

## IMMUNIZATION REVIEW PROCESS

### STEP 1: DECIDE WHAT TO UPLOAD

Choose one of these two options.

- A) The **Dentistry Immunization Form completed and signed by a healthcare provider** (based on your immunization records, along with your vaccination booklet, x-ray, laboratory results, etc.). Select the “Dentistry” form here: <https://www.mcgill.ca/wellness-hub/hub-clinical-services/medical-notes-and-immunization-reviews> (under the “Immunization Reviews tab”).
  - B) **Your immunization records (vaccination booklet, x-rays, laboratory results, etc)**. If you choose this option, it is vital that you carefully review the requirements listed on the Dentistry Immunization Form and ensure to submit ALL the required documents. A nurse from the Student Wellness Hub will create an electronic immunization form from the records submitted.
- Please note that documents written in a language other than English or French must be accompanied by a certified translation.

### STEP 2: SUBMIT YOUR DOCUMENTS

You can submit your documents as soon as you receive an offer of admission. The review process is done on a rolling basis by the Student Wellness Hub. Your immunization documents should be submitted through the Hub’s document submission platform **by June 1<sup>st</sup>, 2023 at the latest**. You must upload your documents in one single PDF file. The platform will accept up to 10 attachments per submission. Documents must be clear and legible, otherwise they will be refused. Your full name and McGill ID should also be on all documents.

Follow the instructions provided by the Student Wellness Hub to open a file and access the **secure document submission platform**: <https://www.mcgill.ca/wellness-hub/hub-clinical-services/medical-notes-and-immunization-reviews> (under the “Immunization Reviews tab”).

Prior to submitting your documents, please ensure you have opened a medical file at the Student Wellness Hub by calling the front-line services team. It is recommended to call between 2:00 and 3:30 pm as the phone lines are less busy. You will also need to complete the [consent form](#).

Should you have questions about the immunization program, the Hub’s [front-line services team](#) can help guide you through the process during the normal business hours. Please note that [e-mail](#) is the preferred method of communication.

- Please make sure to update your Minerva profile with your **most recent** address and phone number.

### STEP 3: RECEIVE YOUR RESULTS

A Student Wellness Hub nurse will review your documents. There are two possible outcomes.

- A) **Your immunization is complete**. You will receive an email confirmation from the Student Wellness Hub to keep for yourself; a copy will be sent to the Admissions Office for your student record.
- B) **Your immunization is not complete, or the nurse has a question**. You will receive an email from the Student Wellness Hub inviting you to log in to the Medesync Patient Portal to learn what is missing, or you will be asked to call the Hub to book an appointment with a nurse. You can also request a phone appointment with a nurse if you have questions.

### STEP 4: IF YOU NEED ADDITIONAL IMMUNIZATIONS

This non-exhaustive list of off-campus resources is provided as a courtesy for healthcare professions students who require additional immunizations or tests to meet program requirements while in-person access to the McGill Student Wellness Hub is suspended. Please note that fees may apply for private healthcare providers.

- CDL Laboratories (Montreal) [www.cdllaboratories.com/en/services/specialty/vaccines](http://www.cdllaboratories.com/en/services/specialty/vaccines)
- CLSCs (throughout Quebec). Note that services offered at individual CLSCs may vary based on current public health regulations: <https://sante.gouv.qc.ca/en/repertoire-ressources/clsc/>.
- [Vaccines411.ca](http://Vaccines411.ca). You can search for a vaccinating clinic or pharmacy by postal code
- [Portail Clicsanté](#)

You can find a more complete list of public/private options on the [Student Wellness Hub’s website](#).

Complete immunization is required to participate in clinical activities. You are responsible for obtaining any missing tests or immunizations as soon as feasible; some immunization series must be spaced out by several months. This process can take up to 6-7 months; sometimes more if an appointment with a specialist is required (for positive TST for example). The Student Wellness Hub will inform the Admissions Office of the approximate “expected completion date” for students with missing requirements. If we do not receive your “Complete” email by this date, we will follow up with you to determine whether this is a professionalism concern or if you are making all possible efforts to complete your requirements.