

# MCPHS University

## Student Immunization Policy Guide

### WHAT A STUDENT MUST DO

**Your task is to show proof that you've received all the required immunizations or have developed immunity following an illness or vaccination.** This must be completed before **August 1, 2023** if you are beginning your program in the Fall 2023 semester, or **December 1, 2023** if you are beginning your program in the Spring 2024 semester. You must remain in compliance throughout your enrollment at MCPHS University / Massachusetts College of Pharmacy and Health Sciences ("MCPHS"). A record of your immunizations provided by your healthcare provider is sufficient proof. In many cases, a blood test or titer is accepted as proof of immunity from a vaccine or prior illness.

### ABOUT THE IMMUNIZATION REQUIREMENTS

**At MCPHS, these requirements come from three sources.**

- First, state law of Massachusetts and New Hampshire require that university students must be immunized against certain diseases to be permitted to attend classes on campus. These immunizations are the vaccines commonly given to children before attending grade school, such as measles, mumps, rubella and tetanus.
- Second, the [MCPHS Immunization Policy](#) and the program you are enrolled in prescribes additional common immunizations, such as the COVID-19 vaccine and booster, if eligible.
- And third, if your program includes clinical rotations, then you will have additional immunization requirements set by clinical sites, such as a Tuberculin (TB) skin or blood test.

### HOW TO MEET THE REQUIREMENTS

**Step 1 – Create a profile on the CastleBranch platform.**

- To create your profile, go to: <https://mycb.castlebranch.com>.
- Enter the package code that you received in an email from MCPHS University Student Immunization Compliance Office into the "Place Order" space, and hit "Go." On the next screen, check to see that the listed program matches the program you are enrolled in.
- You will then be directed to enter information such as your full name, date of birth, and MCPHS Student ID number. (Please do not include the letter "m" before your 7 digit number.) Then proceed through the steps to complete the online order process.
- Payment: At the end of the order process, you will be prompted to enter your Visa or MasterCard information to pay the one-time registration fee. The fee is \$33 or \$41 depending on the program you are enrolled in. Money orders are also accepted but will result in an additional \$10 fee and additional turn-around-time.

After you create your "MyCB" profile, you will see your "To-Do List" that includes your state and MCPHS Immunization Policy requirements under "State Requirements." Students going on clinical rotations will see their additional requirements under "Clinical Requirements," and sometimes "Immunizations – Additional" if more immunizations are required by the clinical site.

## **Step 2 – Collect your immunization records.**

The best resources for your immunization records are 1) your primary care provider (PCP); 2) your pediatrician; and 3) [your state's immunization information system](#) (IIS). An IIS is a statewide immunization registry that doctors and public health clinics use to save and update vaccination records.

We strongly recommend that you make an appointment with your PCP as soon as possible. If you do not have access to your PCP for an appointment, then you must make an appointment with a clinic or other health care provider. Show them the MCPHS immunization policy requirements for your program and ask them to compare your existing immunization record with these requirements. Your PCP or healthcare provider can then provide medical advice and/or services to bring your record into compliance with all the requirements before the start of the academic term.

If you have few or no immunization records, remember, the requirements ask for proof of immunity and not proof of immunization. This means many, but not all, of the requirements can be met by the results of lab tests or titers that prove immunity that are generally available at most clinics. See FAQ #19 below for further information about lab tests and titers and consult with your PCP or healthcare provider. Tests and titers to show immunity to COVID-19 are not accepted.

## **Step 3 – See that your records comply with CastleBranch's Acceptable Documentation standards.**

Show your PCP or healthcare provider the Acceptable Documentation standards to be sure your records meet the specifications. Your records must include your first and last name on each page for approval. If your name is missing from *any* page, the record will be rejected. If any blank pages are submitted, these do not need to include your name. Records that do not meet the Acceptable Documentation standards will be rejected by CastleBranch.

In case your records do not meet the Acceptable Documentation standard for any reason (such as for being **illegible**, or in a **foreign language**, etc.), then you should ask your PCP or healthcare provider to fill out one of the [MCPHS Immunization Forms](#) (Form A or Form B, depending on whether you have Clinical Requirements). When properly filled out and signed by a physician, these forms can be uploaded to your MyCB To-Do List as an official immunization record for review by CastleBranch staff. Remember – the MCPHS form might not list all your requirements and you may need to supplement it with additional records.

## **Step 4 – Upload to your MyCB To-Do List.**

CastleBranch allows photographs or .pdf files of your records to be uploaded to your To-Do List. Make sure that the scans or photos are clearly legible and not out of focus because illegible documents will be rejected. If your record consists of multiple pages, then scan the entire document as a multi-page .pdf file because single pages of a longer document are considered incomplete and will be rejected. You must upload a file to each tab for review. In other words, if you have a multi-page record that lists five of your program's requirements, then you must upload that file to each corresponding requirement's tab in your To-Do List.

## Step 5 – Monitor your email account for messages from CastleBranch.

Specially trained CastleBranch staff will review your uploaded records for compliance with the requirements and standards. Your order will show as “In Process” until the record is reviewed. CastleBranch will notify by email if a record is not approved and marked “Rejected.” The reason for the rejection will be provided in the email, or you will find it in MyCB. You must take action to address the problem.

\* Note that once you’ve completed all the requirements on your To-Do list, then you will have relatively little to do with immunization records during your experience at MCPHS. You may have to give the subject some attention if you are in a program that requires an annual TB test, or if a requirement changes, or if one of your vaccinations expire, prompting the need for a booster.

### Questions?

All questions about:

- technical issues (such as with logging in to CastleBranch or uploading file, etc.), and
- your immunization requirement status, rejections, or renewals

must be directed to the CastleBranch Customer Experience Team at (888) 723-4263. Student Support Representatives are available to assist you from 8:00 a.m. to 8:00 p.m. EST Monday through Friday. You can also go to your MyCB profile during these times, click on “Contact Us,” click on the student tab and “Live Chat” to chat online with a CastleBranch rep.

Most, if not all, of your questions about MCPHS immunization requirements will be answered by reading the FAQs below, and by referring to the [MCPHS Immunization Policy](#). If you have questions that are not addressed below, then for:

- **State Requirements** – email the MCPHS University Student Immunization Compliance Office at [immunization@mcphs.edu](mailto:immunization@mcphs.edu) or call 617 735-1105;
- **Clinical Requirements** – contact your Clinical Coordinator; and for

## IMMUNIZATION SITES

Students should call the pharmacy or healthcare provider from whom they wish to obtain an immunization in advance to ensure that the required vaccines are administered and in stock. Additionally, students are strongly encouraged to bring a copy of their immunization records to their appointment.

<b>BOSTON</b>			
CVS Pharmacy 231 Massachusetts Avenue Boston, MA 02115 (617) 266-6775	CVS Pharmacy 240 Newbury Street Boston, MA 02116 (617) 236-4007	CVS Pharmacy 400 Tremont Street Boston, MA 02116 617-542-2107	Walgreens 1630 Tremont Street Roxbury Crossing Boston, MA 02120 (617) 232-5457
CVS Pharmacy 350 Longwood Avenue Boston, MA 02115 (617) 731-5753	CVS Pharmacy 587 Boylston Street Boston, MA 02116 (617) 437-8414	Walgreens 841 Boylston Street Boston, MA 02116 (617) 236-1692	Optum Student Health 578 Huntington Avenue Boston, MA 02115 (617) 879-5220
CVS Pharmacy 1249 Boylston Street Boston, MA 02115 (617) 262-1354			
<b>WORCESTER</b>			
CVS Pharmacy 110 Front Street, Suite 102 Worcester, MA 01609 508-752-6001	Walgreens 220 Grafton Street Worcester, MA 01604 508-755-4196	Walgreens 320 Park Avenue Worcester, MA 01610 508-767-1732	Walgreens 937 W. Boylston Street Worcester, MA 01606 (508) 856-7901
CVS Pharmacy 256 Lincoln Street Worcester, MA 01605 508-791-2570	CVS Pharmacy 44 West Boylston Street Worcester, MA 01608 508-852-0238		
<b>MANCHESTER</b>			
Walgreens 227 S. Main Street Manchester, NH 03102 603-666-8538	CVS Pharmacy (Target) 100 Quality Drive Hooksett, NH 03106 (603) 621-0672	Walgreens 1298 Hooksett Road Hooksett, NH 03106 (603) 647-2846	Walgreens 258 Wallace Road Bedford, NH 03110 (603) 472-5847
Walgreens 606 Valley Street Manchester, NH 03103 603-668-7924			