

**PLEASE NOTE: The required items are for American Data Bank (ADB) Documentation**

Please do not send any personal health records to WGU, as we cannot accept or store personal health information in accordance with HIPAA regulations. All documentation must be submitted to the ADB by uploading supporting documents to an account known as, Complio.

**Submitted documentation must include the following items:**

- ✓ Document lists typeset, name of provider (Exclusive of forms generated by ADB or WGU)
- ✓ Document lists student name
- ✓ Document lists service name
- ✓ Document lists service date
- ✓ Result with quantitative reference range and/or full interpretation of reading
- ✓ If document has a field which indicates a provider signature, document must reflect a provider signature/or signature stamp

**Instructions for entering your immunization record**

1. **MMR (Measles, Mumps and Rubella):** Two (2) doses of MMR or serological evidence of MMR immunity via an IgG antibody titer screening.
2. **Tetanus Diphtheria and a-cellular Pertussis (Tdap):** Update upon expiration; you must have a Tetanus, Diphtheria, and a-cellular Pertussis vaccination within the last ten years. If you are unable to provide appropriate documentation showing you have had a vaccination, you must receive another vaccination.
3. **Varicella Titer:** Two (2) doses of varicella or serological evidence of varicella immunity via an IgG antibody titer screening.
4. **Influenza vaccine (or declination form):** A seasonal flu vaccination is required on an annual basis. If you choose to decline the flu vaccine, you must obtain a declination form from Health Placement at WGU, in addition to providing written documentation from your healthcare provider specifying your limitations to the vaccine. The supporting information will need to be uploaded to your compliance account. Please note: declining the flu vaccine may preclude you from being able to complete your field placement.
5. **Tuberculosis (TB):** Annual submission; you must have documentation of a current tuberculosis screening every year while at WGU. **Acceptable TB testing includes either a, b, or c:**
  - a) Annual PPD TB screening
  - b) Annual QuantiFERON Gold blood TB test
  - c) **If you have a Positive PPD:** You must supply printed proof of the date you tested positive, a Chest X-Ray (every two years) AND a TB Screening Report (Annually-see form



**Western Governors University Compliance Form**  
**RN-BSN & MSN ONLY**

below) from your provider. This report must state that you, the patient, are 'negative' for signs and symptoms of tuberculosis. This report must be submitted annually, with the newest within 12 months of admission to WGU.

6. **Hepatitis B:** Three (3) doses of hepatitis B or serological evidence of Hepatitis B immunity via an IgG antibody titer screening.
7. **CPR Certification:** Expires every two years. You must have a current American Heart Association (AHA) Basic Life Support (BLS) CPR Certification. Please enter the date issued and submit a copy of the front and back of your CPR card to your compliance account.
8. **Registered Nurse (RN) License:** Update upon expiration; typically every two years. You must have a valid RN license on file before the beginning of your Field Experience. Please enter the expiration date and submit a copy of your license to your compliance account.
9. **Health Insurance:** Update upon expiration; typically annually. You must show evidence of health insurance coverage for the RN-BSN and MSN program. Please enter the submission date and submit a copy of the front and back of your card to your compliance account.
10. **Physical Exam:** Additional item depending on the specific requirements for your host site. If required, you will need to submit a physical examination within the last year utilizing the WGU form provided for you. Have your provider review and sign the form, certifying you are cleared for placement within a healthcare setting. (See form below)
11. **Drug Screening:** Additional item depending on the specific requirements for your host site. To complete this item, you will need to order a drug screening through the American Data Bank.
12. **Background Check:** The background check that you completed upon admission to WGU is valid for two years. If your background check is more than two years old, you will need to purchase a new one in order to meet the compliance requirements. If needed, you will need to order a background check through the American Data Bank.

**\*\*Please contact the Health Placement Team at [healthplacement@wgu.edu](mailto:healthplacement@wgu.edu) with questions or concerns\*\***