

## **Frequently Asked Questions concerning the required HEALTH INFORMATION AND IMMUNIZATION FORM**

1. I am enrolled in the Student blue insurance but have not received my Insurance ID Card yet, what should I put for "Subscriber's ID No." and "Group No." in the Health Information & Immunization Form? **If you have not received your Student Health Insurance Card, just write in "Student Blue". Cards will not arrive until closer to August. Your form is due to Student Health July 1.**
2. After I complete the form, can I fax it to the fax number provided on the form? Or must I mail it? **You may fax the form to (336) 758- 6054 or you may email the form to [SHS@wfu.edu](mailto:SHS@wfu.edu) or you may mail the form to PO BOX 7386 Winston Salem, NC 27109. We ask that you ONLY DO ONE of these so we do not receive multiple forms from you.**
3. May I take a picture of my health form if I do not have a scanner? **We prefer you scan the image if you are going to email it. A picture can make it difficult to read.**
4. Will you let me know if I am missing something or anything else is required? **Definitely. We spend a lot of time all summer going over all incoming student's health forms and emailing and sending postcards to the students that have incomplete information. You will be contacted by us if you are missing immunizations. Please monitor emails and respond timely to requests or questions.**
5. There is no way I can get into my doctor's office in time to meet the July 1 deadline, have him sign it, and have everything to you in one week. The least I can do it in is two. Would this be okay? If not, what penalties would I suffer for turning this in late? **We are flexible and can work with you if you run into problems. Please turn your form in AS SOON AS POSSIBLE before you arrive on campus. We update the Registrar's office daily as to your compliance. If you remain non-compliant, you could be removed from class and unable to register for additional classes.**
6. I want to make sure that you have received all of my paperwork and there is nothing else that we need to forward to you. Will you please confirm you have everything you need? **Due to the high volume of health forms we receive ~2,000, this is difficult. If anything is missing, you will be contacted. Also, during orientation, you can visit our information sessions on the 4<sup>th</sup> floor of Benson and check on your compliance.**
7. I cannot get the second MMR dose before the deadline. The second dose will be finished a month later. So can I submit the form now? **Yes, send in the form now and when you want to update it, send us that paperwork as well and we will amend your record. Most likely, you will receive a note from us that you are non-compliant but we will update your status once you meet requirements.**
8. I have attached my form via email do I still need to mail my original form to your university? **No. Please either email, fax or mail your form to us. You may choose which ever one you feel is most appropriate. You may fax the form to (336) 758- 6054 or you may email the form to [SHS@wfu.edu](mailto:SHS@wfu.edu) or you may mail the form to PO BOX 7386 Winston Salem, NC 27109.**
9. Does a physician need to sign my immunization form? **North Carolina State Law requires to have an official stamp from your clinic or a signature from your health care provider certifying your immunization record.**

10. I just have a quick question about page 3 of the immunization form. The box on the right hand side of the page where it says "Tape Photo Here" is that supposed to be a photo of the incoming student or a photo of the doctor filling out the paper work? **We request a photo of you – incoming student.**
11. Is a physical examination required to be completed before I matriculate to the University? **No, BUT, we are going to be your medical home while you are at WFU. In order for us to provide you the care you deserve and connect you with resources on campus, we STRONGLY ENCOURAGE you to have a physical before coming to school.**
12. Do I need to send in my immunization record? **YES**
13. I will be beginning graduate school at WFU this July. I wanted to confirm that I only need to resubmit pages 1-2 of the Health and Immunization form because I just graduated from Wake Forest undergrad this May and so you should already have the other information on file. **Immunization requirements may have changed since your original acceptance to WFU. You should obtain a copy of your immunizations and make sure you meet the requirements.**
14. Does a physician need to fill out all the pages? Or must it be a physician at WFU health student service once I arrive to WFU? **You fill out pages 1 and 2. The only part that we require a physician to sign is the immunization sheet. NC state law dictates that a physician must sign or affix their seal to that in order for us to accept it as a certified copy.**
15. I am new international graduate student, the health information & immunization form ask me to provide WFU ID number however I don't know my number yet so what i should do? **Leave it blank, we will find it for you.**
16. I know the information on this form will be kept confidential, but there's something that I don't want to include in the personal history section, is that ok? **We wish to be able to connect you with resources on campus and with our clinic so we would prefer you to be upfront and honest about your medical history.**
17. There's not enough space to list all the medicines on the form, what should I do? **You are welcome to provide an additional sheet of paper listing any information you wish to provide.**

The Health Information and Immunization Forms (HIIF) are due into Student Health by July 1.

**To obtain a copy of the HIIF please visit**

<http://shs.wfu.edu/files/2013/03/2013-FINAL-HIFF-Student-Health-Info-Immuno-Form-2013-v6.pdf>

**For more information about required immunizations please visit**

<http://shs.wfu.edu/services/vaccines/>

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