Submitting Vaccine Exemption Requests – COVID & Influenza

Step One - Download the appropriate exemption form:

1. Visit https://redcap.lghealth.org/redcap/surveys/?s=PDNKAEWF4MXWDHXX. Select the **type** of vaccine exemption you are requesting and the **reason**.

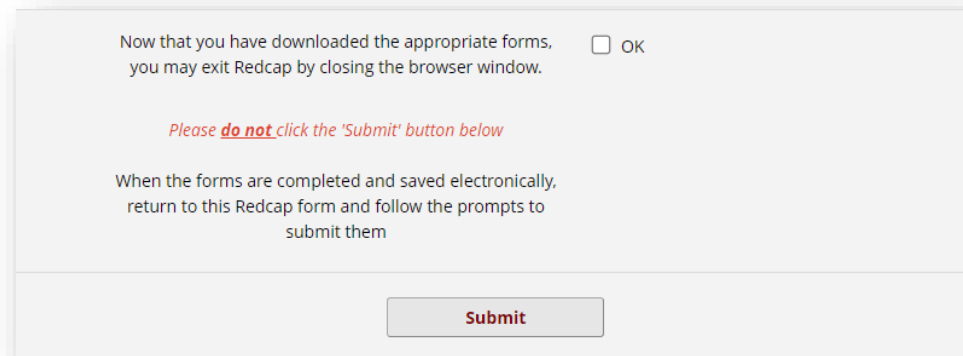2. Select '**No**' under **I have a completed exemption form and any additional supporting documentation saved electronically and ready for upload.** This will give you access to download and print the appropriate exemption form. Note, these forms must be signed by a member of the clergy (religious) or a medical provider (medical).

3. Once you have downloaded the form, select '**OK**' and close the browser window. Do <u>not</u> click the 'Submit' button. You will return to this form once you are ready to upload and submit the completed exemption form.
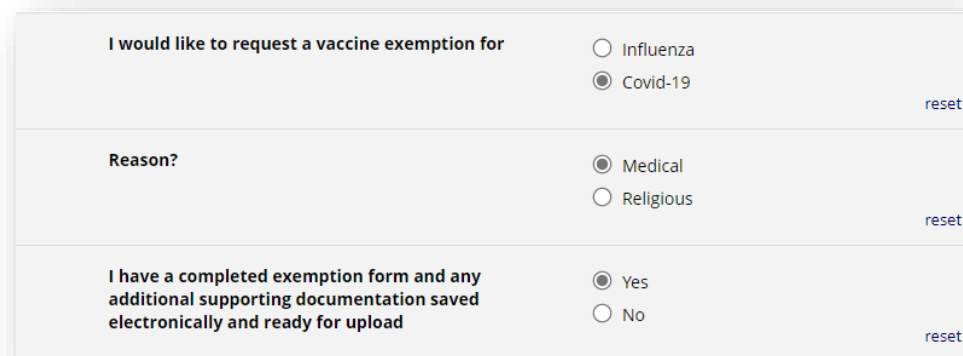
Step Two – Upload the completed exemption form:

4. Once you have the completed exemption form and any supported documentation saved electronically, visit https://redcap.lghealth.org/redcap/surveys/?s=PDNKAEWF4MXWDHXX. Select the **type** of vaccine exemption you are requesting and the **reason**, but this time, select '**Yes**' under **I have a completed exemption form and any additional supporting documentation saved electronically and ready for upload.**
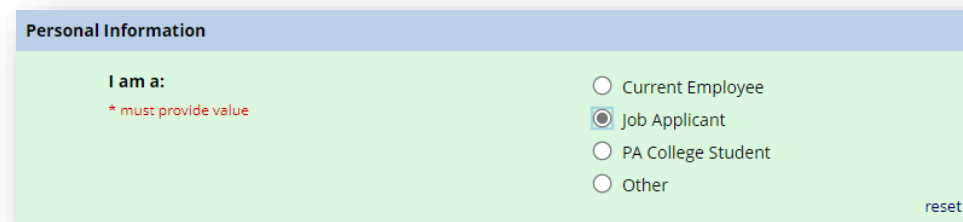

5. Under **Personal Information**, select 'Job Applicant' under the 'I am a' section.

6. Enter your **First Name** and **Last Name**, **Social Security # (last 4 digits)**, and **NPI #** (if applicable). *Note*, if you are requesting a medical exemption, you'll be asked for the **Medical Reason** for the request.

7. Under **Required Supporting Documentation**, select ⬆ Upload file to upload the electronic copy of your completed exemption form. Once you have selected the file (use the 'Choose File' button), click the **Upload file** button to attach the form.

8. If you have any supporting documentation, you can use ⬆ Upload file under the **Optional: Please add any additional supporting documentation in the fields below** section to upload the files.

9. Once completed, click the **Submit** button to formally submit your exemption request.