



## 2019-2020 Influenza Vaccination

### Verification Process for Students and

#### Instructors

### Non- mCE Students

- Provide a list of **ALL** students who have received the flu vaccination and will be on the OU Medicine, Inc. campus between 11/1/2019 - 3/31/2020 using the spreadsheet provided by **10/25/2019**. Masking will begin on 11/1/2019.
- Provide a new spreadsheet as needed including any updated information on current students and/or new students on campus.
- Anyone who has declined vaccination will be required to wear a mask while in patient care areas starting 11/1/2019.

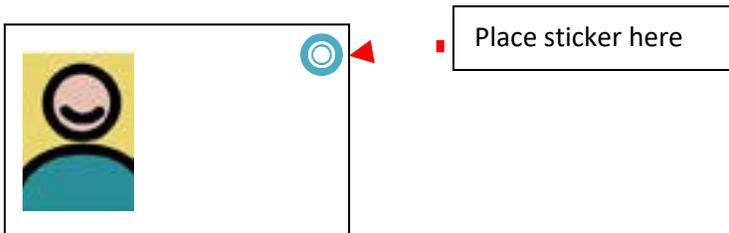
### mCE Students

- Enter all flu information for students who have received the flu vaccination by **10/25/2019** in mCE. Send an email to [studentprograms@oumedicine.com](mailto:studentprograms@oumedicine.com) once this has been completed to set up a time for flu sticker distribution.

***\*\*\*Flu stickers will be issued to instructors only, one off stickers will not be issued to students.***

## **Non-mCE Flu Sticker Instructinos**

After the tracking form with the students vaccination information has been sent, someone may come and get the stickers for the individuals vaccinated and sent on the spreadsheet. Schools must submit both the attestation spreadsheet and Acknowledgement and Attestation Letter before any stickers will be given to the school representative. Anyone that has been given the stickers is only to give the stickers to those students that have been attested to on the spreadsheet. Stickers must be placed on the upper left hand corner of the student badges. Those that decline the flu vaccination will need to wear a mask in registration/admitting, procedural, and patient care areas.



## **Spreadsheet Instructions**

Please see attached template: [Student Flu Upload Template.xlsx](#)  
*(Please note this template requires Excel 2010.)*

There are **only 6 columns** A-F, you **cannot add additional** columns **or remove existing** columns.

**YOU CANNOT CHANGE THE HEADERS** or our system will not upload the information correctly!

**Column A: LastName:** Must use legal last name (as appears on W2), proper case (Smith)  
– All caps, all lower case, parenthesis, quotation marks, and any other special characters are not accepted. However, hyphens, periods, spaces, and apostrophes are allowed.

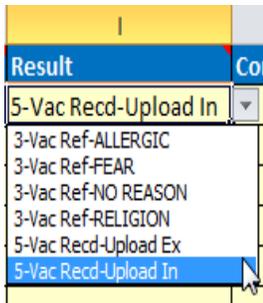
**Column B: FirstName:** Must use legal first name (as appears on W2), proper case (Linda)  
– All caps, all lower case, parenthesis, quotation marks, and any other special characters are not accepted. However, hyphens, periods, spaces, and apostrophes are allowed.

**Column C: EmpType:** Must select **STUDENT** from the dropdown menu.

**Column D: BirthDate:** You must enter the date as mmddyyyy (Example: If the birthdate is January 1, 1952, you would enter 01/01/1952). The template is formatted such that if you enter the date as 01/01/1952, Excel will recognize it as a date field and format it correctly as 01011952 without the slashes.

**Column E: CrActDate.** Date field. This should be the date the vaccination was given or the declination was made. Date must be in mmddyyyy format. The template is formatted such that if you enter the date as 09/01/2016, Excel will recognize it as a date field and format it correctly as 09012016 without the slashes.

**Column F: Results:** Select either the '3-Vac Ref' (Refusal Reason) or if the vaccination record was received please select '5-Vac Recd-Upload Ex'. \* **Do not select '5-Vac Recd-Upload In'.**



**\*\*\*Proof of vaccination or declination must be accessible in the event of an audit and should be kept by the school. OUMI will not keep copies of vaccinations\*\*\***