Salem | STATE UNIVERSITY

2024-2025 IMMUNIZATION AND WELLNESS REQUIREMENTS

**Salem State University
Counseling and Health Services**
352 Lafayette Street
Salem, MA 01970

Phone: 978.542.6413
Fax. 978.542.7121
Web: salemstate.edu/chs
Student Health Portal:
salemstate.edu/healthportal

INSTRUCTIONS FOR IMMUNIZATION REQUIREMENTS AND COMPLIANCE

All **full-time** undergraduate and graduate students, any international student on a **student visa** and **all health science majors are required to upload immunization information** no later than the deadline. This Health and Immunization information is required per Salem State University policy and is in accordance with the Massachusetts College Immunization Law 105 CMR 220.600. The student is responsible for verifying immunization compliance.

Please Review all health and wellness requirements in this document carefully. This checklist should be completed prior to the start of the semester. **Failure to complete these items and satisfy all requirements on time could result in a delayed move-in process and/or registration hold.**

Counseling and health services will not be able to individually notify students of their compliance status and students should monitor their Immunization Requirements in the student health portal and their health portal messages.

(Check boxes indicate required to do items)

SUBMITTING IMMUNIZATION DOCUMENTATION

☐ **Immunization forms and requirements are due August 7, 2024** (for Fall semester start) **and January 8, 2025** (for Spring semester start).

• You can view immunization requirements here: **salemstate.edu/chs/new**.

– **Step 1**: Log on to your student health portal: **salemstate.edu/healthportal**.

– **Step 2**: Click on Form and Immunization Requirements.

– **Step 3**: Enter dates for each immunization requirement, click on the green "Update" button.

– **Step 4**: In each requirement pop-up, enter the vaccine history date or dates , test results or previous illness/infection and click on the blue "Done" button in the bottom right corner to save and submit this information.

– **Step 5**: Click on the green "update" button next to "Immunization record" to upload your supporting documents (jpeg or pdf works best) This documentation must be submitted for our health services staff to review and accept the dates and information you have entered.

– **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 the Form and 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 and submit.

– **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 Forms and Immunization Requirements for compliance and 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 will need to 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 Forms and Immunization page for compliance, 3-5 days after you've provided your documentation. Follow up on any remaining unsatisfied requirements (red X Not Compliant). Compliance is met when all immunization requirements are marked with a green check and "Compliant."

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: salemstate.edu/healthportal**.

  - **Step 1**: Click on Insurance Details.

  - **Step 2**: Click on green button "add Insurance plan."

  - **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, 2024 on an annual basis while a student.

- ☐ **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: **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**.

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: salemstatestudents-ma.safecolleges.com**

- ☐ **Alcohol prevention**: **echeckup.sdsu.edu/usa/alc/coll/salemstate**

- ☐ **Cannabis prevention**: **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.