

Hello, welcome to Oaklawn,

Oaklawn has partnered with TrackMy Solutions to implement a vaccine verification and management platform.

All New staff, Volunteers and Contracted Staff will be required to maintain their vaccination status in TrackMy for compliance and reporting purposes. TrackMy makes this process easy with the ability to automatically obtain your vaccine records from several state immunization systems. All vaccinations including Self-reported doses that are not in the state registry, Medical and Religious declinations will be managed in the system. This platform is only available while you are employed with Oaklawn and will be deactivated should your employment end.

TrackMy is a software platform that communicates to MCIR; it does not release your private information to any outside entity, government or otherwise. This information will be used by the Occupational Health staff (HR); no one has access to the information that doesn't require it.

The steps below will help guide you through retrieving your vaccine history and adding any self-reported doses to complete compliance.

Navigate to the URL: oaklawn.trackmyverivax.com

Or scan the QR code below.



- Click Register
 - Registration Key: oaklawnvoleer1
 - Complete the Patient Registration and click "Request Account" [blue box]
 - Click on "I agree to the above statement" check box.
 - Review all acknowledgements and click "I agree".
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- 1) Select "Retrieve Vaccine History" [blue box]
 - Complete the needed steps, such as entering your name and state where previous vaccines were received.
 - Include previous legal names or states that you have received a vaccination, individually.
 - Click "Finish and Save"

Track My will take your information to the selected state registries and pull your vaccination history. *(This typically takes less than 15 seconds.)* If the process completes immediately, you will receive instant feedback and be taken to your 'My Vaccines' page to view the results. If the process takes longer, TrackMy will send you an email when the process has been completed. To check your overall compliance, please go

to the Compliance Dashboard from the homepage. This dashboard will show you what Oaklawn is monitoring for employee vaccinations.

If you need to submit manual proof of vaccination to complete your compliance, please click on the 'Add A Dose' button on the 'My Vaccines' page; this form will allow you to add any doses not found within the state registries.

- You must upload an image/document for the manually reported doses.
- To upload a titer result, navigate to 'Submit a Test Result.'

If you need to submit a Declination or Exemption,

- Select the Exemptions tab for those selecting a Medical or Religious exemption. Entries will be approved through electronic workflows, and you will be notified of the results and next steps.

2) Select "Forms and Consents" from the dashboard.

- Select Tuberculosis Survey.
 - Complete the assessment.

3) If required to complete the Respiratory Medical Evaluation Questionnaire (RMEQ), select the "Respirator Fit Testing" icon from the dashboard.

- Select OSHA Respiratory Medical Evaluation option.
 - Confirm name and date of birth.