

-Frequently Asked Questions about Entering Student Requirements:

Q: Do I need to complete the immunization and health form requirements even if I will not be taking the college Insurance Plan and/or using the Health Services for my care?

A: Yes. These are a requirement of Dartmouth College, the State of New Hampshire, and are recommended by the Centers for Disease Control and Prevention (CDC). All students attending classes must submit this information.

Q: Can I fax or scan/e-mail a copy of my immunization/health records to you?

A: Yes. Copies of records and other authenticating documentation may be faxed to us at 603-646-9450 Attn: Medical Records, or scanned and e-mailed to Medical.Records@dartmouth.edu. Please be sure to include a contact number or e-mail so that we can reach you if we are unable to access or read the documents sent.

Q: I have most of my information ready to go, but am still missing proof of one of the required vaccines. Should I go ahead and send in the information that I currently have or wait until everything is complete?

A: Please send us everything you have available by August 1, 2009 then send the others as soon as possible upon their completion. Include a note with your records stating what vaccine you are missing and the estimated date of completion.

Q: (For Undergraduates) I cannot get an appointment for my sports physical until August/September. Is it okay to submit this form after the deadline?

A: Yes. If your provider can do a physical exam in August, please keep that appointment. You can send in your Physical form as soon as it is completed. Please note, however, that all other required forms will still need to be submitted by the August 1 deadline.

Q: I accidentally submitted my online immunization form before it was complete. Can I re-access the form?

A: No. Once submitted the forms cannot be accessed again from your Banner page. We request a hard-copy of your immunization records for provider authentication so any missing information can be included with those records. We will review and manually edit all information submitted online when those are received.

Q: What is the Institutional Affiliate Information Systems (IAIS) Agreement, and what does it mean to me?

A: When you enroll at Dartmouth, a medical records is created for you both at Dick's House and at the Dartmouth Hitchcock Medical Center (DHMC), which processes the labs and x-rays performed here at the Health Services. The IAIS agreement is an agreement between our facility and DHMC which allows our providers to electronically access records at DHMC to retrieve pertinent information for your treatment. This could include lab results, x-rays, and/or follow-up information if you've been referred to the hospital by one of our providers. Please be advised that checking 'I do not consent' on the form may limit your provider's ability to obtain results on tests or procedures in a timely fashion.

If you have questions that are not answered above or would like to contact us directly, please call the Medical Records office at 603-646-9403 or by e-mail at Medical.Records@dartmouth.edu.