

## Submitting Vaccine Exemption Requests – COVID & Influenza

**Step One** - Download the appropriate exemption form:

1. Visit <https://redcap.lghealth.org/redcap/surveys/?s=PDNKAWF4MXWDHXX>. Select the **type** of vaccine exemption you are requesting and the **reason**.

**LG Health Vaccine Exemption Request Form** Resize font: + | -

Please complete this form to request an exemption from a Lancaster General Health vaccination requirement.

Instructions:

1. Follow the prompts to download the appropriate exemption request form.
2. Download, print, and complete the form in its entirety.
3. Electronically save the completed exemption request form, as well as any additional supporting documentation.
4. Return to the Redcap form and complete the appropriate fields.

*If you encounter any issues while completing this form, please reach out to the Employee Health department at 717-544-5984, option 0*

**I would like to request a vaccine exemption for**

Influenza

Covid-19 reset

**Reason?**

Medical

Religious reset

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).

**I have a completed exemption form and any additional supporting documentation saved electronically and ready for upload**

Yes

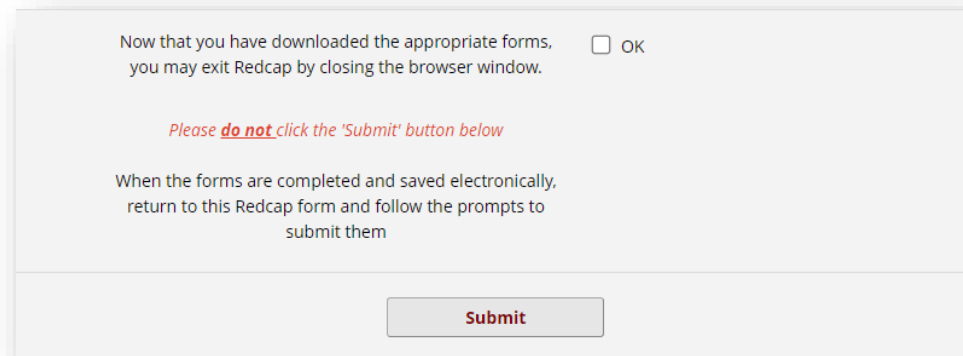
No reset

**To be considered for a medical exemption from the Covid-19 vaccination requirement:**

1. Download and print the form attached below.
2. Complete the form in its entirety and save as an electronic document.
3. When complete, return to Redcap and finish the questionnaire, uploading the completed document in the appropriate section.

Attachment: [20220330085150-COVID-19Immunization-Form-RequestforMedicalExemptionfromCOVID-19Vaccination.pdf](#) (0.68 MB)

- Once you have downloaded the form, select 'OK' and close the browser window. Do not click the 'Submit' button. You will return to this form once you are ready to upload and submit the completed exemption form.



Now that you have downloaded the appropriate forms, you may exit Redcap by closing the browser window.  OK

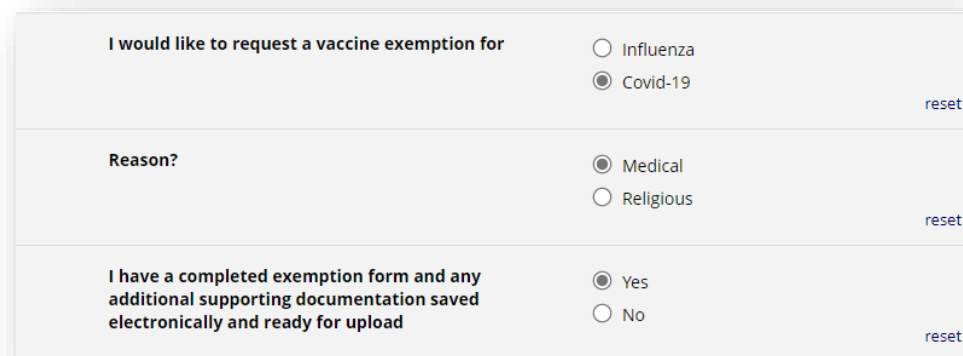
*Please **do not** click the 'Submit' button below*

When the forms are completed and saved electronically, return to this Redcap form and follow the prompts to submit them

**Submit**

**Step Two** – Upload the completed exemption form:

- Once you have the completed exemption form and any supported documentation saved electronically, visit <https://redcap.lghealth.org/redcap/surveys/?s=PDNKAEFW4MXWDHXX>. 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**.

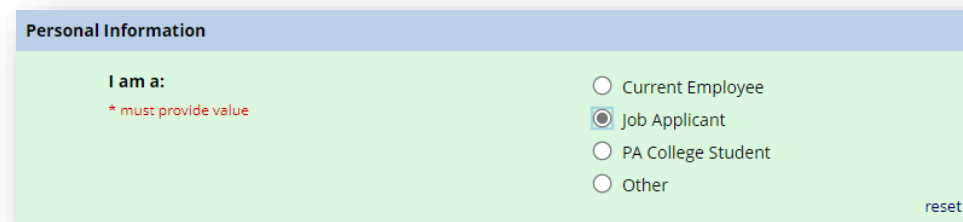


I would like to request a vaccine exemption for  Influenza  Covid-19 [reset](#)

Reason?  Medical  Religious [reset](#)

I have a completed exemption form and any additional supporting documentation saved electronically and ready for upload  Yes  No [reset](#)

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



**Personal Information**

I am a:  Current Employee  Job Applicant  PA College Student  Other [reset](#)

\* must provide value

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.

The screenshot shows a form with the following fields and options:

- First Name**: Text input field.
- Last Name**: Text input field.
- Social Security # (last 4 digits)**: Text input field.
- NPI # (if applicable)**: Text input field.
- What is the medical reason?**: Radio button options:
  - Recognized contraindication to COVID-19 vaccination
  - Currently Pregnant
  - Receipt of COVID-19 monoclonal antibody treatment
  - Recent COVID-19 acute infection within 90 days
  - Diagnosis of Multi-system Inflammatory Syndrome-adults (MIS-A) \*
  - Other severe reaction

Additional text in the form: "Please attach supporting documentation in the designated section at the end of the questionnaire" and "\*accompanying medical documentation for MIS-A is required". A "reset" link is located at the bottom right.

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.

The screenshot shows a dialog box titled "Upload file" with the following content:

- Text: "Please upload your completed Covid-19 exemption request form"
- Text: "Select a file then click the 'Upload File' button"
- Buttons: "Choose File" (disabled) and "Upload file" (active)
- Text: "No file chosen" and "(Max file size: 32 MB)"

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.