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 requirements of Dartmouth College, the State of New Hampshire, and are recommended by the Centers for Disease Control and Prevention (CDC). All entering students must submit a clinically documented Immunization Record and complete the series of online health forms.

Q: Can I fax or scan/email a copy of my immunization/health records to you?
A: YES! Your immunization record and other health documentation (Sports Physical, Minor Form, etc.) may be faxed to us at 603.646.9450, Attn: Medical Records; or scanned/emailed to Medical.Records@dartmouth.edu. Please be sure to include a contact number or email so you can be reached if we are unable to access or read the documentation.

Q: I have most of my information ready to go but am missing proof of one of the required vaccines. Should I send in the information you currently have or wait until everything is complete?
A: Please send us the information you currently have and follow-up with clinical documentation of any remaining vaccines. Please keep in mind that the deadline for submitting immunization/health requirements is August 1, 2011.

Q: What is the Institutional Affiliate Information Systems (IAIS) Agreement and what does it mean to me?
A: When you enroll at Dartmouth College a medical record is created for you, both at Dartmouth College Health Service (Dick’s House) and at Dartmouth Hitchcock Medical Center (DHMC), which processes the labs and x-rays performed at Dick’s House. The IAIS Agreement is an agreement between Dartmouth College Health Service and DHMC allowing our providers electronic access to records at DHMC to retrieve pertinent information for your treatment. This could include lab results, x-rays, and/or follow-up information if you have been referred to DHMC by one of our providers. Please be advised that checking ‘I do not consent’ on the form may limit your providers ability to obtain results on tests or procedures in a timely fashion.

Q: I accidentally submitted my online immunization form before it was complete. Can I re-access the form?
A: No. Once you ‘submit’ the form it cannot be accessed again from your Banner page. We will review and manually edit all information submitted online once we receive a clinically documented Immunization Record.

Q: (For Undergraduates): I cannot get an appointment for my sports physical until August/September. Is it okay to submit this form after the August 1st deadline?
A: YES! If your provider can do a physical exam in August/September, please keep that appointment. You can send in the Athletic History and Physical Exam as soon as it is complete. Please note, however, all other required forms (Immunization Record, online health forms, etc.) still need to be submitted by the August 1, 2011 deadline.

If you have questions that are not answered above or would like to contact us directly, please call the Medical Records office at 603.646.9404 or email us at Medical.Records@Dartmouth.edu.