

Following the recent communication regarding the [flu immunization requirement](#) for on-site employees, we want to share the instructions for submitting your flu immunization documentation or exemption.

Non-health profession employees have three options for completing the flu immunization requirement, listed below. Instructions in Spanish will be available via the [Employee FAQ](#) next week.

Employees of health sciences and health profession programs may have different specific instructions. Please check with your department or Human Resources Partner for applicable instructions if you are an employee of *Keck Medicine of USC, Keck School of Medicine of USC, USC School of Pharmacy, USC Division of Biokinesiology and Physical Therapy, USC Chan Division of Occupational Science and Occupational Therapy, or the Herman Ostrow School of Dentistry of USC.*

Option 1: Through the USC Pharmacies

Employees may receive their flu immunization through the USC Pharmacies. Record of immunization completion are automatically updated in the health records system, My Student Health Records (MySHR). No further steps necessary.

Option 2: Other pharmacy or retailer

Keep the documentation of your flu immunization. It must have your name, your date of birth, name of the vaccine, and date administered. Take a photo of the document, and upload to MySHR.

1. Log into the [MySHR portal](#) using your USC NetID
2. On the menu on the left side of the screen, scroll down and click on the Downloadable Forms link
3. On the right side of the screen, scroll to 2020-2021 Flu Shot Documentation
4. In the 2020-2021 Flu Shot Documentation section, click the Upload button and upload your documentation
5. Click Save

The screenshot shows the USC Student Health portal interface. On the left is a navigation menu with items: Home, Profile, Medical Clearances, Health History, Appointments, Groups/Workshops, Referrals, Handouts, Messages, Letters, Downloadable Forms (highlighted in red and circled), Forms, and Insurance Card. The main content area has three sections: 1) A notice for students who tested positive in the past 90 days, with a status of 'Upload Required'. 2) 'Counseling Supervisory Disclosure & Consent to Videotaping' section with 'Download' (Preview and Download buttons) and 'Upload' buttons, and a status of 'Upload Required'. 3) '2020-2021 Flu Shot Documentation' section, which is circled in black. It contains the text: 'Please upload your flu shot documentation here if you received it outside of USC Student Health or USC Pharmacy.' and an 'Upload' button highlighted with a red arrow. The status for this section is also 'Upload Required'.

Option 3: Complete an exemption form

Employees who are unable to receive a flu immunization should complete either the 1) [medical exemption request form](#), or the 2) [religious or philosophical exemption request form](#). Upload the form to MySHR following the same instructions as Option 2.

If you've already received your fall 2020 flu shot

There are several options to obtain documentation of a recent flu vaccination. Employees can contact the physician's office or pharmacy where they obtained their flu shot for a copy of documentation. Additionally, some flu shot providers upload their information to the California Immunization Registry (CAIR), including flu shot clinics hosted by the LA County Department of Public Health. To search for your immunization information, please visit the [CAIR site](#). For more information about CAIR, please visit the [About CAIR](#) page on their website.

Please do not drop off documentation or exemption forms at the USC Student Health Center.

Thank you for your continued commitment to the university's ongoing operations, and to protecting the health, safety, and wellbeing of yourselves, each other, and in the community at large. If you have any questions, please visit the [Employee FAQ](#) on the We are SC site or contact the [HR Service Center](#).