



The University of Vermont

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

Process for Obtaining Medical Records for Away Rotations

Student Responsibilities

1. Download the blank form(s) required by the away rotation from VSAS.

Many institutions, including UVM, have adopted the [AAMC Standardized Immunization Form](#). Others use institution-specific forms.

2. Populate the form(s) in its entirety using the immunization records you submitted when matriculating. Be sure to include all personal, as well as immunization, titer, and x-ray information. If you have not retained a copy of these records as encouraged, you will need to request a copy from [Student Health Services](#) (SHS). Keep this copy! You will likely need it to populate additional forms.

Beginning with the class of 2020, students will have already submitted the standardized form facilitating easier reproduction of the information. It is hoped that nationally most, if not all institutions will adopt this form. The intention of the form is to make the visiting student/away rotation application process smoother.

3. Submit the completed form to Student Health Services. You may fax it to 802.656.8001, or mail/bring it in person to the front desk at Student Health Services, 425 Pearl St., Burlington VT.
4. If you have more than 3 forms, sort and number these in order of priority. In an effort to provide equitable services to all COM students submitting paperwork around the same time, SHS will review/sign forms in batches of up to 3 forms. You are welcome to submit more than 3 forms at once; however, SHS requests that you prioritize them in groups of 3.
5. Once you receive notification from SHS medical records via secure message to mywellbeing.uvm.edu, your records will be in the PDF attachment.

Student Health Services/Center for Health and Wellbeing Responsibilities

Student Health Services

SHS staff will review each form in the order received to ensure that it is entirely complete and that when more than 3 forms are received that these are prioritized in groups of 3. They ensure that you have provided contact information and forward your paperwork to the Nursing Office.

Note Important Process Information:

- Plan ahead! The Center for Health and Wellbeing requires on average 10 business days for processing your paperwork.
- SHS will not fax your records directly to away institutions. They will however send the forms to the Advanced Integration Curriculum Coordinator who manages VSAS.

Nursing Staff

The CHWB Nursing staff will review each form for accuracy and sign-off on it, attaching notes for the Medical Records Office clarifying if any additional information is needed (e.g., copies of x-rays) and forwarding to Medical Records for scanning.

Medical Records Staff

The CHWB Medical Records staff will scan each form into the appropriate medical chart (“Away Rotation” category), and notify the student via secure message when the form is ready for pick up at the SHS front desk.

Note: If student requires an additional copy of their original College of Medicine Clearance and/or other supporting documentation in order to fill out their Away Rotation form(s), they should email Student Health Services at shsqna@uvm.edu, and a secure message with the attachment (PDF file) will be forwarded via mywellbeing.uvm.edu.