

GUIDELINES FOR COMPLETING YOUR HEALTH RECORD

- 1. Sign your form and fill out your name, address, etc. NOW.
- 2. Make an appointment with your health care provider TODAY. Don't delay this; it sometimes takes a long time to get an appointment for a physical.
- 3. Submit proof of CPR certification with your health record. If you are not already certified, register for a health care provider class now. There are a limited number of classes available in the community and they fill up fast.
- 4. Access your immunization records and take them and your health form with you to your appointment. If these records are not available in your health provider's office, you might try to contact the office where you had your health care done as a child or you might contact your grade school or high school.
- 5. If your immunization records are not available, you have two options: You may be re-immunized or you may select to have blood titers done to verify that you are immune to measles (rubeola), mumps, rubella (German measles), varicella (chicken pox), and hepatitis B. If you have not been immunized for these, it will need to be done at your appointment as required for your program.
- 6. You will need to have the first of your two-step T.B. test done at your appointment. If you are already working in a health care facility you may have had a two-step T.B. test done when you started working in which case you will need to submit verification of those dates and the dates of yearly updates. T.B. testing can also be done at your local Public Health Department.
- 7. Your health care provider will need to sign on the inside of the form to verify the immunization dates AND on the back to document that the physical exam was done.
- 8. Make a copy of the completed form for your records.
- 9. Submit the health form and any attached documentation to June Burch in room L-234.

OVER FOR ADDITIONAL INFORMATION

Additional information:

If you were born prior to 1957 you will be considered immune to measles (rubeola) and mumps only. All other immunizations will need to be documented.

Immunizations can be done at your local Public Health Department for no cost or for a nominal fee. If you choose to do this, please be sure to get documentation with a signature, title, address and phone number.

Varicella titers are expensive. You can have it done for a reduced rate by going to Carle Occupational Medicine. Call them at 383-3077 to schedule and tell them that you are a Parkland health career student. They will then bill Parkland and Parkland will bill you. The cost there is \$64.25 rather than the usual \$180.00. You will still be expected to follow up with them to get a COPY OF THE ACTUAL LAB RESULT. If you are found to be not immune, you will need two immunizations given one month apart so don't delay starting the process.

If you have had a positive T.B. test in the past, you will need to submit a copy of a follow-up x-ray report. Be sure to report this to your health care provider when they do the physical examination so they can document that you are currently free of symptoms.

For help in locating a CPR class, contact the following:

Urbana Fire: 384-2429

American Red Cross (Professional Rescuer class): 351-5861

On line at www.onlineaha.org AND Parkland Business Development for skills test (351-2235)

Second Saturday at Parkland Business Development (351-2235)

Kathy Taylor (private classes): 840-7174

If you have problems completing any step in the process, please call June Burch at 217-373-3879 for assistance. DO NOT POSTPONE ANY PART OF THIS BECAUSE YOU DO NOT UNDERSTAND IT. Ask for help.