

UNIVERSAL HEALTH CERTIFICATE (UHC) AND ORAL HEALTH ASSESSMENT (OHA) SUBMISSION AND REVIEW PROCESS

Students are required to complete and submit health forms to their school each year. These documents help inform school health staff (e.g., school nurse or health technician) of the student's compliance with the District's health and immunization requirements and provide information on student health conditions so that they receive necessary health services. For more information, please see the OSSE website or the DC Health School Heath Services Program website.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Parent/Guardian	Healthcare or Dental Provider	Parent/Guardian	School Front Office Staff	School Health Staff (School Nurse)
 Obtains the health forms from the <u>DC Health School Health Services Program website</u> or from the student's school. Completes Part 1 of the UHC and Part 1 of the OHA. Brings a copy of the UHC and OHA to the student's health and dental appointments. 	 UHC: The student's licensed healthcare provider (e.g., pediatrician, nurse practitioner, or physician associate/assistant) completes Parts 2-4 of the form. OHA: Student's dental provider completes Part 2 of the form. 	 Following the appointment, submits the completed UHC and/or OHA to the school's front office personnel, such as a registrar or other staff member responsible for collecting student records. Ask the school for the school-specific process for submitting these documents. Recommended: Maintains a copy of the completed UHC and/or OHA for their student's records at home. 	 Confirms receipt of the completed UHC and/or OHA by inputting it into the student information system (SIS). UHC: Signs the bottom of the UHC to confirm receipt (see under OFFICE USE ONLY). Follows the established protocol to submit the completed UHC and/or OHA to the school health staff within 24 hours of receipt. 	 UHC: Reviews the form for completeness and signs the bottom of the UHC to confirm receipt (see under OFFICE USE ONLY). OHA: Reviews the form for completeness. UHC and OHA: Enters the appropriate health information into the electronic health record (eHR). Ensures all immunizations reflected on the UHC are accurately captured in the District of Columbia Immunization Information System (DOCIIS 2.0). Identifies whether student is missing any immunizations and works with the school to complete outreach to families.

Based on the student's specific health needs, they may require an Asthma Action Plan, Anaphylaxis Action Plan or a Medication and Medical Procedure Treatment Plan. See DC Health School Heath Services Program for more information. Parents/guardians should speak with the student's healthcare provider or the school's health staff if they have questions.











