

2023-2024 HEALTH AND IMMUNIZATIONS FORM AND WELLNESS REQUIREMENTS

INSTRUCTIONS FOR IMMUNIZATION REQUIREMENTS AND COMPLIANCE

University policy and Massachusetts state law requires certain students to be in full compliance with Massachusetts state laws 105 CMR 220.00 and 105 CMR 220.660 and the Salem State University immunization policy, no later than two weeks prior to the start of the semester. Students who must be in compliance with immunization requirements include:

- Residential students entering summer, fall, or spring. Residential students are expected to be in compliance with the requirements PRIOR to moving into the residence halls.
- Undergraduate students who are taking 12 credits or more.
- Graduate students enrolled full time in their graduate program. This includes students who may alternate between part time to full time status for an individual semester.
- Part-time students in a health science academic program.
- Students attending the university on an international student visa.

There are also additional wellness requirements that are listed in this document. Please review carefully and make sure that you have completed all of the steps on this checklist prior to the start of the semester.

Registration for classes, as well as the ability to move onto campus, will be affected if this information is not complete and all requirements satisfied. Counseling and health services will not be able to individually notify students of their compliance status and students should monitor their Medical Clearances in the student health portal and their health portal messages.

(Check boxes indicate required to do items)

SUBMITTING IMMUNIZATION AND COVID VACCINE DOCUMENTATION

- Immunization requirements are due August 9, 2023 (for Fall semester start) and January 10, 2024 (for Spring semester start).

- You can view immunization requirements here: salemstate.edu/chs/new.
 - Step 1: Log on to your student health portal: <https://salemstate.edu/healthportal>.
 - Step 2: Click on Immunization Requirements.
 - Step 3: Enter dates of immunization for each unsatisfied requirement.
 - Step 4: Click on Update Immunization Records to attach your documentation.
 - Step 5: Upload all photos of your immunizations (jpeg or PDF works best).
 - Step 6: **CLICK ON SAVE RECORDS.**
- ** Attached documentation is required to verify your immunizations**
- ** Chrome browser is best supported to upload your immunization records**

TUBERCULOSIS SCREENING QUESTIONNAIRE

- Complete the tuberculosis screening questionnaire
 - Step 1: Click on Immunization Requirements in your health portal.
 - Step 2: Click on the green "Update" button next to TB Screen-Risk form.
 - Step 3: Answer all required questions.
 - Step 4: If the answer is YES to any of the Tuberculosis risk form questions, Salem State University requires documentation of further evaluation. If the answer to all of the Tuberculosis Risk form questions are NO, no further testing or action is required.
 - Step 5: Review your Immunization Requirements to determine if this requirement is satisfied or if there are additional steps you need to take to meet compliance.

OTHER IMPORTANT IMMUNIZATION INFORMATION

- Once you upload documentation and save records, health services will then receive your documentation for review. It can take 3-5 business days for our review. Failure to enter your dates **AND** upload your supporting documentation will result in a delay.
- Disclaimer: Salem State University is a partner with the Massachusetts Immunization System. We receive and input data into the state database: mass.gov/service-details/miis-information-for-parents-and-patients.
- You may also ask your primary care provider to fax your immunization records to health services at 978.542.7121. Please note, you should still login to your portal to ensure all requirements are met, which are state and university specific.
- To view what immunizations we have on file for you, please click on Immunizations within your health portal.
- Review your Immunization Requirements page for compliance, 3-5 days after you've provided your documentation. Follow up on any remaining unsatisfied requirements. Compliance is met when all Immunization Requirements are green and satisfied.

MEDICAL HISTORY AND INFORMATION

- Login to your student health portal and review and update your health information .
 - Step 1: Click on Health history.
 - Step 2: Add your medications, allergies, medical history, surgical history and hospitalization information.
 - Step 3: Click green "Looks good" button to save.

HEALTH INSURANCE

- Upload your health insurance information to the health portal: <https://salemstate.edu/healthportal>.
 - Step 1: Click on Insurance Details.
 - Step 2: Click on "Add Insurance."
 - Step 3: Enter your insurance carrier name, policy number, group number, and subscriber information (subscriber is the person that the policy is under) Please add you primary care provider information in the comments.
 - Step 4: Upload front and back image of your health insurance card.
 - Step 5: Click on the blue "Save" button.Once you save, health services will review and verify your plan information.

- Review the student health insurance plan (SHIP) benefit information and costs.
 - salemstate.edu/campus-life/student-services/counseling-and-health-services/student-health-insurance
 - All students who are registered for at least 75% of a full course load will need to enroll or waive SHIP, starting after July 31, 2023.
- Enroll in the student health insurance plan if you have out of state health insurance, are uninsured, or have a plan that will not provide local coverage.

OR

- Waive the student health insurance if you have an adequate health insurance plan that will provide coverage for the academic year.
 - A step-by-step guide and deadlines can be found here: <https://ask.salemstate.edu/kb/how-waive-out-or-enroll-health-insurance>.
 - Please contact the **Student Navigation Center** if you have any remaining questions: 978.542.8000 or navcenter@salemstate.edu, salemstate.edu/campus-life/student-navigation-center.

COVID SPECIFIC HEALTH AND SAFETY PROTOCOLS

- Review the most up to date information here: salemstate.edu/covid19.

COMPLETE THREE ONLINE PREVENTION PROGRAMS

- Salem State requires every incoming student to complete three online prevention programs. These programs are confidential, online educational courses. You can find the full information and instructions to completing these mandatory trainings here: salemstate.edu/chs/new.
- Sexual violence prevention: <https://salemstatestudents-ma.safecolleges.com>
- Alcohol prevention: <https://echeckup.sdsu.edu/usa/alc/coll/salemstate>
- Cannabis prevention: <https://echeckup.sdsu.edu/usa/mj/coll/salemstate>
 - If you have questions or concerns related to these training modules you can email prevention@salemstate.edu
 - Please note failure to complete these trainings will be noted in your community standards file.