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Stanford Hospital and Clinics and Lucile Packard Children's Hospital  
Occupational Health Services

## **FLU VACCINATION REFUSAL PROCESS**

Employees who either cannot receive the flu vaccine due to medical contraindication or who wish to refuse vaccination at this time, please follow the below instructions to access the required Healthstream course. There is no requirement to print out a certificate as completion of the course registers your refusal. Your OHS record will be automatically updated.

### **Access the HealthStream Site:**

1. Double Click on Internet Explorer:
2. Click to highlight the content in the **address bar** (the big white space at the top of the window, next to the word "Address"). Type [www.healthstream.com/hlc/stanford](http://www.healthstream.com/hlc/stanford)

### **Login:**

1. Input your User ID and Password (call IT for your account info at 650-723-3333)
2. Click on the **Login** button.

### **Enroll for the Course:**

1. Click on the tab named: "**Catalog**"
2. Under Search by Category, click on "**Refusal Forms**"
3. Click on Course Name – **Flu Vaccination Refusal**
4. Click on the button: **Enroll in this Course**
5. Complete the course
6. Click on **Survey Question**
7. Complete Survey Question
8. Click on **Submit** (Completion of survey will ensure successful refusal process)

**If you decline the flu vaccine, you will be required to wear a mask in patient care areas during the flu season.**

For any questions regarding accessing this course, email:  
[healthstream@stanfordmed.org](mailto:healthstream@stanfordmed.org)