

This is a two-part process. You must complete both Steps 1 and 2 below to fulfill your pre-entrance health statement requirement.

1. You must **complete/submit** the required health information/documents online via the **Access OHS Portal**.
2. You must **upload a screenshot** of your OHS Final Compliance email into **MedHub** as proof that you have completed all the pre-entrance health requirements via the Access OHS Portal.

STEP 1: UCSF FRESNO GME – Access OHS Quick Guide

What is Access OHS?

Access OHS is an accessible portal where new incoming GME Trainees (Residents/Fellows) can submit their pre-employment health information to Occupational Health Services. It does not require MyAccess or a VPN, which makes it easier to access for those new to UCSF.

Trainees should expect to receive an automated email from Occupational Health Services, which will include a required Authorization Code to login.

The site is located at <https://accessohs.ucsf.edu/>, which will bring you to a landing page that will appear as pictured below:

To access the site, you will need to input your last name, date of birth, and authorization code.

UCSF Access OHS

Access OHS

Login to Your Account

Last Name

mm/dd/yyyy

Authorization Code

Login

UCSF Occupation Health Services

Contact Us

How Do I Upload My Documents?

Once you sign into Access OHS, you will see a series of tiles, each of which represents a different compliance item that requires completion. It should resemble the image below:

The screenshot shows the UCSF Access OHS dashboard. At the top, there is a blue header with the UCSF Access OHS logo on the left and a user profile on the right that says 'Welcome [redacted] Log off'. Below the header, there is a 'Task Status' dropdown menu set to 'Not Completed'. The main content area is titled 'Not Completed' and contains a grid of eight task tiles. Each tile has a title, a description of the task, the status, the assignment date, and a 'Launch' button.

Task Title	Description	Status	Assigned On	Action
MMR Vaccinations	Attach vaccination record	New	Assigned on 10/10/2023	Launch
Varicella Vaccination	Attach vaccination record	New	Assigned on 10/10/2023	Launch
Most recent TB test	Attach most recent TB test	New	Assigned on 10/10/2023	Launch
SARS CoV-2 Vaccination	Attach vaccination record	New	Assigned on 10/10/2023	Launch
Influenza Vaccination	Attach vaccination record	Returned	Assigned on 10/10/2023	Launch
TB Questionnaire	Complete survey	New	Assigned on 10/10/2023	Launch
Demographics	Update personal information	In Progress	Assigned on 9/14/2023	Launch
Other Vaccinations	Attach vaccinations record	In Progress	Assigned on 9/14/2023	Launch

UCSF Occupation Health Services [Contact Us](#)

Each tile will display when the activity was first assigned to you, and whether it is new. Click **Launch** at the bottom of each tile to submit the requested information. ***Please note: You will need to select the "Other Vaccinations" tile to upload your titer records.** If all your titers are printed on the same document, you can select multiple titers to which you apply your documentation. An example has been included here below for reference.

Submitting Vaccine/Titer Records

1. Click **Browse** and select the file you'd like to upload which contains your vaccine record. The record needs to contain the following information:
 - Provider Name and Location
 - Patient Name and Date of Birth
 - Vaccine Information (*type, formulation, lot number, etc.*)
 - Date of Vaccine Administration/Date of Titer Draw or Result (If Titer is quantitative, include the reference range)
2. If you have any additional comments or information to add, please include it in the free text box provided next to **Additional Information**.
3. Click **Submit to Occupational Health**

The screenshot shows the 'Submit External Provider Documentation' form in the UCSF Occupational Health Portal. At the top, there is a navigation bar with 'UCSF Occupational Health Portal', 'Home', 'Menu', 'Administrator', 'More Actions', 'Welcome [redacted]', and 'Log off'. Below the navigation bar, the form title 'Submit External Provider Documentation' is displayed. The form contains several input fields: 'Employee ID' with a redacted value, 'Lived Name' with a redacted value, and 'Birth Date' with a redacted value. Below these fields is an 'Attach Documentation' section with a 'Browse' button and a question mark icon. The 'Please select specific vaccination(s)/immunization(s)' section contains a grid of checkboxes for various vaccinations and tests. The following table summarizes the checked items:

Vaccination/Immunization	Checked
Influenza Vaccination	<input type="checkbox"/>
Measles, Mumps, & Rubella Vaccination	<input type="checkbox"/>
TD (Tetanus, Diphtheria) Vaccination	<input type="checkbox"/>
Mumps Titer	<input checked="" type="checkbox"/>
Varicella Titer	<input checked="" type="checkbox"/>
Hepatitis B Surface Antibody	<input checked="" type="checkbox"/>
SARS-CoV-2 (COVID-19) Vaccination	<input type="checkbox"/>
Varicella (Chicken Pox) Vaccination	<input type="checkbox"/>
Smallpox-Monkeypox Vaccination	<input type="checkbox"/>
Hepatitis B Vaccination	<input type="checkbox"/>
COVID-19 Test Result	<input type="checkbox"/>
TDaP (Tetanus, Diphtheria, Pertussis) Vaccination	<input type="checkbox"/>
Measles Titer	<input checked="" type="checkbox"/>
TB/PPD Test	<input type="checkbox"/>
Chest X-ray Routine (PA only)	<input type="checkbox"/>

Below the checkboxes is an 'Additional Information' text area and a 'Submit to Occupational Health' button. At the bottom of the page, there is a footer with 'UCSF - Confidential' on the left and 'Contact Us' on the right.

What records will be required for compliance with UCSF Policy?

Please see the following table for options regarding what items will satisfy the Occupational Health compliance requirement(s) in each category. This list is a helpful tool to have when requesting records from your own primary care provider.

Compliance Requirement	Option 1	Option 2
COVID-19 Vaccine	<p>ONE or more of the following options:</p> <ul style="list-style-type: none"> • Initial shot or series (one-dose, such as the J&J vaccine) + ONE Booster (initial or bivalent) • Bivalent Vaccine • XBB Vaccine <p>AND</p> <ul style="list-style-type: none"> • Annual (2024-2025) COVID-19 Vaccine Compliance (ONE of the options below) <ul style="list-style-type: none"> ○ Administration ○ Declination ○ Attestation 	<p>Approved Exception Request</p> <ul style="list-style-type: none"> • COVID-19 Vaccine - Religious exception • COVID-19 Medical Exception <p>AND</p> <ul style="list-style-type: none"> • Annual (2024-2025) COVID-19 Vaccine Compliance (ONE of the options below) <ul style="list-style-type: none"> ○ Administration ○ Declination ○ Attestation
MMR Vaccine	2 dose series	Titer showing immunity to all 3 components <i>(Measles, Mumps and Rubella)</i>
Varicella Vaccine	2 dose series	Titer showing immunity
TDaP Vaccine	TDaP given within the last 10 years	TDaP given once after the age of 17 + TD given in the last 10 years
Hepatitis B Vaccine	2 or 3 dose series + Titer showing immunity	Titer showing immunity
TB (Tuberculosis) Screening	<p style="text-align: center;">NEGATIVE TB HISTORY</p> <p>1 negative TB test within the prior 3 months. (TB PPD skin test, QuantiFERON-TB Gold Plus blood test, or T-SPOT.TB blood test)</p>	<p style="text-align: center;">POSITIVE TB HISTORY</p> <p>Positive TB test + Negative chest Xray (in prior 12 months) + Negative TB symptom review</p>

If you have login issues or any questions regarding the requirements listed above, please don't hesitate to contact **UCSF Fresno Occupational Health Services at Fresno-Ohs@ucsf.edu or (559) 499-6630.**

Your coordinator also be a helpful resource should you have questions about the requirements outlined above.

Welcome to UCSF Fresno, we look forward to working with you!

Warmly,

UCSF Fresno Occupational Health Services

<https://hr.ucsf.edu/wellbeing/occupationalhealth>

STEP 2: Upload Screenshot to MedHub

Once you have completed your compliance requirements on the Access OHS Portal, you will need to upload a screenshot of your OHS Final Clearance email to MedHub (example image below).

