

APPENDIX C
Employee Immunization Record Form



Important Information and Instruction for
Obtaining the Hepatitis B Vaccination Series

The Hepatitis B vaccine series is typically 3 shots given over a 6-month period.

NOTICE: If you are unsure if you have been vaccinated against Hepatitis B, please call the Portage County Health and Human Services-Department of Public Health(PCHHS-DPH) at 715-345-5350 to obtain a copy of your record.

STEP 1: Prior to going to the walk-in clinic, please call 715-345-5350 and ask the publichealth nurse if there is adult Hepatitis B vaccine on hand.

STEP 2: Make sure that the front desk at the PCHHS-DPH knows to send the invoice to...

The University of Wisconsin-Stevens Point
Payment Services
2100 Main Street, Room 041
Stevens Point, WI 54481-3897

STEP 3: The PCHHS-DPH walk-in immunization clinic is located at...

817 Whiting Ave, Stevens Point
Hours of Operation: Call to confirm hours of operation

STEP 4: Be sure to use the UWSP form provided on the next page to record your doses. Give this form to your supervisor after each dose so that they can forward the record to the Human Resources Department - EHS Office.



University of Wisconsin-Stevens Point

Business Affairs
Environmental Health and Safety

Stevens Point, WI 54481-3897
715-346-2320; Fax: 715-346-3780

University of Wisconsin-Stevens Point
Hepatitis B Immunization Record For:

Employee: _____

Department: _____ Job Title: _____

INITIAL DOSE of _____

Date: _____ Vaccinator: _____

Healthcare Provider: _____

(30 days after initial)

SECOND DOSE of _____

Date: _____ Vaccinator: _____

Healthcare Provider: _____

(6 months after initial)

SECOND DOSE of _____

Date: _____ Vaccinator: _____

Healthcare Provider: _____

TITER RESULTS:

(Date Drawn) : (Administered by) (Provider) : (Result)

(Date Drawn) : (Administered by) (Provider) : (Result)