Student Records
Administrator Immunization Access

Overview

As of Fall 2017, Indiana University policy requires that all students who have at least one on-campus class submit the date of immunization and provide documentation to support the date entered, or claim an exemption for the following diseases during the first term of enrollment:

- Measles (two doses after the first birthday and at least 28 days apart)
- Mumps
- Rubella
- Tdap (tetanus, diphtheria, and acellular pertussis)
- Varicella (chickenpox, two doses)

Students access their individual Immunization record via a task in One.IU or by going to the Student Center > Personal Information > Immunization.

All on-campus students must also acknowledge the risk of meningitis.

Non-U.S. citizens must also provide medical documentation about a tuberculosis test done in the United States.

Students who are not yet eligible to update their immunization information receive this message:

```
Your Immunizations

No immunization information is available to update at this time. Please check back after the start of your first term. You may be required to provide immunization data after you have started attending classes.
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Students who do not provide the required immunization data will be prevented from registering for the semester or session following their first semester. Students who do not comply receive an R10 negative service indicator that prevents enrollment.

Staff can view a student’s immunizations via the Administrative Center and Registrars can access/update any student’s Immunization record via a PeopleSoft update page (Campus Community > Personal Information (Student) > Health Information (Student) > IU Immunization Records).

An administrator must approve all documents uploaded by students before the student will be considered compliant.

- For medical and religious documents claiming an exemption from immunization, email addresses listed on the IU Immune Email table (IU Panels > IU Immune Email) will be notified when the student’s status changes to In Review.
- No email is sent for verification documents validating the dates entered for immunizations, there is a special search record located at Main Menu>Campus Community>Personal Information (Student)>Health Information (Student)>Pending Immunizations. This search may be used to return all students who are in pending status for immunization compliance and have verification documents (documents to verify the date of immunization only, not other medical or religious exemptions) that need approved. You must enter institution and term, or have a student ID in
order to use this search. The results will be sorted in ascending order of the date the documents were uploaded.

Administrative staff in the role SR IU Immunizations 1 will have update access to the *IU Immunization Records* page and the Pending Immunizations search record.

**Processing:**

- A nightly batch process runs for the current term + the first major future term, spring or fall. When students are term activated the process determines if the student is already compliant, or not. If not, the process adds the required immunization rows, but does not add the R10 at this time.

- When the census date + 1 day, for a career/term/regular session, has been reached, the process determines if the student is required to comply with the immunization process by looking at the student’s enrollment. If the student is required to comply (has at least one on campus class), and is not already compliant, an R10 will be added to the student’s record, by institution, and an email sent to the student explaining how to comply with the immunization policy. When a student becomes compliant, the R10 service indicator/hold is removed immediately.

**Steps**

**Administrator Email Notifications**

1. The email address specified in the IU Immune Email table for medical exemptions will receive the following email when a student’s overall status changes to *In Review* and she/he has a medical exemption document pending approval. All uploaded documentation requires administrator approval before the student can become compliant.

2. The email address specified in the IU Immune Email table for religious exemptions will receive the following email when a student’s overall status changes to *In Review* and she/he has a religious exemption document pending approval. All uploaded documentation requires administrator approval before the student can become compliant.
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NOTE:
The above emails are triggered upon the change in overall status to 'In Review,' not the upload of a document. Therefore, the student will need to complete the entire immunization form after uploading documentation in order to receive a status of 'In Review' and trigger the above emails. "In Review" is a derived status and only appears on the student's page, the admin page will show "Pending."

Administrators are not emailed when students upload verification documents confirming the dates of their immunizations. Go to Main Menu>Campus Community>Personal Information (Student)>Health Information (Student)>Pending Immunizations to view pending verification documents.

Administrator Update Access

1. Navigate to: Campus Community > Personal Information (Student) > Health Information (Student) > IU Immunization Records.
   
   Note: you can also navigate to One.IU.edu and search for "Immunization" then select the Immunization Records (Administrative) task.

The IU Immunization Records page is displayed.
2. Enter a student **ID** number and click **Search**.

3. Usually staff will access this page to review and approve or disapprove uploaded documents. Staff can also select an exemption from the list of valid exemptions, add TB test information, add a temporary exemption expiration date, load new documents, or view existing documents.

   a. To upload a document, click **Add Document**. A page is displayed prompting the user to load a new document.

   Anaphylactic Reaction to Eggs requires documentation signed by your medical provider. Please load a new document, or choose a document you have previously loaded.

   - Load New Document
   - Cancel

   b. After clicking **Load New Document**, a **File Attachment** window appears prompting the user to browse for a document.

   - C:\Users\green\Desktop\Student Sammy Medical doc
   - Browse
   - Upload
   - Cancel

   c. Click **Browse**... , select the correct document and click **Upload**.

   Once a document has been uploaded, the **View Document** link appears. Users can view any documents uploaded administratively or by the student.
4. To add an expiration date for a temporary exemption (Pregnancy and Temporary Admin Clearance are the only temporary exemptions), add a date to the Expiration Date field that appears next to the selected exemption. The date entered will also appear on the student view of the Immunization page next to the Status.

5. To take action on a document, click the Document Status drop down and select Approved or Disapproved.
   a. If Approved is selected and all required fields have been completed, the Status of the immunization changes to Compliant.
   b. If Disapproved is selected, the Status of the immunization changes to Not Compliant.

**NOTE:** If you are administratively uploading supporting documentation, you need to upload the document before selecting Approved. Failure to do this will result in the status of Pending instead of Compliant, as you may intend.

6. To add a TB test result, click the Exemption drop down and select the correct value: TB Test Negative or TB Test Positive.

7. The user can add Comments about why the action was taken. This information will be visible to the student via the Immunizations link in the Student Center. This will be helpful when documents are disapproved; comments may be added to explain to the student why they were disapproved and what action they need to take.

8. Click **Save** to finalize the changes. The student is notified via email when a document is approved or disapproved and the page is saved. This email does not contain any notes added to the Admin page.

9. If the student fulfilled all requirements and the documents have been approved, the Student Status will change to Compliant and the R10 service indicator will immediately be removed.
### Immunizations

Approving a student's documentation will mark him/her compliant for the disease. When disapproving a document, you may wish to add comments to the notes section below. These comments will be used as a reference and will be viewable by the student.

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Exemption</th>
<th>Date Taken</th>
<th>Status</th>
<th>Document Status</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles 1 (MMR)</td>
<td>(Immunization Date Entered)</td>
<td>01/01/2015</td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
<tr>
<td>Measles 2 (MMR)</td>
<td>(Immunization Date Entered)</td>
<td>02/02/2015</td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
<tr>
<td>Meningitis</td>
<td>(Acknowledged Risk)</td>
<td>01/05/2017</td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
<tr>
<td>Mumps (MMR)</td>
<td>(Immunization Date Entered)</td>
<td>01/05/2015</td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
<tr>
<td>Rubella (MMR)</td>
<td>(Immunization Date Entered)</td>
<td>01/05/2015</td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td></td>
<td></td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
<tr>
<td>Tetanus</td>
<td>(Immunization Date Entered)</td>
<td>01/05/2015</td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
<tr>
<td>Varicella Dose 1</td>
<td>(Immunization Date Entered)</td>
<td>01/05/2015</td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
<tr>
<td>Varicella Dose 2</td>
<td>(Immunization Date Entered)</td>
<td>02/02/2015</td>
<td>Compliant</td>
<td>Approved</td>
<td>?</td>
</tr>
</tbody>
</table>

Comments below will be viewable by the student.
Pending Verification Document Search

This page only returns students in overall pending status with pending documents that were uploaded to verify immunization dates. Medical and religious exemption documents are not available from this page.

1. Navigate to Campus Community > Personal Information (Student) > Health Information (Student) > Pending Immunizations
2. You must enter either an Emplid, or Institution and Term.

3. The search results will be only for students that have date verification documents uploaded and are in an overall immunization status of pending.
4. Search results will be automatically sorted in ascending order by the document’s uploaded date, but you may reorder the sort by clicking on the column header.

**NOTE:** If more than 300 rows exist, sorting the results will only sort the current rows you are viewing.

5. Clicking on a search result will take you to the IU Immunization Records administrative page where you will be able to approve a student’s verification documents as previously described under Administrative Update Access.
6. After selecting your first student, and after saving any changes that you make, you will have the option to return to search, previous in list, or next in list.

Students will only appear in this search if their overall status is pending and they have at least one verification document that is in pending status.
Frequently Asked Questions:

1. The student uploaded documents but the email account listed to review the document never received an email, why?
   a. The most likely cause is the student did not complete the entire immunization form, so the student's status never changed to "In Review." The student must complete the entire form and answer all questions in order for the email to be triggered. Keep in mind that the "In Review" status will only appear on the student's form; the admin form will indicate a status of "Pending."

2. The student emailed me immunization data and I used the administrative update page to update the student's immunization data, then selected "Approved" for the document status, but the status still shows pending, why?
   a. The most likely cause is that you selected "Approved" but did not upload the supporting document. If you do not upload a document, the status will show pending. To correct this, upload the supporting document that you received from the student.

3. Is there a report that I can run to see which students have documents waiting for approval?
   a. Yes. Using the IUIE, search for SR_IMMUN_CRTA_GT. To see all students who have documents awaiting approval you would enter your institution in all caps (IUBLA, IUEAA, IUIN, IUKEA, IUSEA, IUNWA, or IUSBA) and the Status Code of PEND for your parameters. Select the columns of the report that you wish to view and then run the report. You will be able to see students that have documents to be reviewed and proactively approve or disapprove the documents even before the student completes the rest of the form. You may even wish to reach out to the student and let them know that they need to complete the form.

4. The student uploaded documents and completed the entire form, but the student’s status still shows "Not Compliant" on both the student form and the admin form. Why does it not show "In Review" for the student and "Pending" for the admin?
   a. When the student is completing the form, they will be presented with one final pop up that indicates the student is submitting documentation for review. The student must answer 'OK' or 'Cancel' in order for the status to change to "In Review." If the student does not answer this question, and simply closes the browser window, the status will remain at "Not Compliant." In order to resolve this issue, an administrator may go to the admin page and view the student's immunization form, then simply save the form. This may cause an error message to pop up, but just press OK and save again. The status should be reset to "Pending" on the admin page, and if the student views his/her page form the student center, he/she will see "In Review." Of course, when you identify a student in this situation, you may also approve any uploaded documents while you are in the admin page and save. This should set the overall status to "Compliant."

5. I am working remotely and cannot view a student’s uploaded documents, why?
   a. We store student documents in OnBase and you must be on IU's VPN when you are working remotely in order to view these documents. Verify that you are connected to the VPN. You may also need to clear your browser’s cache.