

### 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: <u>https://lcmchealth.service-now.com/eeh</u>

### **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

LCMC 🥬		
Employee Exposure Hotline		
Engloyer Reservation	Employee Vaccination Add/View My List of Vaccinations Take me to the vaccination page	<sup>Click</sup> Take me to the Vaccination page

**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 vour proof of vaccination. See below for screenshot.

		С	linical Reso	ources		
Below is a list of helpful resources for your facility. Because of licensing agreements, please only use the links for your facility or the all facilities heading.						
<u>CHNO</u>	<u>EJGH</u>	NOEH	<u>TINO</u>	UMCNO	<u>WJMC</u>	LAK
		COVID-19 Information	on <mark>/</mark>	Add your proof of vacc	ination	

# **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 <b>LSU or Tulane GME Office</b> . 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 <u>LCMCAcademicAffairs@lcmchealth.org</u>.

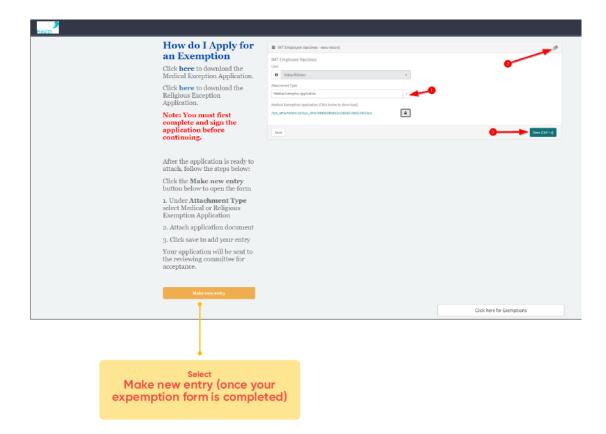
\*This **should only be done** if resident/fellows unable to use the above-described pathways.

#### **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.

How do I Enter My	E BPT Employee Gaucines - new recard				
Vaccination Proof	MTEmployeetacines				
	n menhana i	00.4			
Click the Make new entry botton below to men the form	ADD/WHIT DOM	*some have			
button below to open the form displayed on the right.	Heatmaker grad	-108-			
	) <b>0</b> 4	* Andre Ball			
1. Under Attachment Type	- Rene - Version				
select Voccination Proof	Matter Exercises Surfaces C	*dendation			
<ol> <li>Attach image with proof of vaccination</li> </ol>	sedera paulita, distrata				
	Test 1	<b></b>	Swetting		
<ol> <li>Complete Vaccine, Vaccine Type, Vaccine Date and Manufacturer</li> </ol>	Analisal referation and and a second and a second				
4. Click save to add your entry					
Note: Yes only need to add one variantian prest per Variae, per					
year.					
Maline terms entiting					
					Click here for
		Dick terr for Demption	***	_	
IMT Employee Natcines					exemptions
No recents found					

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



**Q:** If a resident/fellow has gone through their <u>School's medical exemption process</u> 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 <u>School's religious exemption process</u> 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 <u>School's philosophical exemption or a</u> <u>declination process</u> 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) **Prerotation completion** of necessary attestations and requirements, and (2) Regular, routine **audits** of residents/fellows rotating in the LCMC Health clinical learning environment.