How to View and Complete Your ROHP Requirements

To view your ROHP requirements, log in to the OHS Portal at https://eresearch.umn.edu/medgatePortal/ using your internet ID and password. Click on the tabs on your portal page to view your medical requirements and training requirements.

MEDICAL REQUIREMENTS

Please note: All ROHP medical documents must be submitted to OHS directly in order to ensure that your ROHP status is updated. The OHS fax number is 612-626-9643. This is a confidential fax in a secured location.

HealthPartners Occupational and Environmental Medicine Clinics

HealthPartners is the designated occupational health care service provider to University of Minnesota employees in the Twin Cities. If you prefer, you may also see a provider of your own choosing. HealthPartners offers all the medical services you will need to meet ROHP medical requirements. If you think you may have a medical condition that prevents you from complying with one of the ROHP requirements, you can be evaluated at HealthPartners.

- Appointment line: 952-883-6999
- Clinic locations:
  - Riverside Avenue, Minneapolis
  - Wabasha Street, St. Paul
- For further information about clinic locations, hours, transportation, and parking, visit http://www1.umn.edu/ohr/ohs/clinserv/index.html.

To Schedule Appointments for ROHP Medical Services:

- Call the HealthPartners appointment line at 952-883-6999 and ask for the clinic you would like to be connected to.
- Provide the following information:
  - That you are a University of Minnesota employee
  - The name of your department
  - That the service is for ROHP
  - The type of service you need (e.g., tetanus booster)
- ROHP visits are paid for by the ROHP program and you will not incur any fees if you identify yourself correctly.
- You may also choose to see your own provider, in which case you will need to arrange to have your records faxed to OHS at 612-626-9643.

The following is a list of possible ROHP medical requirements and how to complete them.

Medical Questionnaire (Animal Exposure Questionnaire)

The Animal Exposure Questionnaire (AEQ) is online. Click on the link in your portal or log in at https://eresearch.umn.edu/medgatePortal/ to begin. It should take no more than 15 minutes to complete. At the completion of the questionnaire you will be notified whether you have been medically cleared to safely work with animals or if your questionnaire will need to be further reviewed by an Occupational Health Physician (OHP). If your questionnaire needs further review, the OHP may contact you to discuss your answers or to
schedule a medical exam. If you do not respond, there will be insufficient information to medically clear you to safely work with animals.

If you are unable to complete this form online, please contact uohs@umn.edu or 612-626-5008 to request a paper version.

**Immunization Requirements**

If you have already completed your required immunizations and/or TB screening, you may submit proof of immunization to OHS via fax. The following are acceptable proof of immunization:

- Official clinic records. The record must show your name and date of birth, the name of the clinic, the name of the practitioner who administered the vaccination, and the complete date (month, day, and year) on which the vaccination was administered.
- International immunization cards.
- Records printed from an official state immunization database, such as the Minnesota Immunization Information Connection (MIIC).
- You may use the following release form to request that your health care provider send a copy of your records directly to OHS. Fill out the form and submit to your provider. Please DO NOT send this form to OHS.

http://www.ohs.umn.edu/prod/groups/ahc/@pub/@ahc/@ohs/documents/asset/ahc_asset_175797.pdf

**Tetanus vaccination**

- If you have received a tetanus vaccination in the last 10 years, you can use the release of information form to request that your provider send a copy of your records to OHS.
- Upon receipt of a current tetanus record, OHS will enter the date of the tetanus shot, which will complete this requirement.
- If OHS receives an outdated record, they will contact you via email to notify you that your record does not meet the requirements.
- If you do not have a record of a current tetanus vaccination, please contact HealthPartners to schedule an appointment.

**Tuberculosis Screening**

- If you have the tuberculosis requirement, it is necessary to be screened for TB at least annually.
- Call HealthPartners to schedule an appointment.

**Rabies**

- If you have not had the rabies series before and would like to receive it, you can contact HealthPartners to schedule an appointment for the rabies series. If you have received the series within the last 2 years, you can fax or send a copy of the record to OHS.
- If you have had the rabies series before, you can call HealthPartners to schedule an appointment for a rabies titer. If you have had a positive rabies titer within the last 2 years, a record can also be provided to OHS. If your rabies titer is negative, you will be contacted by HealthPartners and will have the opportunity to schedule a booster. If you have received a rabies booster within the last 2 years and can provide a record, the requirement will also be complete.
- If the rabies requirement is optional, you can complete a Rabies Declination form available at the link below. Read the CDC Rabies Vaccination Information Sheet, complete the declination form, and fax it to OHS at 612-626-9643.

http://www.ohs.umn.edu/prod/groups/ahc/@pub/@ahc/@ohs/documents/asset/ahc_asset_168084.pdf

**Toxoplasmosis**
• The toxoplasmosis requirement can be completed by having a titer drawn at HealthPartners. Contact HealthPartners to schedule an appointment.
• If the toxoplasmosis requirement is optional, you can also download and complete a declination at the link below. Read the information sheet and sign and date the form. Fax the completed form to OHS at 612-626-9643.

http://www.ohs.umn.edu/prod/groups/ahc/@pub/@ahc/@ohs/documents/asset/ahc_asset_168085.pdf

Measles
• To complete this requirement, you can provide OHS with a record of the completed measles series.
• If you have had the series before but are unable to provide a record of the series, you can call HealthPartners to schedule an appointment for a measles titer.
• If you have not had the series before, you can contact HealthPartners to schedule an appointment to receive the measles series.

TRAINING REQUIREMENTS

ROHP training involves education on the occupational health risks associated with working with animals, including allergens and zoonotic diseases. You can find links to the ROHP training on the training tab on your portal page, or you may log in to ULearn at https://idp2.shib.umn.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=umn.csod.com to see and launch the courses that have been assigned to you.

Please note that there are two different ways to log in to ULearn, depending on your role at the University. Employees, including student employees, will use the link above.

If you are a student, guest researcher, or volunteer (includes students not employed by the U and guests with sponsored U of M internet accounts):
• Create an account in ULearn and log in (additional instructions: Create a self-registration account in ULearn (pdf))
• After your first visit to ULearn, you can sign in with the email address and password you used to create your account. Make sure pop-up blockers are disabled in your internet browser.
• To log in to ULearn in subsequent sessions, go to https://umn.csod.com/.

If you have trouble logging in to ULearn or accessing courses in ULearn, please contact ulearn@umn.edu.

CONTACT INFORMATION

• For ROHP program questions call 612-626-5008 or email uohs@umn.edu.
• For medical concerns call 612-626-5008 or email uohs@umn.edu and you will be directed to the appropriate resource.
• For medical appointments call 952-883-6999.
• Additional information is available at http://www1.umn.edu/ohr/ohs/programs/researchohp/index.html.

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