you must submit:
         i. A PPD skin test from within the last 6 months or a Quantiferon Gold/T-Spot blood test from within the last 6 months.
            • If the blood or skin test is positive, you must submit proof of a negative chest x-ray.
         ii. Even if you have had BCG, if the answer is “YES” to ANY of the questions and you DO NOT have documented history of a positive tuberculin skin/blood test AND a negative chest x-ray you must submit a PPD skin test from within the last 6 months or a Quantiferon Gold/T-Spot blood test from within the last 6 months, and if necessary a chest x-ray.
   c. You will enter the skin/blood test results and if necessary chest x-ray/INH history on the paper-based “Incoming Student Immunization Form” and the web-based “Electronic Incoming Student Immunization Form” during steps 4 and 5.
      • Please attach all official documents and reports to the paper-based “Incoming Student Immunization Form”.

3. Complete the electronic “Notice of Privacy Practices Form” located in the Forms Section of the Open Communicator website.

4. Download and print the paper-based “Incoming Student Immunization Form” located in the Downloadable Forms Folder in the Forms Section of the Open Communicator website.
   a. Take this form to your health care provider (the only accepted signatures are that of a physician, physician assistant or nurse practitioner) and have them fill in your immunization information and sign/stamp the second page. Barnard does not require a physical exam.
      i. You MUST submit this EXACT form. We will not accept any pre-existing forms or previously documented immunization histories.

5. Using your completed paper-based “Incoming Student Immunization Form”, complete the “Electronic Incoming Student Immunization Form” located in the Forms Section of the Open Communicator website.
   a. You can only fill in this page once! Please double check that all dates are correct before hitting the submit button.

6. If you are 17 or YOUNGER at the time of filling out these forms:
   Download and print the paper-based “Under 18 Required Forms Packet” located in the Downloadable Forms Folder in the Forms Section of the Open Communicator website and have your parent/guardian complete and sign the “Under 18: Meningococcal Meningitis Vaccination Response Form” and “Minors Consent Form”.

   If you are 18 or OVER at the time of filling out these forms:
   Complete the electronic “Meningococcal Meningitis Vaccination Response Form (18 or OVER)” located in the Forms Section of the Open Communicator website.

7. Mail or fax the completed paper-based “Incoming Student Immunization Form” and if you are 17 or younger, the completed “Minors Consent Form” and “Under 18: Meningococcal Meningitis Vaccination Response Form” to the Primary Care Health Service by June 30, 2016.

All paper forms must be sent together, at the same time, via FAX or MAIL (it is not necessary to send them both ways). We cannot accept any forms via email.
Incoming Student Health Forms - Checklist

Please complete the forms in the order listed in the step by step guide.

All electronic and paper Incoming Student Health Forms are due

**June 30, 2016**

If you are **18 or OVER** at the time of filling out these forms (ALL forms listed below are required):

**Paper Forms** *(Must be mailed or faxed **No Email**) to the Primary Care Health Service)*
(located in the Downloadable Forms Folder in the Forms Section of the Open Communicator Website)
- Paper-based “Incoming Student Immunization Form”
  (Signed and stamped by a Physician, Physicians Assistant or Nurse Practitioner)

**Electronic Forms**
(located in the Forms Section of the Open Communicator website)
- Electronic “Tuberculosis Screening Form” (Completed by the student)
- Electronic “Notice of Privacy Practices Form” (Completed by the student)
- Electronic “Incoming Student Immunization Form” (Completed by the student)

If you are **17 or YOUNGER** at the time of filling out these forms (ALL forms listed below are required):

**Paper Forms** *(Must be mailed or faxed **No Email**) to the Primary Care Health Service)*
(located in the Downloadable Forms Folder in the Forms Section of the Open Communicator Website)
- Paper-based “Incoming Student Immunization Form”
  (Signed and stamped by a Physician, Physicians Assistant or Nurse Practitioner)
- Paper-based “Under 18: Meningococcal Meningitis Vaccination Response Form” found in the “Under 18 Required Forms Packet” (Signed by your parent/guardian)
- Paper-based “Minors Consent Form” found in the “Under 18 Required Forms Packet”
  (Signed by your parent/guardian)

**Electronic Forms**
(located in the Forms Section of the Open Communicator website)
- Electronic “Tuberculosis Screening Form” (Completed by the student)
- Electronic “Notice of Privacy Practices Form” (Completed by the student)
- Electronic “Incoming Student Immunization Form” (Completed by the student)

After Completing All Electronic AND Paper Forms (Steps 1-6 in the Step by Step Guide):

**MAIL OR FAX** the paper-based “Incoming Student Immunization Form” and if you are 17 or younger, the “Under 18: Meningococcal Meningitis Vaccination Response Form” and “Minors Consent Form”

to the Primary Care Health Service by **June 30, 2016**.

You DO NOT need to mail or fax any of the instruction pages.