



The University of Vermont

**Center for Health and Wellbeing
&
College of Medicine**

Process for Obtaining Medical Records for Away Rotations

Student Responsibilities

1. Retrieve your **AAMC Clearance form** by going to UVM Student Health Services (SHS) portal at mywellbeing.uvm.edu – this form was sent to you as an attachment via secure messaging during your first year of Medical School.
2. Send the away rotation site(s) this form (along with ALL supporting documentation) and attach any updated immunizations, including most recent **flu shot document and TB annual surveillance document** (e.g. TB/PPD skin test, TB blood test/IGRA, TB symptom checklist).
3. Review the away rotation site-specific requirements (e.g. physical exam, timing for last TB/PPD skin test or blood draw-3, 6, 9 or 12 mos).
4. If the away rotation site does **NOT USE**, the standardized AAMC Clearance form, complete the required form (using your initial AAMC form for dates) and send using UVM file transfer to the shsqna@uvm.edu e-mail so the SHS staff member can review and sign off on your form.
5. Update your flu shot and/or annual TB surveillance requirement by scheduling at a local pharmacy or SHS online at mywellbeing.uvm.edu – flu shot type of visit-“undergrad immunization compliance” or PPD/TB skin test (two visits-schedule the placement online and the staff member will schedule a PPD/TB skin test read date 48-72 hrs later at the time of your visit. **At the time of your visit, ask for a printout of the flu shot/PPD document.**
6. Obtain your most recent flu vaccine document by asking the local pharmacy to fax the printout to SHS – 802-656-8001 – or you can pick up a copy of this document. If you had your flu shot administered at the **Davis Center in the Fall, 2022** (administered by Waterbury Ambulance), you can request a copy of this document through the [VT Dept of Health website](#).
7. Request a flu shot and/or TB/PPD skin test document (**if administered by SHS**), by calling SHS at 802-656-3350, press 1- clinic hours are Mon-Fri-8-4:30pm, THURS-10-4:30pm, closed 12-1pm.

REVISED: 2/6/2023, AD