

January 2021

Dear Incoming Jefferson Student,

Congratulations and welcome to Jefferson!

Each academic program is assigned to a category that will determine your pre-matriculation requirements. Jefferson Occupational Health Network (JOHN) will oversee completion of the **medical record requirements**, but will not be involved with any other requirements, i.e. health insurance.

To complete your **medical record requirements**, please follow the steps below to ensure your form is completed correctly and submitted on time.

**Note: It is strongly recommended – and even critical – that you start the process early!
Completion of all medical record requirements can take up to 6 weeks.*

Step One: Know your college and program.

Step Two: Determine your program's assigned category by reviewing the document entitled **Medical Record Requirements by Category** on the JOHN website <https://hospitals.jefferson.edu/departments-and-services/occupational-health-network/students.html>.

Step Three: Print out the appropriate **Pre-matriculation Evaluation** form and take it to your healthcare provider. On the day of your visit, bring all of your previous immunization records and prior titer results to make your visit with your healthcare provider efficient and productive.

Step Four: Create an account in American DataBank (Complio)
Jefferson College of Nursing students should use jeffersonnursingcheck.com.
All other students will use thomasjefferson.complio.com.

- Upload the form and supporting documentation specified for your program.
- Enter the details for each immunization requirement in the Required Compliance Categories.
- Check the ADB Complio website regularly to monitor your progress with meeting the deadline. Please read the messages in the ADB Complio System under Administrator's Comments that will outline deficiencies.
- Complio System's Overall Compliance Status reads "**Compliant**" when the JOHN staff has reviewed and approved all categories.

All forms must be fully completed and uploaded to ADB at least **30 days prior to your first day of class**. A complete form must have all blanks and check boxes filled in, as all of the requested information is relevant. In addition, a complete form must also be signed and dated by you and your health care provider. Carefully following these guidelines will give our office staff sufficient time to review your documents and eliminate the need for additional requests from our office, which will delay compliance. Failure to comply will result in additional fees and/or exclusion from clinical sites.

To avoid unnecessary tests and costs, it is advisable that you understand your program's category assignment and complete the appropriate requirements.

If you have questions, please contact our Student Coordinators at (215) 955-6835.

Sincerely,

Bonnie J. Richards, DO, MRO

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Interim Medical Director, Medical Review Officer
Jefferson Occupational Health Network
for Employees & Students