

myOccHealth

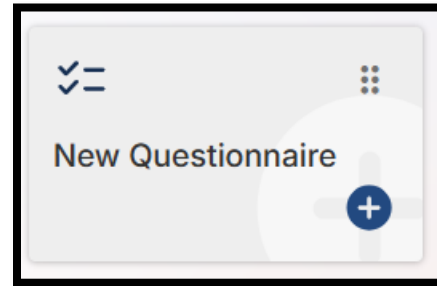
Submit an External Flu Vaccine Record

Purpose

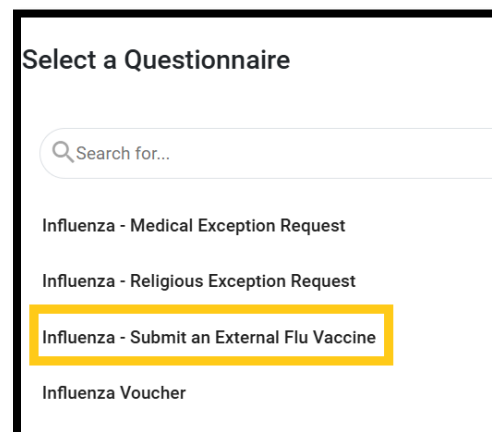
This job aid demonstrates how to submit an external flu vaccine record.

Procedure

1. Select **New Questionnaire** on the myOccHealth homepage.



2. Select **Influenza - Submit an External Flu Vaccine**.



3. Enter or select the **Vaccine Administration Date**.

A screenshot of the 'Influenza - Submit External Influenza Vaccination Record' form. The form has a white background. At the top, the title 'Influenza - Submit External Influenza Vaccination Record' is in a dark gray font. Below the title, there is a note: 'Use this form only if you received your influenza vaccine outside of an Occupational Health-supported clinic.' Below the note, there is a section titled 'Vaccine Administration Date: *'. This section contains a yellow input field with the placeholder text 'MM/dd/yyyy' and a calendar icon on the right. Below the input field, there is a small text 'MM/dd/yyyy'.

4. **Note:**

- a. The documentation requirements you are required to submit.
- b. Documentation that does not include the items listed will be rejected.

Documentation Requirements

Your documentation must include:

- Your full name
- Date of Birth
- Date the vaccine was administered
- Name of the vaccine
- Name of the clinic, pharmacy, or healthcare provider that administered the vaccine

Examples of acceptable Documentation

- Vaccination card or vaccination record
- Pharmacy or healthcare provider printout
- Medical record or patient portal screenshot
- Official immunization record

5. Use the **paperclip** icon to upload your documentation.

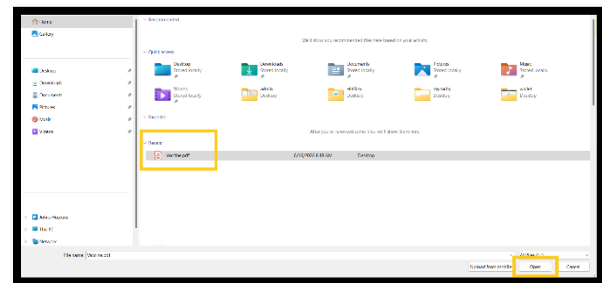
- a. Acceptable file formats are JPG, PNG, pr PDF

Upload Documentation

Accepted file types: JPG, PNG or PDF
Maximum file size: 10 MB

An attachment is required *

Select files...



6. Select the **check box** confirming verification and accuracy.

An attachment is required *

Select files...

Vaccine.pdf - 0.013 MB

Verification and Accuracy

☒ I verify that the information provided is complete and accurate to the best of my knowledge. I understand that intentional misrepresentation may result in disciplinary action. *

7. Select **Submit** (top right of screen).

Cancel Delete Save **Submit**