Boston University’ Student Health Services
Away Rotation Checklist

Congratulations on reaching the point of your schooling where you have the opportunity to complete an away rotation. Before you can begin the rotation, you will first need to fill out at least one medical form from the location of the rotation. There is no universal form; therefore many students will require multiple forms to be filled out. Student Health Services is challenged each year in accommodating the hundreds of forms for away rotations from medical students. It is essential for you to carefully follow the instructions below in order to avoid frustration.

Please follow these steps carefully for ALL forms:
(Please take notes as you go)

1. Gather all Away Rotation applications.
2. Fill out all personal/demographic information.
3. Login to Student Link to find your Immunization Information.
   a. Go to Student Link
   b. Click on the “Personal” tab
   c. Click on the “Compliance Status” tab
   d. Click on the “Medical Immunization Status” tab
   e. Click on "Printable Version"
4. Transpose all dates from the immunization information on Student Link to the away rotation forms in the appropriate locations.
5. Check the away rotation forms to see if any blood tests or immunizations titers are required.
6. Check the away rotation forms to see if any Tuberculosis testing (aka. TB or PPD or TST) is required. Usually either 1 or 2 tests are required (within the past 6 months to a year) depending on the program.
7. Check the away rotation forms to see if a physical is required. Depending on the program, some applications require a physical within the past 6 months to a year.
8. Check the away rotation forms to see if a “letter of good health” or “certification of good health” or a “provider’s signature certifying good health” is required. If yes, this is a subtle way of saying that a physical is required.
9. Check to see which type of provider is needed to sign the form. Some forms specifically require MD, NP, or RN.

Now that you have read through and filled out as much information as you can for all of your forms, please review your notes and give Student Health Services a call at 617-353-3575. Explain to the person that answers the phone that you've already completed the Away Rotation Checklist. If you are in need of any immunizations, titers, blood work, TB tests, or a physical, then this is the time to set up those appointments. PLEASE NOTE, appointments for physicals can take upwards of one month before available, please time this accordingly with your needs. If all of your information is in order, then you need to set up an appointment with one of our providers for a final review and signature of your paperwork.

If you have questions about the process, please either call us at 617-353-3575 or contact our online help at http://www.bu.edu/shs/contact/help/.

Note:
- This process may require multiple trips to SHS
- This process may require multiple days to complete
- You will not be able to walk-in to have your paperwork filled out without having completed this process
- Any errors that are caught in the review process may result in delays

Thank you,
Student Health Services
Boston University