ARCADIA UNIVERSITY

SINCE 1853

DEPARTMENT OF MEDICAL SCIENCE

PHYSICIAN ASSISTANT PROGRAM

CLEARANCE REQUIREMENTS

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PA Program Clearance Information

All Vaccinations and guidelines herein are based on CDC guidelines for healthcare providers as well as requirements of the hospital systems we utilize for your training. At this time, many hospital systems do require a yearly repeat of clearances. Those not needing to be repeated will be designated within their respective categories. Please obtain a copy of your vaccination history (dates of administration) to bring with you and keep for your records. All clearances for the clinical year must be completed within the **month of April.**

Within Exxat/Prism, Purchase the Approve Services ($70 for year one and year two). Once you are sent the welcome email from Exxat (one of our learning management programs), please create your login and password to the system. You will then be prompted to purchase your Approve Services (the HIPPA compliant document review) and set up your Exxat profile.

See additional requirements for Student Health Services within the weblink. These important requirements are separate from the PA department requirements. Please contact Student Health Services with any questions about Student Health requirements.

<div align="center">

Pre-Matriculation Requirements

Student Health Services Requirements

To be completed before matriculation for Arcadia Student Health Services (SHS) & uploaded into Arcadia University Student Health Services Patient Portal (Medicat) through PortalGuard

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Arcadia's Student Health Services (SHS) also has clearance requirements for **all students at both campuses**.

Health Insurance
Start Date: April 1
Due Date: May 28 (Matriculating Students)
- It is an Arcadia University policy that all full-time students are insured. All students must be covered by health insurance while in the PA program. A student health insurance plan (SHIP) is offered through an outside broker, RCM&D if you do not have your insurance policy.
- Detailed information can be found on the Student Health Services Insurance Page (or see the PA Health Record PDF) for Physician Assistant students.

- Upload the insurance card (front and back) for your coverage at and after matriculation into the Arcadia University Student Health Services Patient Portal (Medicat) through **PortalGuard**

Student Health Services - Physical Examination Form

- For First Year students (Matriculating students) Please visit the Student Health Services page for the "Physician Assistant Health Record".
- Please take the "Physical Examination" form (page 3 of the PA Health Record pdf) to your PCP.
    - All examinations must be completed within 1 year of matriculation (Orientation Day, Tuesday, May 27, 2025).
    - This physical examination page should be uploaded to Arcadia University Student Health Services Patient Portal (Medicat) through **PortalGuard** for SHS (please do not upload into Exxat).
- Please obtain a printed copy of your vaccination history from your provider.
    - This printed vaccination history should be uploaded to Arcadia University Student Health Services Patient Portal (Medicat) through **PortalGuard** (please do not upload into Exxat) ALONG WITH entering the dates of the specific vaccinations into the Patient Portal (Medicat).
    - Page 4 of the Physical Examination form is the "Immunization record form". Please fill out the dates of immunization & demographic information from PCP/printed vaccination history. Please bring this form to your summer SHS appointment. During this appointment, SHS will draw your titers and complete the titer section of the form after receiving results. This form can be uploaded to Exxat once completed and signed by SHS.
- Also complete the online "Personal Medical History" under the "forms" tab on PortalGuard Patient Portal (Medicat).

Students who do not complete Arcadia Student Health Services requirements are subject to having their course registrations canceled.

<p style="text-align:center;">PA Program Requirements - Pre-Matriculation for Exxat/PRISM</p>

(To Be completed prior to matriculation & uploaded into Exxat/PRISM)

Health Insurance

Start Date: April 1

Due Date: prior to orientation day

- It is an Arcadia University policy that all students are insured. All students must be covered by health insurance while in the PA program.
- Upload the insurance card FRONT AND BACK into Exxat/PRISM in the section that says copy of health insurance card.

Urine Drug Screen

First Year Incoming students - please complete prior to matriculation (orientation day)

- [Order for urine drug screen (UDS) can be found in **Exxat**](#), Please purchase your UDS through this system and they will generate a labcorp or quest lab sheet for you to complete this test.
- Universal will upload your results into Exxat for you once they are completed
  - If your results return positive for a controlled substance and you are given a prescription for it, please upload a provider's note stating that you have a prescription.

Background screening Clearances and PATCH (Criminal Background check)

First Year Incoming students - please complete prior to matriculation (orientation day)

[Please purchase your background check and PATCH report within **Exxat.**](#)

- Social Security (please make sure to supply the name as it appears on your social security card)
- Address/Alias Trace
- Statewide Criminal Court Search
- State Criminal Repository Search

- OIG/GSA Bundle
- USA Criminal Search and USA Offender*
  - *Background Standard Package includes all third-party fees, other than the New York Statewide (NYOCA) which would be billed to the client, when applicable. The Background Standard Package includes The Pennsylvania Statewide Criminal Repository (PATCH) search and one (1) Pennsylvania Statewide Criminal Search.
- Universal will upload your results for both the background screening and the PATCH into **Exxat** once they are completed.

Driver's License

please complete prior to matriculation (orientation day)

- Ensure you upload a copy of the **FRONT** and **BACK** of your current driver's license to Exxat under the heading Driver's license
- Be sure that it is up to date and not expired
- If it will expire during didactic year please be proactive and renew it prior to the other driver's license expiring

<u>Physician Assistant Immunization Record</u>
 (will be **completed** on campus Summer semester)

- Upload to Exxat the "Physician Assistant Immunization Record" **do not include anything but this one page document.**
- Please complete the demographic and immunization date sections of the Physician Assistant Immunization Record prior to your SHS visit. SHS will draw titers and complete the titer section of the form after receiving results. Once titer results are added to the form and SHS signs, it should be uploaded to Exxat.

<u>Hepatitis B (HepB) Titers</u>
(will be **completed** on campus Summer semester)

A. Titers: These titers will be drawn at your SHS summer appointment. Once you receive your titer results you will need to fill in those sections of the Physician Assistant Immunization form showing Quantitative HBsAb titers with numerical results (HBsAg not acceptable). You will then upload the results into Exxat in the proper section. If you have documented + quantitative titers, a repeat is not necessary. A Positive or negative result will not be accepted. Please ask your provider (at SHS) to perform a Quantitative HBsAB titer.

- If low, equivocal or unresponsive results:
  - Upload your equivocal or unresponsive result with a provider note (if possible) outlining the plan to get the booster's by the due date.
  - You may receive the 2 dose Heplisav-B vaccination series (dose #1 now, and dose #2 in 1 month)- Preferred vaccine. **OR** You may get the 3 dose Engerix-B, PreHevbrio, Recombivax HB, or Twinrix vaccination series (dose #1 now dose #2 in 1 month, dose #3 approximately 6 months after dose #2).
  - Repeat the titer at least 4-6 weeks from the administration of the final booster vaccination.
  - If titer remains negative, upload a letter from your healthcare provider which states you are a "non-responder" to Hepatitis B

<u>Varicella (Chicken Pox) Titers</u>
(will be **completed** on campus in Summer semester)

A. Titers: These titers will be drawn at your SHS summer appointment. Once you receive your titer results you will need to fill in those sections of the Physician Assistant Immunization form showing titers with Positive or Reactive Results. You will then upload the results into Exxat in the proper section. If you have documented Positive or Reactive titer (showing immunity), a repeat is not necessary. Please ask your provider (SHS) to perform a Varicella IgG titer.

- If low, equivocal or unresponsive for the Varicella titer:
  - Upload your equivocal or unresponsive result with a provider note (if possible) outlining the plan to get the booster's by the due date.
  - If titer is negative/low/equivocal, get 2 doses of Varicella vaccine, 4 to 8 weeks apart
  - Repeat Varicella IgG antibody titer at least 4-6 weeks after two doses are complete. Upload results to Exxat
  - If titer remains negative, obtain a letter from your healthcare provider stating you are a "non-responder"

Measles, Mumps & Rubella (MMR) Vaccinations
(immunization dates will be **reviewed** on campus Summer semester)

A. 2 doses of documented MMR vaccine required: This can be provided by a provider's vaccination record OR a written statement, signed by the provider, stating the date of administration for both doses of the vaccine.

B. **Titer Required**: These titers will be drawn at your SHS summer appointment. Once you receive your titer results you will need to fill in those sections of the Physician Assistant Immunization form showing titers with numerical results. You will then upload the results into Exxat in the proper section .

- If low, equivocal or unresponsive results to Measles or Mumps
  - You will need to upload documentation of your vaccination dates of MMR vaccine.
    - 2 Doses of the MMR vaccination necessary (must include 2 dates of administration to the immunization record form).
  - One booster is necessary if low or unresponsive results
  - Repeat titers will be drawn at least 4 weeks after the booster.
- If low, equivocal or unresponsive results to Rubella
  - you will need to upload documentation of your vaccination dates of MMR vaccine.
    - 2 Doses of the MMR vaccination necessary (must include 2 dates of administration to the immunization record form).
    - One booster is necessary if low or unresponsive results
    - Repeat titers will be drawn at least 4 weeks after the booster.
  - If you have only received one dose of MMR vaccine, you will need to get a second booster shot and upload documentation into Exxat.
- IF you have not received the MMR vaccine in the past, you will need to get both doses for compliance.

Enter completion date as date of last vaccination or titer result.

*Documented vaccination definition: administration on or after the first birthday of two doses of live measles vaccine separated by greater than or equal to 28 days, at least one dose of live mumps vaccine, and at least one dose of live rubella vaccine.

** Students who require repeat vaccinations and/or titers (Hep B, Varicella, MMR) can have these requirements done by Student Health Services or can be given a prescription to have it completed by an outside provider **

YOU NEED TO UPLOAD titer results to Exxat as they are completed. DO NOT WAIT until all titers are completed if more than one is needed.

Tetanus, Diphtheria and Pertussis (Tdap) Vaccine or Booster
(immunization dates will be **reviewed** on campus in Summer semester)

A. Vaccine or Booster: Upload documentation of Tdap vaccine or booster (Td not acceptable, must contain pertussis)
- Tdap vaccine or booster must have been received within ten years.
- If a vaccine or booster was received ten or more years prior, receive the booster and upload documentation
- Students who require the booster can have this requirement done by Student Health Services or can be given a prescription to have it completed by an outside provider.

Polio Vaccination:
(immunization dates will be **reviewed** on campus in Summer semester)

A. Vaccination: must follow these criteria
- The 4-dose IPV series should continue to be administered at ages 2 months, 4 months, 6--18 months, and 4--6 years.
- Final Dose must be given > age 4
- Must have a 6 month interval between dose 3 and 4
- Minimum age of Dose 1 > 6 weeks

CDC Most recent Guidelines

Tuberculosis / TB Blood Test

(will be **completed** by SHS on campus during the Summer semester)

A. Blood Test: Quantiferon Gold or T-Spot (Lab report required)
- Blood test requires only one visit and may be included with your annual physical exam

- If you previously received the BCG vaccine (commonly given to children who grew up outside the US), get a TB blood test

**PPD skin test available if necessary, please contact student health

B. <u>X-ray:</u> If you received positive results to testing, you must upload a clear chest X-ray report to Exxat

COVID-19 Vaccine
- Students are required to have documentation of the COVID-19 vaccine.
- Please only upload the document once you've completed your vaccine series.
  - **<u>Pfizer - 2 doses (21 days apart)</u>**
    - Plus, a dose of the COVID-19 vaccine booster at least 8 weeks after last dose of previous vaccine series
  - **<u>Moderna - 2 doses (28 days apart)</u>**
    - Plus, a dose of the COVID-19 vaccine booster at least 8 weeks after last dose of previous vaccine series/
  - **<u>Janssen- 1 or more doses</u>**
    - Plus, a dose of any COVID vaccine booster
- If you have **NEVER received any previous COVID-19 vaccinations**, you will need 1 dose of the 2024-2025 COVID-19 vaccine unless you receive Novavax 2024-2025 (you will require two doses - see below).
  - If you receive the Novavax vaccine (2024-2025), you will need two doses (1 initially and the other at least 3-8 weeks after dose 1).
- Upload your documentation into Exxat under the heading "COVID Vaccine Documentation."
  - Must include: Name of Vaccine given, Date of administration, Lot number (If available), Name of location that administered the vaccine (i.e. Health department, CVS, Dr.'s office name, etc)
- Most hospital systems in which you will be rotating are mandating the proof of vaccination. If you are unable to receive the booster please contact the clinical faculty team to discuss.

Physical Attestation
(will be **completed** by SHS in Summer semester)

- SHS will sign a physical attestation form - stating that you had a physical prior to starting the PA program. SHS will provide this form, you are not required to bring with you to the visit.
- You will upload the physical attestation form signed document to Exxat under the heading "Physical Exam Attestation."
- Please upload your physical exam documentation form before matriculation to Arcadia University Student Health Services Patient Portal (Medicat) through **<u>PortalGuard</u>**. Only the attestation should be placed in Exxat.

HIPAA
(will be done during summer semester)
- You will complete your HIPAA training during the summer semester
- You will need to upload your completed training certificate to Exxat under HIPAA

OSHA (Bloodborne Pathogen Training)
(will be done during summer semester)
- You will complete your OSHA training during the summer semester
- You will need to upload your completed training certificate to Exxat under OSHA

Liability Insurance
(will be **completed** by Arcadia PA Program Staff the end of August)

- The clinical team will upload this to your Exxat profile in the section that is marked
- "Uploaded by school."
- It will be marked Liability Insurance Certificate
- You do not have to do anything for this as it will be done by Arcadia PA program
- staff

CLEARANCES TO BE COMPLETED IN FALL OF DIDACTIC YEAR

Influenza Vaccine
Start Date: Do not get your influenza vaccine prior to August 15th
Due Date: October 15
- Students must have a flu shot administered in didactic year and again during their clinical year for the flu season
- Do not upload documentation of flu shots received prior to August 15th. All Flu vaccinations must be obtained and documentation uploaded into Exxat by October 15
  - Flu Vaccinations will be available on campus in the fall every year through student health services.
- You may go to an outside site for your Flu shot, however documentation must be complete with all requirements.
  - Document must include
    - Your name and identifying information
    - Name and address of the site/clinic who administered flu shot
    - Name of the administrator
    - The lot number of the vaccine
    - The expiration date of the vaccine

*** Students can get their influenza vaccine from an outside provider but this form must be filled out and uploaded along with the vaccination information given by the clinic who administered the vaccine. ***

Updated June 2025 (JS)

<p align="center">Clinical Year Clearance Requirements</p>
<p align="center">The following pages are Clearance Requirements to be completed prior to the start of Clinical Year and during the clinical year</p>

<p align="center">These clearance requirements will be done in <mark>APRIL OF YOUR DIDACTIC YEAR</mark> for the Clinical year</p>

<p align="center">Clearances that will be completed the April prior to your clinical year:</p>

Urine Drug Screen

DO NOT COMPLETE EARLY - To be done between April 1-30th (end of didactic year)

- [Order for urine drug screen (UDS) can be found in **Exxat**,](#) Please purchase your UDS through this system and they will generate a labcorp or quest lab sheet for you to complete this test.
- 10 Panel +Oxycodone Drug Test (aka "11 Panel Drug test")
- Universal will upload your results into Exxat for you once they are complete
  - If your results return positive for a controlled substance and you are given a prescription for it, please upload a provider's note stating that you have a prescription.

Background screening Clearances and PATCH (Criminal Background check)

DO NOT COMPLETE EARLY -To be done between April 1-30th (end of didactic year)

[Please purchase your background check and PATCH report within **Exxat.**](#)

- Please be ready to provide:
  - Social Security (supply the name as it appears on your social security card)
  - Address
- Checks will include:
  - Alias Trace
  - Statewide Criminal Court Search
  - State Criminal Repository Search
  - OIG/GSA Bundle
  - USA Criminal Search and USA Offender*
    - *Background Standard Package includes all third-party fees, other than the New York Statewide(NYOCA) which would be billed to the client, when applicable.
    - The Background Standard Package includes The Pennsylvania Statewide Criminal Repository (PATCH) search and one (1) Pennsylvania Statewide Criminal Search.
- Universal will upload your results for both the background screening and the PATCH into **Exxat** once they are completed

Updated June 2025 (JS)

PA State Fingerprinting
DO NOT COMPLETE EARLY -To be done between April 1-30th (end of didactic year)

- **PA Fingerprinting Instructions**
- PA State FBI Fingerprinting Report **(Must be complete in State of PA)**
- Upload fingerprinting results to Exxat under the heading "PA State Fingerprinting."

Pennsylvania Child Abuse History Clearance
(Department of Human Services)
DO NOT COMPLETE EARLY -To be done between April 1-30th (end of didactic year)

- How to obtain PA Child Abuse History Clearance
- **ALL students** (PA and DE) must complete both PA and DE Child abuse clearances.
- Upload results into Exxat under the heading "Pennsylvania Child Abuse Clearance."

Delaware Child Abuse Clearances
DO NOT COMPLETE EARLY -To be done between April 1-30th (end of didactic year)

- How to obtain Delaware Child Abuse History Clearance
- **ALL students** (PA and DE) must complete both PA and DE Child abuse clearances.
- Upload results into Exxat under the heading "Delaware State Child Abuse Clearance."

Tuberculosis / TB Blood
(will be **completed** by SHS on campus in April at SHS appt before clinical year start)

You are _required_ to use the same test format you had in summer semester (to allow comparison to baseline)
Ex. If you had a Quantiferon Gold test done in the summer semester you MUST get another Quantiferon Gold test now prior to clinical year.

A. Blood Test: Quantiferon Gold or T-Spot
- Blood test requires only one visit and may be included with your annual physical exam
- If you previously received the BCG vaccine (commonly given to children who grew up outside the US), get a TB blood test

C. Xray:
- If you received positive results to testing, you must upload a clear chest X-ray report to Exxat
- If you had to have a chest x-ray in the summer please reach out to SHS and the clinical team for your requirements for this spring clearance.

N95 Fitting
(will be **completed** by SHS on campus in April at SHS appt before clinical year start)

- SHS will conduct N95 Respirator Fit Testing at the April SHS appointment
- You will download and fill out the questionnaire prior to your appointment and bring it with you.
- You will be tested with the mask performing several different exercises to ensure proper fit.
- You will be given paperwork, N95 Respirator Fit Test, that annotates the style, size, make and model of N95 mask.
- Paperwork will also annotate dates from which the test is valid and the provider's signature.
- You will upload this signed N95 Respirator Fit Test into Exxat under the heading "N95 Fit Testing (Respirator Fit test)."

Physical Attestation
(will be **completed** by SHS on campus in April at SHS appt before clinical year start)

- SHS will meet with you and sign the physical attestation form during your SHS April appointment.
- You **DO NOT** need to obtain a new physical prior to your appointment with SHS April appointment
- You will upload this signed document to Exxat under the heading "Physical Exam Attestation."

CPR Training and ACLS Card
(these will be part of D&C II in Spring semester)

- You will take BLS and ACLS in the spring semester
  - These trainings will provide you with CPR training as well as your ACLS card
- Once you have completed the certifications you will upload them into Exxat under the headings: "CPR" and "ACLS"

Letter of Good Standing
(provided to you by faculty/staff by the end of the Spring semester)

- You must have accumulated a GPA of 2.7 to enter the clinical year by the end of Spring Semester.

- Your letter of good standing will be provided to you by faculty and staff at the end of the spring semester. Please follow specific directions at that time.
- You will be required to upload your letter of good standing to Exxat.

<div align="center">

Clearances that will be completed during your clinical year:
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Fall in clinical year

Influenza Vaccine

<u>Start Date:</u> Do not get your influenza vaccine prior to August 15th
<u>Due Date:</u> October 1st
- Students must have a flu shot administered in didactic year and again during their clinical year for the flu season
- Do not upload documentation of flu shots received prior to August 15th. All Flu vaccinations must be obtained and documentation uploaded into Exxat by October 1st.
- Documentation must be complete with all requirements.
    - Document must include
        - Your name and identifying information
        - Name and address of the site/clinic who administered flu shot
        - Name of the administrator
        - The lot number of the vaccine
        - The expiration date of the vaccine

*** Bring this form with you to guarantee you receive the necessary information from the clinic to upload into Exxat. ***

How to upload your documents into Exxat

Q&A Document for Clearances

Student Health Fees and Costs (as of 3/15/25)

SHS is a pay for service office. You may submit your receipts to your own insurance for reimbursement after your visit. Be sure to ask for a receipt if you would like to submit this information. SHS will not charge insurance on your behalf.

- PA Student Health Record and Physician Assistant Immunization Record ($30 copay and completed form)
- **Quantiferon gold test** ($0 at SHS for 2024-2025)
- **Fit Testing** (Clinical year students) ($60 fee)
  - Students will be supplied with 2- N95 to this appointment as well as the OSHA form (found in exxat) to be filled out prior to the exam.
- **LabCorp titer pricing** (if not covered by your insurance):
  - Hepatitis B Surface Antibody Quant: $24
  - Varicella Zoster Ab, IgG: $42
  - Measles/ Mumps/ Rubella Immunity: $41
- **Booster Shot pricing** (if needed):
  - Heb B Booster series: $140
  - Varicella booster: $175
  - MMR Booster: $90

Updated June 2025 (JS)

Cheat Sheet for when things are due:

Prior to matriculation:	Didactic Year Summer:	Prep for Clinical Year (during didactic year- April)
Obtain: ● PE from your PCP to submit to Student Health ● Your immunization record from your PCP to submit to Student Health **Upload to PatientPortal (Medicat):** ● Physical form ● Immunization record ● Insurance card: front and back	**Complete:** ● HIPAA Compliance provided during a class. ● OSHA certificate - online completion ● COVID Vaccine ○ Upload to Exxat once complete	**Repeat:** ● Universal Background check ● PATCH ● UDS ==Order through Exxat platform - will automatically go into your Exxat profile==

Obtain:
● UDS $32
● Universal Background screen ($61)
● PATCH $34
 	
==You will order and complete items above through the Exxat platform.==
 	
==Exxat will then upload your results to your Exxat profile. You will pay $70 for Approve Services. This cost covers 2 years.==
 	
UDS can be done through labcorp or quest.
 	
Upload to Exxat:
 	
● Driver's License
  ○ FRONT & BACK to Exxat
● Health Insurance
  ○ FRONT &
	SHS visits to review your history and complete forms for:
	★ Immunization record form
	★ Physical Attestation form
	★ Draw Titers for Hep B, Varicella, MMR
	★ Draw a Quantiferon Gold
	★ Check vaccinations are UTD (MMR, Tdap, Polio)
	
	==SHS will be able to provide students booster vaccinations and repeat titers as needed per student.==
	
	Students need to upload titers, vaccinations and boosters to Exxat as soon as they are completed/acquired.
	
	==Upload your results as soon==
		Obtain:
		● PA/DE Child abuse clearance
		● PA fingerprinting
		
		SHS appts will provide:
		★ Annual PE attestation
		★ N-95 Fit testing
		★ Quantiferon Gold
		
		CPR/ACLS -
		Provided within the program as a certification you get in Spring semester.

BACK of card to Exxat	**as you receive each titer and/or booster vaccine.** **Do not wait until you complete all titers!!**	
	Influenza Vaccine ● **DUE IN OCTOBER of Didactic year!!** ● Flu shots will be given on campus. ● Upload documentation into Exxat at that time.	**Influenza vaccine-** ● **DUE on 1 OCTOBER of Clinical year!!!!** ● Flu shots will be students responsibility Upload documentation to Exxat.