Info Sheet: Getting Your Records to the Site

Similar to Brenau, many fieldwork sites collect copies of your medical records to ensure you meet all requirements for working in their facilities. The following are some tips that can help you to ensure you get all of the necessary documentation to your fieldwork site in a timely manner:

- As a rule of thumb, you will always want to include records of:
  - Hepatitis B vaccinations
  - Measles, Mumps, and Rubella (MMR) vaccinations
  - Tetanus/TDAP vaccinations
  - Chicken pox – titer or history of the disease
    - History of the disease must still be verified by a physician
  - Current TB test (TB tests are valid for one year from date administered)
  - Current physical (physicals are valid for one year from exam date)
  - Background check and drug test
- Make sure your CPR certification is valid (CPR cards are valid for 2 years)
- Some sites require special procedures and paperwork, so stay current on your site’s requirements. Some examples include, but are not limited to:
  - Many of the larger system now require a flu shot
  - Some sites require you to go through an additional background check and/or drug screening through their preferred provider
- Reach out to your FWE as soon as possible!
  - Get your FWE your documents in a timely manner to ensure they are acceptable to the site and leave room to acquire additional paperwork/records
  - Communication with your FWE is vital as he/she is the best-versed in the protocols of the site!
- Where can I obtain these records?
  - Most of the documents required by fieldwork sites are also required to be uploaded on E*Value, so you can download them from your profile
  - Get in the habit of keeping your own copy each time a medical procedure is done (i.e. TB test) this way you have one in easy access that can be copied and provided to the site without a return trip to your physician
  - You can always return to your personal healthcare provider to obtain a copy of your records
- How should I send these records?
  - Depending on the site, it may need to be a hard copy or an electronic version may suffice
  - Again, communication with your FWE here is vital!