



Health Services Portal

Step-by-Step Guide for COVID-19 Vaccination Compliance

1. Log in to your MyGav portal and click on the **Health Services Portal**

OR go to <https://gavilan.studenthealthportal.com>

a. Login with your Gavilan ID (G00#) and Password

2. Upon successful login, the Gavilan College Health Services Portal will appear:

GAVILAN COLLEGE

Home My Profile Messages My Forms Document Upload Log Off Gavilan College

Immunization Compliance: ✖ COVID-19

You have pending forms. Please fill them out ASAP.

Welcome to Gavilan College Health Services Portal

This is where you can view your records, complete your vaccination documents, and find the medical or religious exemption request form (optional).

STEP 1: Please complete the Confidentiality of Medical Information Act (CMIA) form. You will find it under [My Forms](#).

STEP 2: Once you have signed the CMIA consent form, either:

- Wait 24 hours for PyraMed to download your vaccine information from the California Immunization Registry (CAIR)
- OR Upload your COVID-19 Vaccine Record manually:
 - 2a. Download a digital copy of your COVID-19 Vaccination Card from: <https://myvaccinerecord.cdph.ca.gov/>
 - 2b. Or take a photo of your physical COVID-19 Vaccination Card
 - 2c. Click on [Document Upload](#) and select COVID-19 Vaccine Record as the document type.
 - 2d. Upload either the electronic version or photo of COVID-19 Vaccination Card.

Important Information

For questions, please contact:
Students: studenthealth@gavilan.edu
Phone: (408) 848-4738
Employees: hr@gavilan.edu
Phone: (408) 852-2818

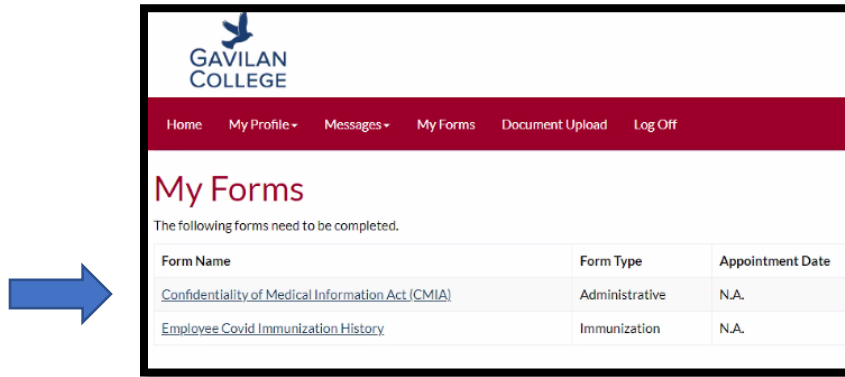
Related Links

To request a medical exemption, please print the Medical Exemption Request form and take to your medical provider. Forms and detailed instructions are available for download at: https://www.gavilan.edu/news/COVID19_2020/

Please allow for 14 days of processing time for any exemption request.

3. Refer to Step 1: Complete the Confidentiality of Medical Information Act (CMIA) and click on **'My Forms.'**

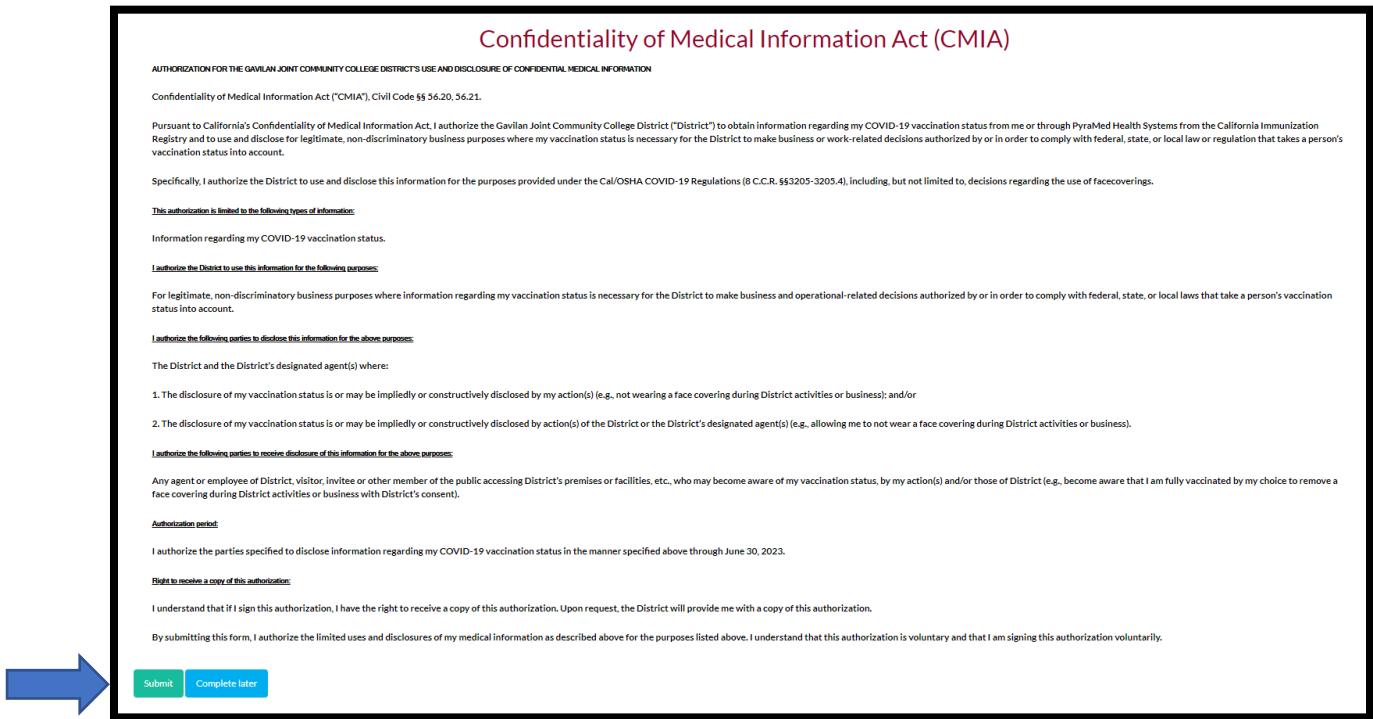
4. On the 'My Forms' page, select Confidentiality of Medical Information Act (CMIA).



The screenshot shows the Gavilan College website's 'My Forms' page. At the top, there is a navigation bar with links for Home, My Profile, Messages, My Forms, Document Upload, and Log Off. Below the navigation bar, the page title is 'My Forms'. A message states: 'The following forms need to be completed.' Below this message is a table with three columns: Form Name, Form Type, and Appointment Date. The table contains two rows: 'Confidentiality of Medical Information Act (CMIA)' with Form Type 'Administrative' and Appointment Date 'N.A.', and 'Employee Covid Immunization History' with Form Type 'Immunization' and Appointment Date 'N.A.'. A blue arrow points to the 'Confidentiality of Medical Information Act (CMIA)' link in the table.

Form Name	Form Type	Appointment Date
Confidentiality of Medical Information Act (CMIA)	Administrative	N.A.
Employee Covid Immunization History	Immunization	N.A.

5. Review CMIA and if in agreement, select 'Submit' at the bottom.



The screenshot shows the 'Confidentiality of Medical Information Act (CMIA)' form. The title is 'Confidentiality of Medical Information Act (CMIA)'. Below the title, there is a section for 'AUTHORIZATION FOR THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT'S USE AND DISCLOSURE OF CONFIDENTIAL MEDICAL INFORMATION'. The form contains several sections of text, including a statement of authorization, a list of purposes for which the information is being used, and a list of parties to whom the information is being disclosed. At the bottom of the form, there are two buttons: 'Submit' and 'Complete later'. A blue arrow points to the 'Submit' button.

Confidentiality of Medical Information Act (CMIA)

AUTHORIZATION FOR THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT'S USE AND DISCLOSURE OF CONFIDENTIAL MEDICAL INFORMATION

Confidentiality of Medical Information Act ("CMIA"), Civil Code §§ 56.20, 56.21.

Pursuant to California's Confidentiality of Medical Information Act, I authorize the Gavilan Joint Community College District ("District") to obtain information regarding my COVID-19 vaccination status from me or through PyraMed Health Systems from the California Immunization Registry and to use and disclose for legitimate, non-discriminatory business purposes where my vaccination status is necessary for the District to make business or work-related decisions authorized by or in order to comply with federal, state, or local law or regulation that takes a person's vaccination status into account.

Specifically, I authorize the District to use and disclose this information for the purposes provided under the Cal/OSHA COVID-19 Regulations (8 C.C.R. §§3205-3205.4), including, but not limited to, decisions regarding the use of facecoverings.

This authorization is limited to the following types of information:

Information regarding my COVID-19 vaccination status.

I authorize the District to use this information for the following purposes:

For legitimate, non-discriminatory business purposes where information regarding my vaccination status is necessary for the District to make business and operational-related decisions authorized by or in order to comply with federal, state, or local laws that take a person's vaccination status into account.

I authorize the following parties to disclose this information for the above purposes:

The District and the District's designated agent(s) where:

1. The disclosure of my vaccination status is or may be impliedly or constructively disclosed by my action(s) (e.g., not wearing a face covering during District activities or business); and/or
2. The disclosure of my vaccination status is or may be impliedly or constructively disclosed by action(s) of the District or the District's designated agent(s) (e.g., allowing me to not wear a face covering during District activities or business).

I authorize the following parties to receive disclosure of this information for the above purposes:

Any agent or employee of District, visitor, invitee or other member of the public accessing District's premises or facilities, etc., who may become aware of my vaccination status, by my action(s) and/or those of District (e.g., become aware that I am fully vaccinated by my choice to remove a face covering during District activities or business with District's consent).

Authorization period:

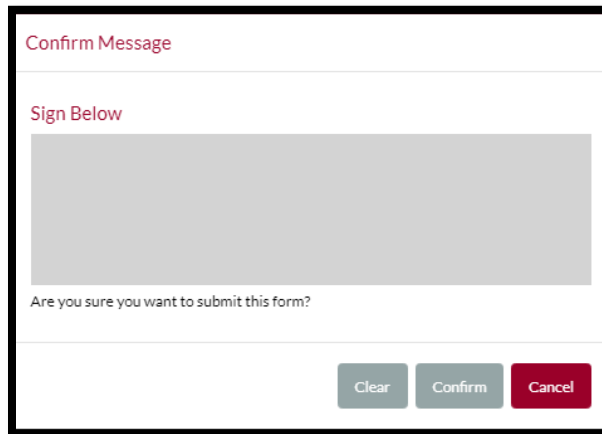
I authorize the parties specified to disclose information regarding my COVID-19 vaccination status in the manner specified above through June 30, 2023.

Right to receive a copy of this authorization:

I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, the District will provide me with a copy of this authorization.

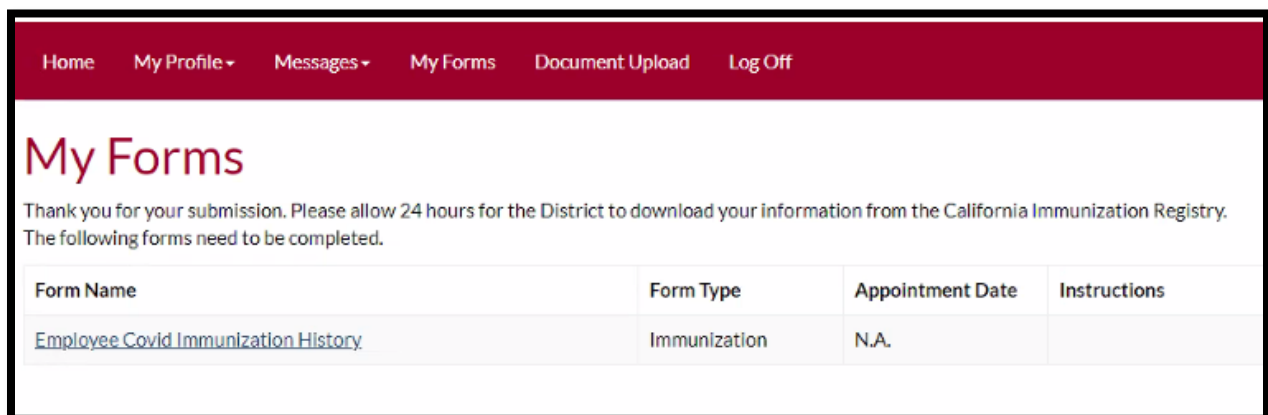
By submitting this form, I authorize the limited uses and disclosures of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am signing this authorization voluntarily.

6. After you click 'Submit,' the 'Confirm Message' will appear. Sign with your mouse or mousepad. Buttons for: **Clear**: Clears out the signature, **Confirm**: Submits your signature and CMIA form, **Cancel** returns to the CMIA form, no submission of CMIA form.



A screenshot of a 'Confirm Message' dialog box. At the top, it says 'Confirm Message' in red. Below that, it says 'Sign Below' in red. There is a large grey rectangular area for a signature. Below the signature area, it asks 'Are you sure you want to submit this form?'. At the bottom right, there are three buttons: 'Clear' (grey), 'Confirm' (grey), and 'Cancel' (red).

7. After you select '**Confirm**,' your CMIA form will be submitted and a message of 'Thank you for your submission' will appear. If you were fully vaccinated in California, please allow 24-hours for Gavilan College to verify your vaccination status with the California Immunization Registry.

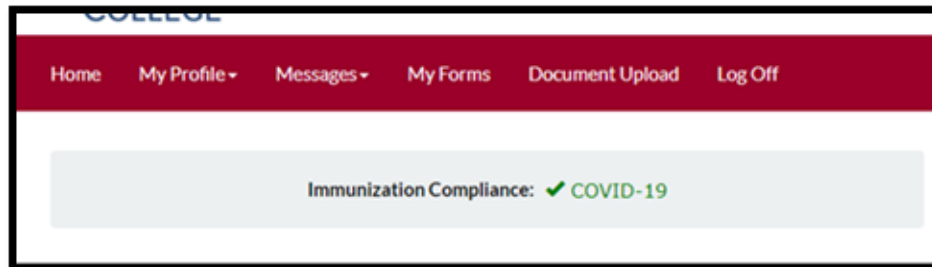


A screenshot of a web application's 'My Forms' page. The page has a dark red header with navigation links: Home, My Profile, Messages, My Forms, Document Upload, and Log Off. Below the header, the title 'My Forms' is displayed in large red font. A blue arrow points to the text below the title: 'Thank you for your submission. Please allow 24 hours for the District to download your information from the California Immunization Registry. The following forms need to be completed.' Below this text is a table with four columns: Form Name, Form Type, Appointment Date, and Instructions. The table contains one row with the following data:

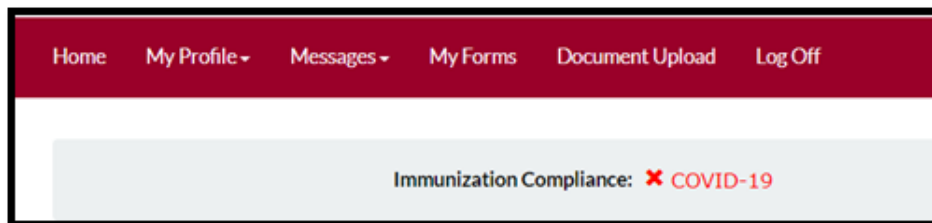
Form Name	Form Type	Appointment Date	Instructions
Employee Covid Immunization History	Immunization	N.A.	

8. After 24-hours, you may login to the Health Services Portal (step 1) to confirm vaccine compliance status. On the Health Services Portal homepage, your current status will be updated to one of the following:

A.) A message in **green of ✓ COVID-19** indicates your vaccination status is **verified**. **No further action required on your part**. If you are a student, you are eligible for Spring 2022 registration in **face-to-face classes** and you are eligible for **in-person services**.



B.) A message in **red of X COVID-19** indicates your vaccination status is not verified. If you are a student, you are eligible for **online courses and online services**.

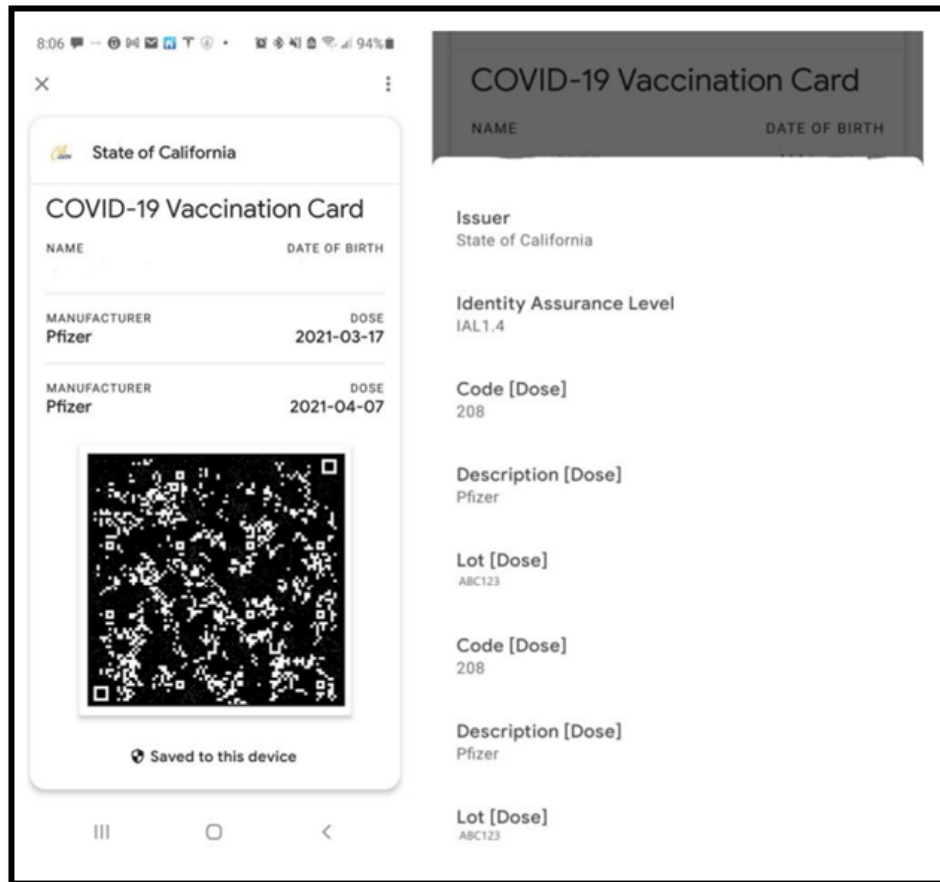


9. If you have been fully vaccinated in California, and your COVID-19 record was not matched with the California Immunization Registry, you may upload documentation of COVID-19 vaccination using the 'Manual Upload of COVID Vaccine Record' on page 5.

10. If you have been fully vaccinated outside of California, you may upload documentation of COVID-19 vaccination using the 'Manual Upload of COVID Vaccine Record' on page 5.

Manual Upload of COVID Vaccine Record

1. Under My Forms, Select "COVID Immunization History".
2. Enter the date for each dose of COVID-19 vaccine you received in the appropriate field for the type of vaccine.
3. Upload your COVID-19 Vaccination Record Card by clicking "**Select File**" and browsing to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, PDF, BMP AND GIF. The file size should not exceed 6MB.

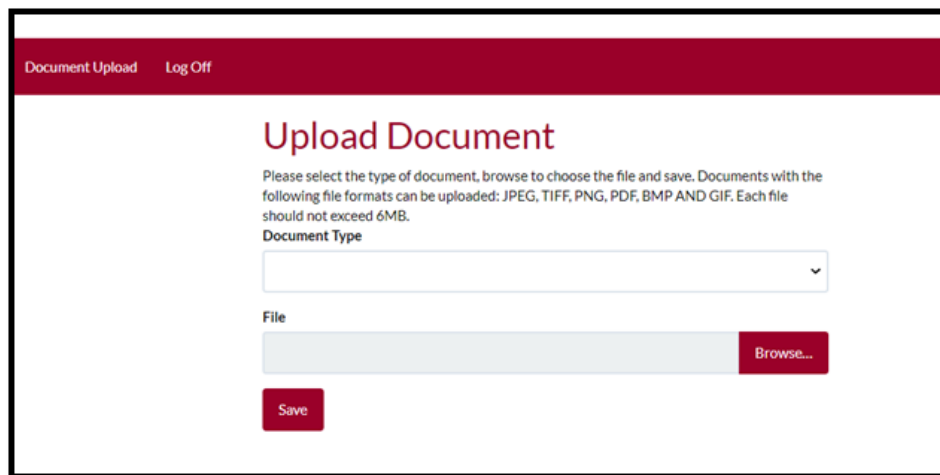


4. Click **Submit** and you are done! Please allow one (1) to two (2) business days of processing time, at which time you may return to the Health Services Portal to confirm vaccine compliance status.

Exemption Requests

1. The **Religious Accommodation Request** form is an optional form available under My Forms in your Health Services Portal. Read and complete all sections of the form. Incomplete submissions may be rejected or denied.
2. Once complete, click **Submit**.

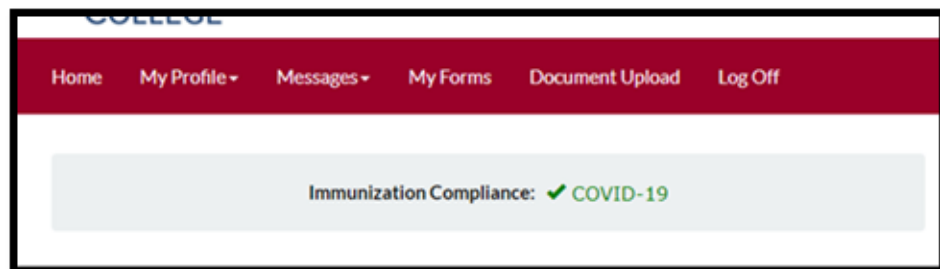
1. The **Medical Exemption request** form is available for download at:
https://www.gavilan.edu/news/COVID19_2020/vac_docs.php
2. Take the medical exemption form to your medical provider to complete.
3. Once complete, the medical exemption request form must be uploaded to your Health Services portal and submitted for review.
4. Click on document upload. Click on the Document Type drop-down menu and select **Student Medical Exemption Form**.
5. Select the saved file from your computer. Click **Save**.



The screenshot shows a web interface for uploading a document. At the top, there is a dark red navigation bar with the text 'Document Upload' and 'Log Off'. Below this, the main heading is 'Upload Document' in a large, dark red font. Underneath the heading, there is a paragraph of instructions: 'Please select the type of document, browse to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, PDF, BMP AND GIF. Each file should not exceed 6MB.' Below the instructions, there is a 'Document Type' label followed by a white dropdown menu with a downward arrow. Underneath the dropdown, there is a 'File' label followed by a light gray input field and a red 'Browse...' button. At the bottom of the form, there is a red 'Save' button.

Please allow **14 working days** of review time for exemption requests. Students will receive an email via the Health Services Portal once request is reviewed by Health Services. The email will include relevant accommodation information, required testing information and/or reason for the denial. Students must log in to the Health Services portal to see their secure messages for exemptions and accommodations.

Once a medical or religious exemption is approved, you will see the following Immunization compliance message on your Health Services portal:



The screenshot shows a web interface with a dark red navigation bar at the top containing the text 'Home', 'My Profile', 'Messages', 'My Forms', 'Document Upload', and 'Log Off'. Below the navigation bar, there is a light gray rectangular box containing the text 'Immunization Compliance: ✓ COVID-19'.

NOTE: Students must submit a new (medical or religious) exemption request for each primary semester (Spring and Fall).