

# CalTeach TB Clearance FAQ Sheet

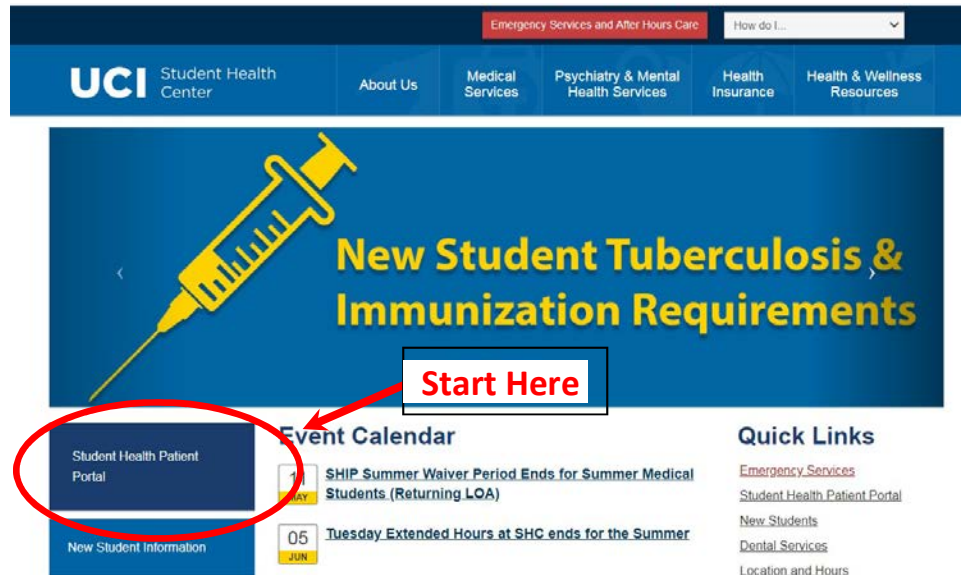
## How do I obtain CalTeach TB Clearance?

You must submit an online request to the Student Health Center (SHC) through your Student Health Portal. Allow 3 to 5 business days for a response to your request. TB Clearance is given after **all** requirements have been met.

## How do I submit a request for CalTeach TB Clearance?

To submit a request visit [shc.uci.edu](http://shc.uci.edu):

- Log-in to your Student Health Portal using your UCInetID.
- Select **Messages** from the menu.
- Click on the **New Message** button.
- **I would like to send a CLINICAL secure message to the Student Health Center.**
- Select **Clearances**.
- Select **Health Clearance (Bio 199, etc.)**.
- Select **CalTeach** and complete form.



Allow 3 to 5 business days for your message to be processed. All requests are reviewed on a first-come, first-served basis.

## When should I submit a request for Cal Teach Clearance?

Submit your request as soon as you are aware there is a need for TB clearance. Requests submitted within 7 days of your deadline may not be completed.

## What are the requirements to receive clearance for Cal Teach?

**Option 1: Form Upload:** upload your 'California School Employee Tuberculosis (TB) Risk Assessment Questionnaire' and 'Certificate of Completion' forms (obtained from the CalTeach office). SHC staff may also refer to these forms as CTCA forms. It is important for you to upload both forms along with the recharge form (also obtained from CalTeach office) to ensure SHC staff is completing the correct forms for your request

**Option 2: TB Risk Assessment:** perform TB Risk Assessment. A nurse at SHC will contact you to perform your assessment.

- **TB Test:** the need for TB testing will be determined by the results of your TB Risk Assessment. You will be provided with instructions should you need a TB test.

## Can I receive clearance without completing all requirements?

No. Any requirements that are due at the time you submit a request, must be completed prior to receiving clearance for Cal Teach. You will be notified by phone or secure message with details.

### **How will I be notified if there are requirements that need my attention?**

You will receive a phone call to the mobile number on file or secure message in your Student Health Portal detailing any requirements that need your attention. You will be contacted within 3 to 5 days of submitting your request. It will be your responsibility to have an updated mobile phone number in your profile, read your secure messages, and complete unmet requirements.

### **How do I upload my form and TB records?**

Upload your forms by selecting 'Upload Clearance Forms' on the main menu from your Student Health Portal. If you have completed TB testing prior to performing a TB Risk Assessment by an SHC nurse, upload your results. TB records can be uploaded by selecting 'Medical Clearances' on the main menu from your Student Health Portal. To upload your record, click on the Update button next to 'Immunization record'. Once you have finished selecting the documents to upload, click on the Save button to transmit your document to your medical record. **Note:** if you do not click on the Save button, your document will not be uploaded.

### **If I don't have Student Health Insurance and I need TB testing, can I be seen at the Student Health Center?**

Yes. Any services provided at the Student Health Center will be charged to your ZOT account. It will be your responsibility to submit a claim with your insurance to receive reimbursement.

### **What if I want to know the status of my CalTeach clearance?**

If it has been more than 5 business days since you have received a response from SHC regarding your clearance, reply to the last message you received from SHC nursing and request an update. Make sure you have addressed all requirements sent to you to ensure your deadline is met.

### **How long will my request remain open?**

Your request will remain open for 1 week. If you do not provide the Student Health Center with requested information after you receive a reminder, your request will be closed.

### **Receive text message alerts when a secure message has been sent to you in your Student Health Portal.**

You are strongly encouraged to enable text messaging by updating by editing your Mobile Phone in your profile. Enter your mobile phone number, check off 'I would like to receive text message appointment reminders', and enter your Mobile Phone carrier. Finish by clicking on the Continue button to save. Opting in to appointment reminders will enable secure message alerts.