Fall 2015

Dear Incoming Barnard 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 then mailed or faxed to the Primary Care Health Service.

All electronic and paper Incoming Student Health Forms are due: June 30, 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 1-6 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:

<table>
<thead>
<tr>
<th>Address:</th>
<th>Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnard College</td>
<td>1-212-854-2702</td>
</tr>
<tr>
<td>Primary Care Health Service</td>
<td>1-212-854-2091</td>
</tr>
<tr>
<td>3009 Broadway, New York, NY 10027</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

June 30, 2015

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.

Welcome Letter & Instructions: Page 1 of 4
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 August 28, 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](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

Welcome Letter & Instructions: Page 2 of 4
**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" (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. 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, 2015.**

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.

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*Step by Step Guide & Checklist: Page 1 of 2*
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
Tuesday June 30, 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”
  (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):

**FAX** or **MAIL** 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, 2015.**

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