**VISP Student Health Forms - Step By Step Guide**

**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](http://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.
      ii. Report of a negative chest x-ray and if applicable, INH treatment plan.
         • 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. Completed the electronic **“Financial Responsibilities of Barnard Students at the PCHS”** located in the Forms Section of the Open Communicator website.

5. Download and print the paper-based **“Incoming Student Immunization Form”**.
   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.

6. 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.

7. Complete the electronic **“Meningococcal Meningitis Vaccination Response Form (18 or OVER)”** located in the Forms Section of the Open Communicator website.

8. Mail or fax the completed paper-based **“Incoming Student Immunization Form”** to the Primary Care Health Service by **December 3, 2018**.

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.
**VISP 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 December 3, 2018

**ALL forms listed below are required:**

**Paper Forms** *(Must be mailed or faxed **No Email**) to the Primary Care Health Service*  
(located in the Forms Section>Downloadable Forms Folder 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 “Financial Responsibilities of Barnard Students at the PCHS” (Completed by the student)
- Electronic “Incoming Student Immunization Form” (Completed by the student)
- Electronic “Meningococcal Meningitis Vaccination Response Form (18 or OVER)” (Completed by the student)

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**After Completing All Electronic AND Paper Forms (Steps 1-7 in the Step by Step Guide):**

**FAX or MAIL** the paper-based “Incoming Student Immunization Form” by December 3, 2018.

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