Dear Student,

As a service to all UTHSC students, beginning with the Fall 2018 term, Qualified First, Inc. is the newly named vendor of record for all of your immunizations. This service will allow you the ability to keep track of your immunizations in one place for your entire academic and professional career at no charge to you. That’s right, FREE IMMUNIZATION TRACKING FOR LIFE!

The introductory email as well as the code your need for your program of study, will be sent directly to you. You will have the ability to create your own account and upload your immunizations for verification, which will expedite the immunization management process.

Please do not submit your immunization records to UTHSC Student Health as they will not manage your immunization tracking but they WILL continue to provide required immunizations for all students.

Here is a sample of how the immunization process will work for Fall 2018:

Once you enter the code within the First Time Users box and click “Get Started!”, you will be taken through the next three steps to create your new QualifiedFirst (QF) account.
**You will need to remember your login for accessing your QF account in the future.

Once you have created your account, you will have the ability to begin entering and uploading documentation for your immunizations (if applicable within the code). If you do not see the email that contains your immunization information, please check junk and spam folders as it may redirect depending on your spam settings. There will be an expiration date related to your immunization requirements. This date will be found in the email you receive.

If you do not complete the immunization portion upon your initial login, you may continue at a later date once you have the supporting documentation gathered and ready to upload. If there are outstanding items you need to work on, you will receive a pop-up message upon future login.

Below is a sample of the pop-up message you will receive when there are incomplete requirements-
To work on these requirements, click the “Work on this now” link within the window.

Once you’ve clicked the “Work on this now” link, it will walk you through the outstanding requirements. The image below is an example of what to expect (not the UTHSC exact page). The QualifiedFirst system will provide you with available options based on requirement rules.

Please note that you will need to enter dates exactly as they are noted on supporting documentation or these items will be denied. Your document must also reflect a medical source name. In the event of a denial, you will receive notification explaining what needs to be corrected. Once you have made the correction to the requirement, your document will go back into the queue for review by Qualified First. Document review is not immediate and you should allow approximately 2-3 business days for an update.
When your immunizations are complete, you will receive a notification via email or text (whichever you selected when setting up your QF profile) alerting you to log into QualifiedFirst and review the report. Once logged in, you will be asked to confirm the accuracy of the report and provide permission to send the report to UTHSC. **We will NOT receive your report without you completing these steps and a HOLD will remain on your student account, preventing you from registering for courses.** Samples of each notification type are below.

**Email example:**

Hi (Name),

Your background report is now complete **and ready for you to review!**

**IMPORTANT NEXT STEP:**

You MUST log back into your QualifiedFirst account to review your Background report.  
http://qualifiedfirst.verifiedcredentials.com

Thank you for being a QualifiedFirst customer!

QualifiedFirst Support Team

**Text example:**

When logged into QualifiedFirst, you will also see the following notification with link to approve the report.

![Notification Example](image)

The page where you must review the report for accuracy will have the below messaging and options.

**IMPORTANT NEXT STEPS:**

1. **Review and Confirm**

   (A copy of your pdf report will be available for review)

   Does everything in your report look okay?

   - YES, I have reviewed my background check and everything in it is accurate.
   - NO

2. **A Message from The University of Tennessee Health Science Center**

   The University of Tennessee Health Science Center would like you to send them a copy of your report. Please reply with your decision. Select from the following choices:

   - YES, I want to send this report to The University of Tennessee Health Science Center now.
   - NO, and I authorize QualifiedFirst to let The University of Tennessee Health Science Center know that I won’t be sending a copy of my report.

Click the Finished or Send Report button to complete.