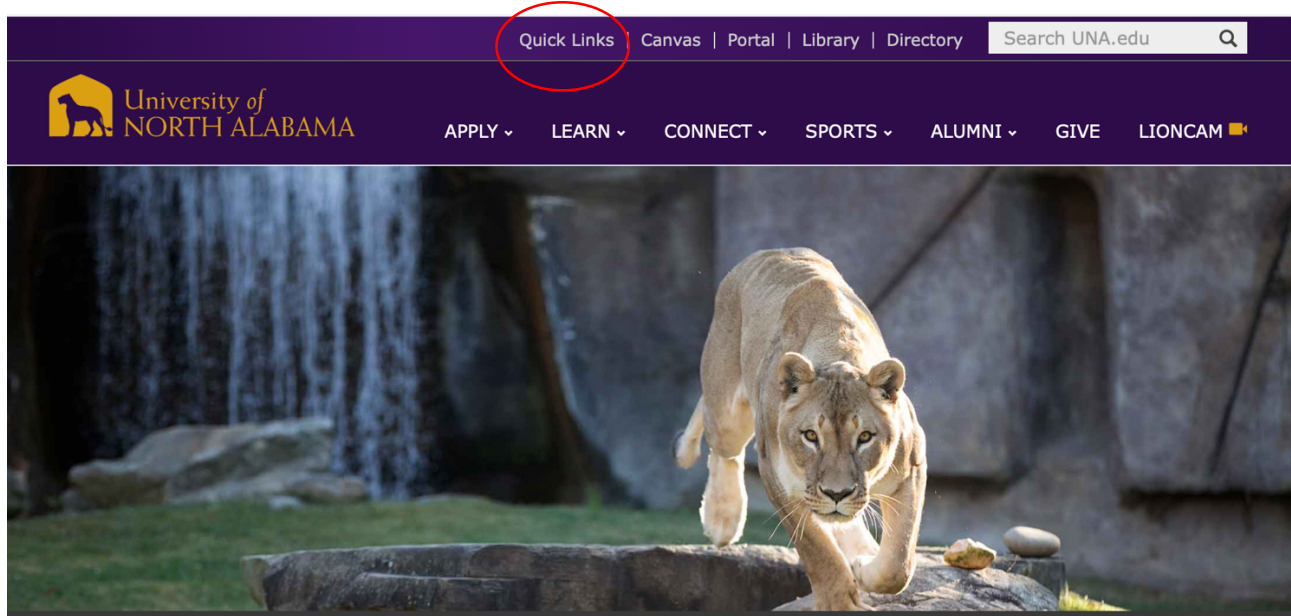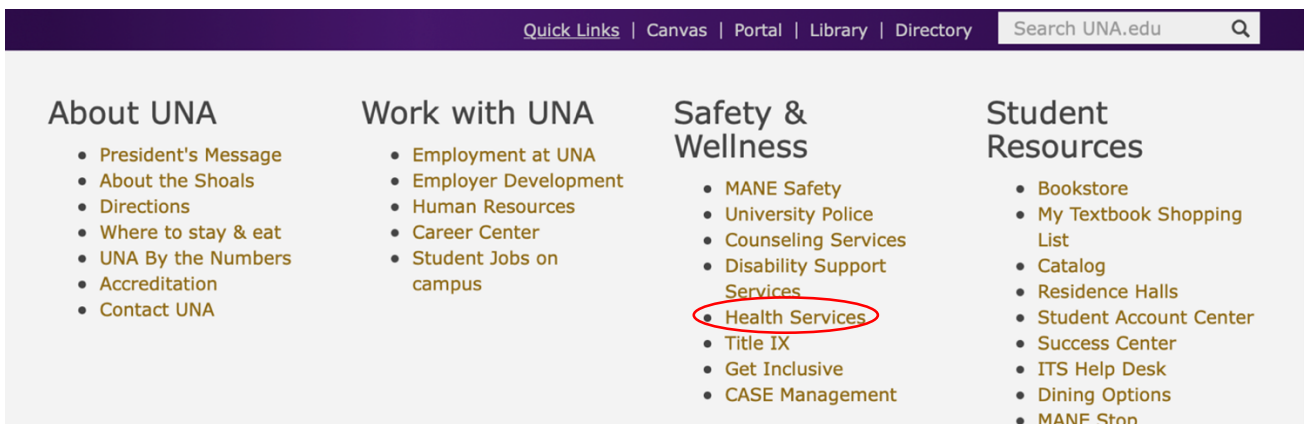# How-To Submit UNA Immunization Requirements
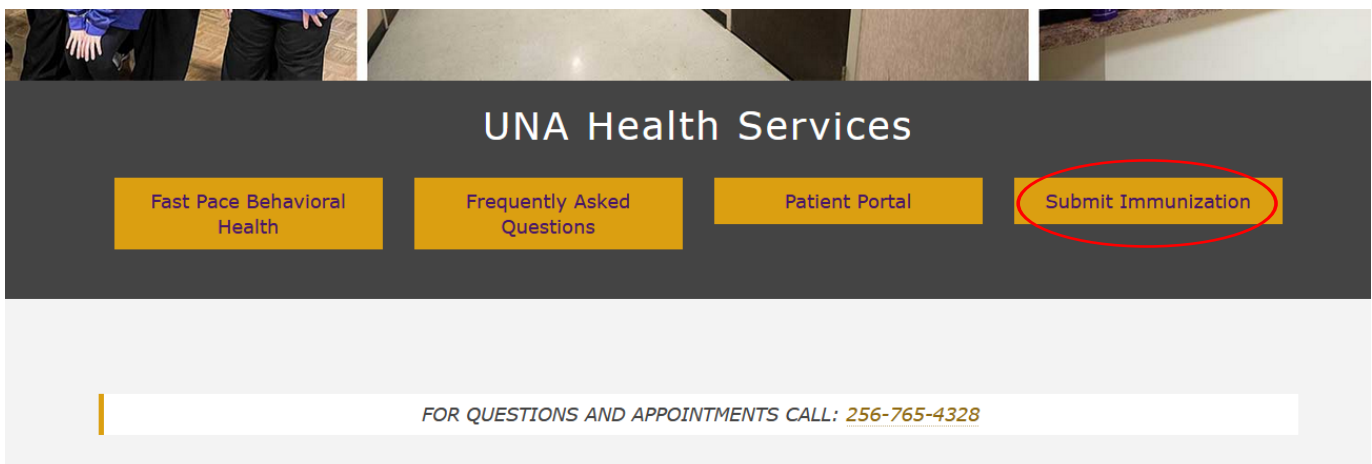
- **Go to the UNA website: www.una.edu and Click "Quick links" at the top of the page**

- **Next, click Health Services**

- **Click on "Submit Immunization" and log in with your UNA credentials**

FOR QUESTIONS AND APPOINTMENTS CALL: *256-765-4328*

- **Click arrows to drop down each immunization box. Enter Dates for each immunization. Dates should match your immunization record.**

- <u>**Remember:**</u> **Titer dates and results will only be entered if you do not have immunization dates and get bloodwork done to satisfy the requirements.**

  o **For example; If you have had the MMR vaccines, you will enter the vaccine dates for dose 1 and dose 2 and leave the measles titer, the mumps titer, and the rubella titer spaces blank.**

🖨 Print   **No Data**

MMR Requirement   ⌃

Enter one or all immunizations and then click the Submit button once.

💾 Submit

*MMR Vaccine 1
No Data
*MMR Vaccine 2
No Data

*MMR Vaccine
Please enter dates listed on immunization record. Individual Measles, Mumps, and Rubella titers will satisfy this requirement.

| Dose 1 | mm/dd/yyyy | 🗓 |

| Dose 2 | mm/dd/yyyy | 🗓 |

- **Next, click the submit button to save the information entered.**

🖨 Print   **Not Compliant**

MMR Requirement   Incomplete ⌄

Enter one or all immunizations and then click the Submit button once.

💾 Submit

Varicella Requirement   Incomplete ⌄

Meningococcal Requirement   ⌄

TDAP Requirement   Incomplete ⌄

Covid-19 Vaccine Documentation   ⌄

TB Skin Test Results (if needed)   ⌄

Flu Vaccine Documentation   ⌄

- **Follow the instructions on the pop-up and click to access the upload screen. Follow the instructions to upload your immunization record.**

Immunizations Entry ✕

Immunizations have been saved.

Click Here to upload your immunization records in order to become compliant.

OK

- **Scroll down and click the down arrow to select what documentation you are submitting, then click select file to choose the file from your phone or computer.**

Types of Documents that may be uploaded:
Covid Vaccine Documentation
Hepatitis B Titer Results
Immunization Record
Insurance Card
Measles Titer Result
Mumps Titer Results
Past Positive TB Skin Test Risk Factor Questionnaire
Rubella Titer Results
TB Skin Test Results
Varicella Titer Results

Choose document you are uploading:

Immunization Record ⌄

Select File

- **Click the upload button to complete this process. You can view your documentation by clicking on "view file"**

Change 11.jpg ✕
⬆ Upload

Documents already on file

Immunization Record received on 3/15/2023   View File

- **Next, click the Forms tab in the Patient Portal to complete the TB Questionnaire and the UNA Medical History form.**

- **The Immunization Exemption Request form can be filled out for medical and religious exemptions. TB Questionnaire & UNA Medical History Forms are still required.**
- **The Past Positive TB Skin Test Questionnaire can be filled out if you have had a past positive and are unable to take a TB Skin Test.**
- **UNA Privacy Policy Acknowledgment and UNA Release Authorization are required for Health Services clinic appointments, but are not required for the immunization requirements**

- **Health Services' staff will review the documentation and will verify compliance and may send an email with additional instructions. On the immunization tab in the patient portal, <u>Compliant, Verified</u> is shown when all immunization requirements are complete.**

🏠 Home   ✳ COVID-19   📅 Appts   ⚕ Immunization   ⚓ Insurance   ☰ Forms   ✉ Messages   🔔 Education $

Covid Vaccine Documentation
Please list the dates you received the vaccine below. You may also upload a copy of your COVID
COVID vaccine is not a required.

All Incoming Students:
Please enter any immunization dates or any titer dates below. You must also upload a copy of you
health center staff must verify your record before you will be completely "verified" status (which ind

For MMR Vaccines:
Please enter each date one time. If you recceived a MMR Vaccine, enter those dates in the MMR
Measles Vaccine, a Mumps Vaccine and a Rubella vaccine seperately, please list those dates sepe
sections.

🖨 Print

Compliant, Verified

MMR Requirement   ⌄

University *of* North Alabama   🐃 Office *of* University Health Services