Dear Incoming Barnard Transfer Student:

Welcome to Barnard College! This letter is intended as a guide to help you through the Primary Care Health Service portion of the admissions process. We will also offer some important tips on how to take good care of yourself while you are here.

First, it is essential that you complete all of the medical forms located on the Barnard College Primary Care Health Service Open Communicator website: bchealth.barnard.edu (no “www.”!) The link will also be located on the PCHS main website and our New Students website: www.barnard.edu/primarycare/newstudents. Please make sure to read the information and frequently asked questions on the New Students website prior to completing the Incoming Student Health Forms.

All forms are located on the Open Communicator website. Some forms are electronic and can be completed on the Open Communicator website and some forms will need to be downloaded/printed and mailed or faxed to the Primary Care Health Service.

All electronic and paper Incoming Student Health Forms are due: January 5, 2015.

New York State law requires that all students provide documentation of immunity against measles, mumps and rubella and that all students complete the electronic “Meningococcal Meningitis Vaccination Response Form (18 or Over)” or paper-based “Under 18: Meningococcal Meningitis Vaccination Response Form” (located on the Open Communicator website). These forms are REQUIRED to be permitted on campus and to attend the institution.

Barnard does not require a physical exam. However, the paper-based “Incoming Student Immunization Form” must be completed and signed by a physician, physicians assistant or nurse practitioner. We suggest making an appointment with your health care provider for as soon as possible to ensure that you have ample time to complete the forms and if necessary, receive any vaccinations or a tuberculosis screening.

Attached is a Step by Step Guide and a checklist to help you complete your Incoming Student Health Forms.

It is very important that you complete the forms in the order listed in the step by step guide!

After Completing All Electronic AND Paper Forms (Steps 1-7 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 January 5, 2015.

PRIMARY CARE HEALTH SERVICE, LOWER LEVEL – BROOKS HALL
3009 BROADWAY, NEW YORK, NY 10027
Phone: 212-854-2091  Fax: 212-854-2702

Some reminders:
- We CANNOT accept any forms via email. You must mail or fax all paper documents.
- You must submit the official Barnard College Incoming Student Immunization Forms. We CANNOT accept any pre-existing forms or previously documented immunization histories in place of the official forms.
- You do not need to mail or fax any of the instruction pages.
- Please retain a copy of all paper forms for your records.

Late submission of the Incoming Student Health Forms may result in housing and registration delays. No student will receive a housing assignment, be allowed to check in to the Residence Halls or be on campus until we receive and approve your forms.
Please DO NOT contact us for confirmation of receipt of your forms; we will contact the student via personal and Barnard email addresses if necessary. See our FAQs on the New Student Page for more information about how you can check the status of your forms online!

Second, you will receive information about your opt out options regarding student health insurance in the upcoming weeks. Please note that the deadline to opt out is firm. You CANNOT opt out after January 16, 2015.

All information regarding student health insurance and the waiver process will be posted on our Insurance Website in the upcoming weeks: http://barnard.edu/primarycare/insurance

Now that you have taken care of your REQUIRED health forms and information, we have some suggestions for you on how to prepare for Barnard. Some of these suggestions are based on experience with current students, and some are based on recommendations endorsed by the Society for Adolescent Medicine.

- Learn your family medical history.
- Obtain a copy of your immunization history for your own personal records.
- If you opt out of the Aetna Student Health Insurance Plan, have a copy of your personal insurance card. You will need to present your insurance card each time you visit the Primary Care Health Service. If you don’t have a physical card, we will accept a printed copy/picture of the front and back of the card.
- Discuss any ongoing medical or psychiatric problems with your current medical provider and formulate a plan for the care you will need at Barnard. If you have a chronic illness, it would be advisable for you to bring a copy of your medical records with you. If ongoing medical follow-up is required, please visit us at the Primary Care Health Service when you arrive. We can either work with you here or refer you to a specialist as needed. (We maintain a list of board-certified specialists.)
- If you take any types of medication on a regular basis, be sure to have a list of the names of the medications you are taking, the dosage and the frequency with which you take each medication.
- There is no per-visit fee or co-pay at the Barnard Primary Care Health Service. We only charge for vaccines, medications from our dispensary and for some medical supplies. However, if you need a referral to an outside specialist, that visit may not be free. In that case, your health insurance plan (either through Aetna Student Health or your own personal policy) may cover your visit. You will receive information about the Aetna Student Health plan in the upcoming weeks.
- We maintain a small dispensary on site for commonly used medications, for which there is a charge. We accept Visa, MasterCard, or Checks (from a U.S. bank). Please note that we DO NOT accept cash, American Express or Discover.
- Bring a small medical kit. This should include the following:
  - Digital thermometer (very important!)
  - Acetaminophen or ibuprofen
  - Diphenhydramine (Benadryl)
  - Your favorite cold medicine
  - Chemical ice pack
  - Band-Aids
  - Antibiotic ointment
  - Anything else you wish to include!

We look forward to meeting you. Please let us know if there is anything we can do to help make your transition here an easier one.

Sincerely,

Mary Joan Murphy, NP
Mary Joan Murphy, NP
Executive Director
Student Health and Wellness Programs

Marjorie Seidenfeld, MD
Marjorie Seidenfeld, MD
Medical Director
Primary Care Health Service
Primary Care Health Service
Incoming 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. Your Barnard ID is composed of the characters in your email address before "@barnard.edu" and your password is the same as your myBarnard/gBear password.
   a. All Incoming Student Forms are located in the Forms Section of the Open Communicator website.

2. Complete the “Tuberculosis Screening Form” located in the Forms Section of the Open Communicator website. (electronic, completed by the student)
   a. If you answer “Yes” to any questions on this form you MUST submit the results of a recent PPD skin test or the results of a T-Spot/Quantiferon Gold blood test (from within the last 6 months). If your PPD or blood test is positive you MUST submit proof of a chest x-ray (from within the last year). Even if you have had BCG, if your skin/blood test is positive you still are required to submit a chest x-ray.
      i. 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.

3. Complete the “Notice of Privacy Practices Form” located in the Forms Section of the Open Communicator website. (electronic, completed by the student)

4. Download and print the “Incoming Student Immunization Form” located in the Downloadable Forms Folder in the Forms Section of the Open Communicator website. (paper-based, completed by your health care provider)
   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. Please note: 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. (electronic, completed by the student)
   a. Please note: 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:
   a. Download and print the “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”. (paper-based, completed by parent/guardian)

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

8. 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 January 5, 2015.
   All forms must be sent together, at the same time, via fax OR by 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

**Monday January 5, 2015**

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”
  (Completed, signed & 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)
- Electronic “Meningococcal Meningitis Vaccination Response Form (18 or OVER)” (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”
  (Completed, signed & 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 1-7 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 January 5, 2015.

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