Medatrax Information

The Graduate Nursing Programs at Indiana State University utilize Medatrax for documentation. The Medatrax system provides on-line tools specifically designed to assist in recording and maintaining student and clinical data. After you have uploaded the following list of documents, you are advised to log into Medatrax at least once per month to ensure your documentation remains compliant.

It is best to get all documents together and located in a file folder on your desktop. This will reduce the time to complete the process. *(some documents submitted as part of the admission process may already be uploaded)*

Immunization Requirements:

- **MMR**-(Positive Titer or Proof of two doses)
- **Varicella**-(Positive Titer or Proof of two doses)
- **Tetanus-Diphtheria Pertussis** (Tdap within 10 years) must show evidence of vaccine with pertussis
- **TB (**required initial TB (2 step skin or TB Gold) followed by annual testing) **Never delete the initial TB documentation from Medatrax
- **Hep B** (Positive Titer or Proof of three doses)
- **Flu** (required annually)

Additional Health & Insurance Documentation required:

- **Malpractice Insurance** (proof required one month prior to starting clinicals)
- **BBP/OSHA** (Required annually) If required by your employer, upload documentation showing completion and the expiration date. If your employer does not require it, there are on-line courses that will meet the requirement. Contact our office. ISU-DistanceNursing@indstate.edu
- **HIPAA** "CITI Training: Information Privacy and Security Training" (required once during the program -enter your program completion date from your plan of study / upload certificate from orientation)
- **Drug screening** (only if required by clinical agency)
- **Criminal Background Report** (completed upon application to the program)
- **Orientation/Handbook Acknowledgement** (you must click yes and enter date orientation was completed)
- **Medatrax training certificate** (once you have watched the video, email the Medatrax Webmaster and request a certificate)
- **Student photo** (color 2x2)
- Current copy of your **driver's license**
- **CPR** (Upload copy of your current certification and enter expiration date)
- **RN License** (Must submit copy of the license verification from your state's verification site)

 From any tab in Medatrax, if you click the blue bubble with a question mark, it will give you specific requirements.

Note: We understand immunization records are frequently listed on one page. If your immunizations are listed on one page, upload that page for each immunization requirement (IE. If the nursing immunization form was completed and signed, this document may be uploaded for each immunization.)

Please verify that documents uploaded are legible and have the necessary information. The uploaded document does not appear at the link until you click 'OK'.

Frequently Asked Questions:

1. How do I meet the TB testing requirement?

Students are required to show proof of initial TB testing. The initial test can be either a two-step skin test (tests completed 1-3 weeks apart) or a QuantiferonTB-Gold or T.SPOT-TB blood testing. This must be followed up by annual testing. All documentation must be uploaded.

2. My initial two-step testing was completed in 2012; Do I have to upload proof of that testing and annual testing until current date?

The short answer is yes. If there are any breaks in your documentation and/or your testing, the initial two-step or blood testing must be completed.

3. I had a Tetanus booster last year, do I need to get a Tdap?

Students must provide documentation of a Tdap within the last 10 years. Td does not include pertussis and students may therefore be at risk of infection.

4. I had the chickenpox as a child. Do I need to get the immunization?

You must provide signed documentation from a medical provider (MD, DO, PA, NP) verifying that you had the illness. If you are not able to do so, you will need proof of either two doses of varicella vaccine (28 days apart) or serologic evidence of immunity (positive titer).

5. Will I have to continue to update Medatrax with immunization information annually?

You will be required to update items that expire. This would include things such as your RN license, CPR, and Blood Borne Pathogens training documents. You will also need to repeat your TB (1 step or TB-Gold) testing annually in addition to your influenza vaccine.

6. What happens if my Medatrax documentation is not kept up to date?

It is the student's responsibility to keep documentation up to date in the system. Regardless of where you are in your plan of study, you are required to log into the system monthly at minimum to ensure that you do not have any alarms (items needing your attention). Students who have alarms and/or expired documents will not be able to log clinical hours and are subject to various disciplinary actions up to and including dismissal from the program.

7. What are the benefits of this for me?

The University has an obligation to ensure the safety of all persons that you may come into contact with during your time as a student at Indiana State. We also have a duty to ensure that you are protected from all preventable health risks. We are committed to your health and your success. Illnesses such as those mentioned in the health policy can have devastating life consequences. Indiana State Law and the Accreditation Commission for Education in Nursing mandate that we remain in compliance with certain rules and regulations. While the burden of safety is high, we value your health and our accreditation

Reviewed by Program Coordinator, Jessica Durbin, DNP, FNP-BC 8/24/2021