FROSTBURG STATE UNIVERSITY | Student Health Center

# University Immunization Policy: Health Requirements

**Important policy requirements**
The Immunization Record and TB Screening must be completed and uploaded through the Patient Portal before the due dates of August 1st for Fall and January 2nd for Spring.
All documents must be in English or translated into English with a certifying notary stamp.
**No immunization documentation will be accepted in person, by email, mail, or fax because the health center system is electronic.**

**Find Patient Portal and login**

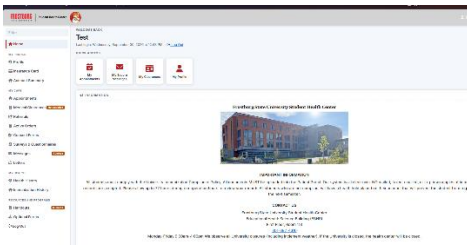
1. **Open the Patient Portal.** Enter https://www.frostburg.edu/student-health/index.php and **on** the right-hand side, select **Patient Portal** or scan the QR code.





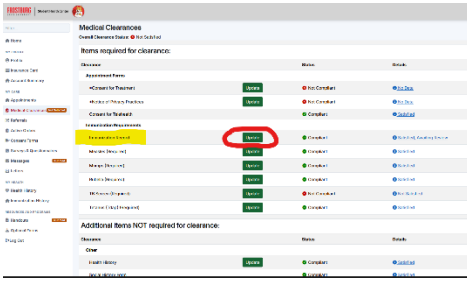

(Patient Portal on website)

2. **Enter your FSU login information.** Use the student's FSU username and password to log in. **Enter the student's date of birth.** Enter the student's date of birth (DOB) when prompted.
3. **Complete the Profile information.** Complete all Profile information. The portal will not allow you to move forward until the profile is complete.



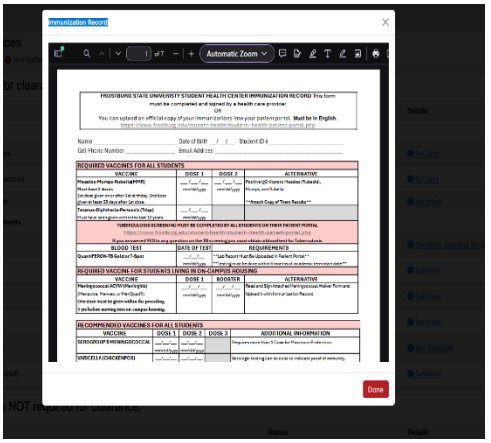
**Upload Immunization Record**

1. **Open Medical Clearances.** In the Patient Portal, click "**Medical Clearances**" on the right-hand side under "**My Care**," or use "**Quick Access**" at the top of the Home Page.
2. **Select the Immunization Record update option.** Under "**Immunization Requirements**," select the "Update" button for "Immunization Record."
3. **Upload the record.** Select the "**Upload**" button and locate the saved document.
4. **Save the submission.** Select "**SAVE**" to submit the uploaded record.



5. **Check each file before submitting.** Confirm that each file is readable, in English or properly translated into English with a certifying notary stamp and submitted before the applicable deadline.

6. **Confirm the submission.** After uploading, look for an on-screen confirmation or submission status. Do not assume that a file was submitted unless the portal shows confirmation or status.

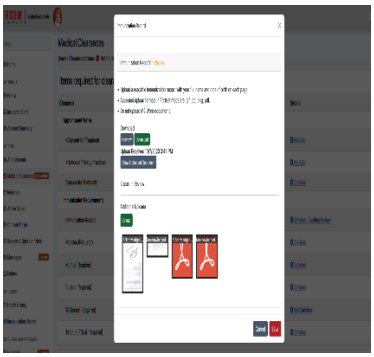


**(Optional Immunization Form -seen above)**

**Optional Immunization Form**
As an alternative, download the SHC Immunization Record, have your physician complete it, and upload the completed form through the Patient Portal.

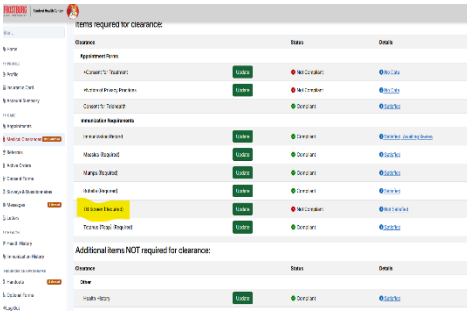
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### 3. TB Screen

1. **Remain in Medical Clearances.** Remain in the "**Medical Clearances**" section of the Patient Portal.
2. **Open the TB Screen.** Select "**TB Screen**" to complete the Tuberculous Risk Assessment.
3. **Update the assessment.** Click the "**Update**" button.



4. **Review any follow-up notice.** If the Patient Portal displays "**Further Action Necessary**" after you complete the TB Screen, complete the additional requirement described below.

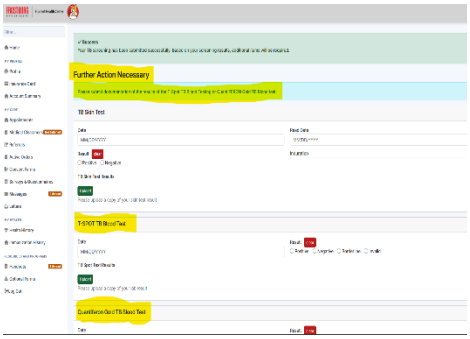



### Additional TB Screen Requirements

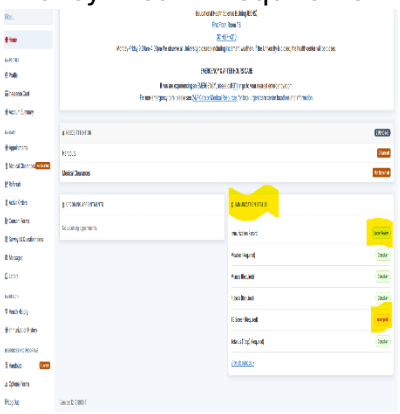
If the Patient Portal notifies you that "**Further Action Necessary**" is required after you submit the TB Screen, complete one of the following:

- **T-Spot TB Blood Test**
- **Chest X-Ray**
- **PPD Skin Test is NOT ACCEPTED for TB Screen Clearance**

After completing the additional requirement, upload the supporting documentation through the Patient Portal.




Please allow our staff 24- 72 business hours to review your upload. You can check your status through Patient Portal at the bottom of homepage under **"Immunization Status"**



### FINAL CHECKLIST

Use this checklist to confirm that you have completed the required steps:

- Immunization Record uploaded.
- TB Screening uploaded.
- Files meet the language and certification requirements.
- Profile information is complete.
- Submission is completed before August 1st for Fall or January 2nd for Spring.

If you encountered an issue trying to access Patient Portal, contact the Student Health Center at 301-687-4310. For technical issues contact the Helpdesk at 301-687-7777.