



January 2017

Dear Incoming Jefferson Student,

Congratulations and welcome to Jefferson!

Each academic program is assigned to a category that will determine your pre-matriculation requirements. University Health Services (UHS) will oversee completion of the **medical record requirements**, but will not be involved with any other requirements, i.e. health insurance.

To complete your **medical record requirements**, please follow the steps below to ensure your forms are completed correctly and submitted on time.

***Note: Completion of all medical record requirements can take up to 6 weeks, so start early!**

Step One: Know your college and program.

Step Two: Determine your program's assigned category by reviewing the document entitled **Medical Record Requirements by Category** on the UHS website (<http://hospitals.jefferson.edu/departments-and-services/university-health-services/students/>).

Step Three: Print out the appropriate **Pre-matriculation Evaluation** form and take it to your physician.

Step Four: **Log into American Data Bank (Complio)** (<https://jefferson.complio.com>)

- Upload the forms and supporting documentation specified for your program.
- Check the ADB Complio website regularly to monitor your progress with meeting the deadline. Please read the messages in the ADB Complio System that will outline deficiencies.
- Complio System reads **"Compliant"** when the UHS staff has reviewed and approved the forms.

All forms must be fully completed and uploaded to ADB at least **30 days prior to your first day of class**. A complete form must have all blanks and check boxes filled in, as all of the requested information is relevant. A complete form must also be signed and dated by you and your provider. Carefully following these guidelines will give our office staff sufficient time to review your documents and eliminate the need for additional requests from our office which will delay compliance. Failure to comply will result in additional fees and/or exclusion from clinical sites.

To avoid unnecessary tests and costs, it is advisable that you understand your program's category assignment and complete the appropriate requirements.

If you have questions, please contact our Student Coordinator at (215) 955 6835.

Sincerely,

Ellen M. O'Connor, MD, FACP

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