



LCMC Health COVID Vaccination Policy Q & A for Residents and Fellows

Note: **students** may follow a different process for submitting the information below

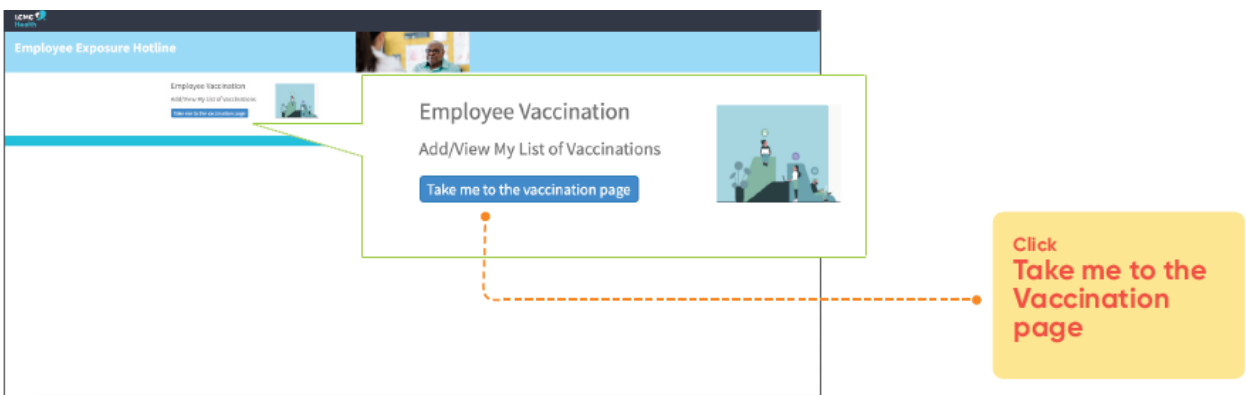
Q: Where do residents/fellows **submit vaccination details**?

A: Residents/fellows submit COVID vaccination details through the **LCMC Health Service-Now** Portal: <https://lcmchealth.service-now.com/eeh>

Q: How do the residents/fellows **login** to the Service-Now Portal?

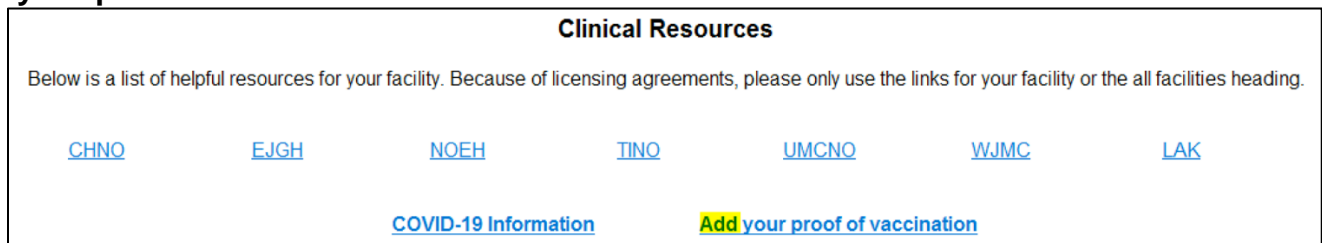
A: Residents/fellows login with their **full EPIC credentials** (username and password). Then select **Take Me to The Vaccination Page** and follow the instructions. See below for screenshot.

For **login trouble**, contact the LCMC Health IT Help Desk at 504.702.HELP



Q: What if the residents/fellows **cannot login to Service-Now** using the link above?

A: Instead of Service-Now, just **login to EPIC**, enter **Clinical Resources**, and select **Add your proof of vaccination**. See below for screenshot.



Q: I am **not a resident/fellow from LSU or Tulane** and have a **rotation** planned at an LCMC Health facility (UMC, Touro, WJGH, EJGH, CHNOLA). Does this policy **apply to me?**

A: **Yes.** This policy **applies to everyone** in the clinical learning environment.

Q: I am **not a resident/fellow from LSU or Tulane** and have a **rotation** planned at an LCMC Health facility. How do I **submit** my COVID vaccination status?

A: You have several options. See below for directives.

If you are a Visiting Resident/ Fellow who is...		
...approved through LSU or Tulane GME Offices...	and you have login access to LCMC Health EPIC...	Use Service-Now as described above
...approved through LSU or Tulane GME Offices...	and you do not yet have login access to LCMC Health EPIC access...	Send status to LSU or Tulane GME Office. If you are vaccinated, send copy of front/back of vaccine card
...from Ochsner Anesthesia or Surgery program...	and you have login access to LCMC Health EPIC...	Use Service-Now as described above
...from Ochsner Anesthesia or Surgery program...	and you do not yet have login access to LCMC Health EPIC access...	Send status to <u>LCMCAcademicAffairs@lcmchealth.org</u> Ensure you send copy of front/back of vaccine card.

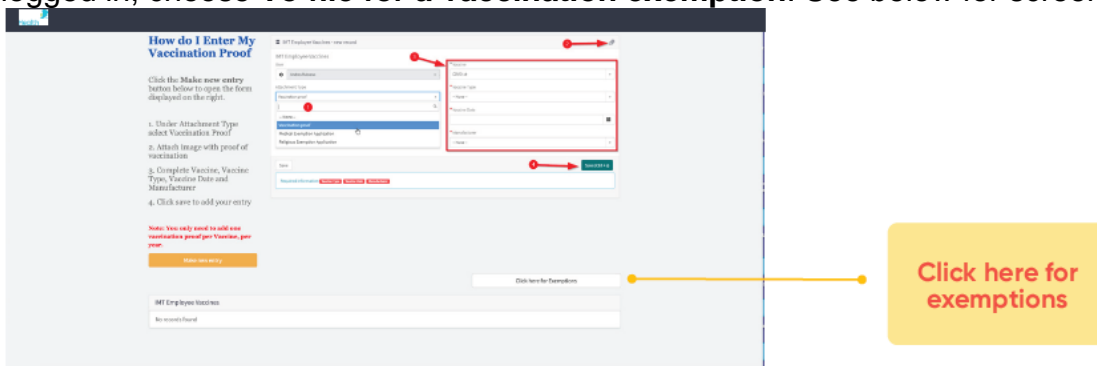
Q: What if any resident/fellows **still cannot find any other options?**

A: **As a last resort,** residents/fellows can attach a copy of both sides of their vaccination card to an email to **LCMCAcademicAffairs@lcmchealth.org.**

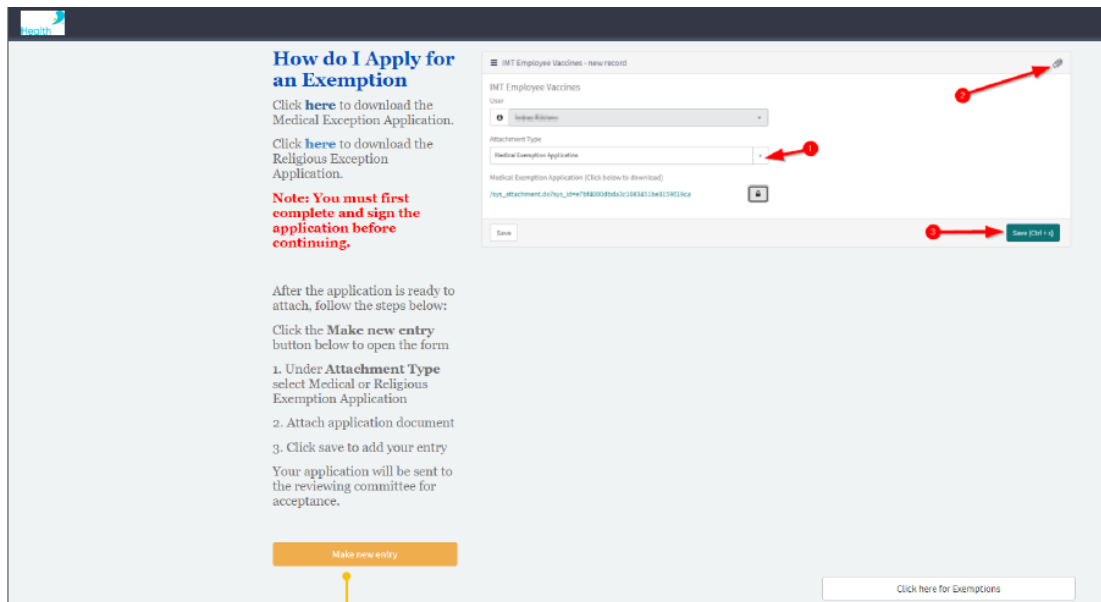
*This **should only be done** if resident/fellows unable to use the above-described pathways.

Q: How do residents/fellows file for a **MEDICAL or RELIGIOUS Exemption?**

A: The resident/fellow can file for vaccine exemption **within the Service-Now Portal.** Once logged in, choose **To file for a vaccination exemption.** See below for screenshot.



Select **Click here for exemptions**, download, and complete the appropriate form. Follow steps 1-4 to upload your exemption. See below for screenshot.



Select
Make new entry (once your exemption form is completed)

Q: If a resident/fellow has gone through their School’s medical exemption process and has been granted a medical exemption, **will LCMC Health accept the School’s medical exemption attestation?**

A: Yes. LCMC Health will accept an attestation, **reviewed by the school**, that a resident/fellow has been granted a medical exemption through the School’s medical exemption pathways.

Q: If a resident/fellow has gone through their School’s religious exemption process and has been granted a religious exemption, **will LCMC Health accept the School’s religious exemption attestation?**

A: Yes. LCMC Health will accept an attestation, **reviewed by the school**, that a resident/fellow has been granted a religious exemption through the school’s religious exemption pathways.

Q: If a resident/fellow has gone through their School’s philosophical exemption or a declination process and has been granted a philosophical exemption or declination, **will LCMC Health accept the School’s philosophical exemption or declination attestation?**

A: No. LCMC Health **will not accept** exemptions for philosophical exemptions or declinations granted by the residents/fellows’ schools.

Q: How is LCMC Health **monitoring compliance** with the above processes?

A: LCMC Health is monitoring compliance with the above processes in two ways: (1) **Pre-rotation completion** of necessary attestations and requirements, and (2) Regular, routine **audits** of residents/fellows rotating in the LCMC Health clinical learning environment.