Bacterial Meningitis Upload Guide





Key Notes Regarding Bacterial Meningitis Requirements

- Beginning January 2014, Texas State Law SB 62 mandates that all entering students under the age of 22 submit:
 - ✓ a certificate signed by a health care provider or,
 - ✓ an official immunization record verifying vaccination against bacterial meningitis, or has received a booster during the five years prior to registration,
 - ✓ proof of approved conscience exemption from the Texas Department of State Health Services.



The Compliance Form

Please be sure to include the type of vaccine received on the form or your vaccine record with the form.

https://uh.edu/academics/coursesenrollment/policies/immunization/BacMen%20Compliance%20-%20May%202015.pdf

Please read t	he immunization requir	rements prie	or to completing t	his form.	
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- act of	plicable sections should	be complet	ted prior to printi	ng.	
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ELECT OPTION 1 OR 2					
OPTION 1: Select type of attachr	nent				
A <u>COPY</u> of your official immunization	n record signed by a Health Care	Provider			
Documentation must be in English of Medical Exemption Affidavit or Certi	r accompanied by a notarized tra ficate (The low requires that vo	enslation ou visit a doctor i	in the U.S. to be able to a	et an exem	ation for medical reasons.)
Texas Department of State Health Se	rvices Exemption Form (For real	sons of conscient	ce including religious beli	(6)	,
Submit ORIGINAL only, a copy w	ill not be accepted				
OPTION 2: Physician or Other He	ealth Care Provider Must (Complete A c	or B		
A: Vaccination Date:	Vaccine	Type: N		As recomm	ended by the CDC
			http://www.odc.gov/vac	dnes/hcp/vis/	Ve-statements/mening.html
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Step 1: Navigate to the "Tasks" Tile

- Log into Access UH- <u>https://accessuh.uh.edu/</u>
- Click the MyUH Self Service Tab



• Click on the "Tasks" tab on Student Home to access the UH Bacterial Meningitis Immunization Certificate





Step 2: Click on "UH Bacterial Meningitis Immunization Certificate"

To Do List

				3 rows
Task	Institution	Due Date	Status	
UH Bacterial Meningitis Immunization Certificate	University of Houston		In Progress	>



Step 3: Click "Next" to Navigate to the Upload tab

After reading the introduction, click

Next **>** Iur documentation.



Beginning Jan. 2014, Texas state law (SB 62) mandates that all entering students under the age of 22 provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration.

- A Proof of Bacterial Meningitis Immunization Compliance Form containing the required information with the signature or stamp of a physician or his/her designee, or public health personnel*. The form must be completed fully, including the month, day, and year the vaccination dose or booster was administered.
- An official immunization record generated from a state or local health authority. Documentation must be in English and submitted with the Proof of Bacterial Meningitis Immunization Compliance Form.
- A Texas Department of State Health Services conscience exemption form
- · An official record received from school officials, including a record from another state

All documentation must include the month, date, and year that the vaccine or booster dose was administered.



Step 4: Click "Attach File" to attach the file

Click the "Attach File" button for the "File Attachment" pop up. Select "My Device" then choose the file that you would like to upload from your saved files.

Attach File			1 row
File Name 🗘	Uploaded DateTime 🛇	View	Delete
1	04/04/23 2:29PM	View	Delete
Submit			

Choose From





Step 5: Click "Upload" then "Done"





			110
File Name 🗘	Uploaded Date Time 🛇	View	Delete
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Submit			



Step 7: Click "Submit" one more time!





Step 8: Monitor your email for the completion notice and all updates!

You will receive email notifications for the following:

- The task is assigned (action required)
- The task is completed
- The upload is approved, and the hold is removed
- The upload is denied, and a new task is assigned

If you have any questions or concerns, email us at <u>uhour@uh.edu</u>.



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Office of the Provost