

Dear UCLA Health Vendor Representative,

In order to support the health and well-being of UCLA Health students, faculty, staff, patients and our communities, the University of California has issued a system-wide executive order requiring all vendor representatives of the UCLA Health community to submit proof of vaccination to IntelliCentrics customer support for processing. UCLA Health will not accept requests for medical and religious exemptions or accommodations for vendor representatives.

The order is an important proactive measure to help protect members of the UCLA Health community and the public at large – and to ameliorate the severe burdens on health care systems anticipated during the coming fall and winter from influenza and COVID-19 illnesses.

In addition to protecting those on campus and the surrounding communities, this requirement is designed to avoid a surge of flu cases at health care facilities across the state during the unprecedented public health crisis caused by the coronavirus pandemic.

COVID-19 Vaccination:

Effective immediately, UCLA Health requires all vendor representatives to provide proof of COVID-19 vaccination. On July 15, 2021 the University of California Office of the President (UCOP) issued a policy that requires all UC faculty, staff, academic appointees, and students to be fully vaccinated against COVID-19, including UCLA Health. UCLA Health expects all vendor representatives to abide by the same policies followed by workforce members.

- Vendor representatives should upload their COVID-19 Vaccination Record Card in the IntelliCentrics portal as they have with previous vaccination credentials. A photograph or a scanned copy of the document is appropriate.
- All vaccine dates must be clearly documented from a medical professional. COVID-19 Vaccination Acceptance Criteria should include the vendor representative's name, product name or manufacturer, date, and clinic or health care provider.
- Vaccine proof should show the vendor has received all required primary series (first dose of a one-dose regimen or their second dose of a two-dose regimen) and vaccine booster.
- Vendor representatives experiencing technical issues uploading their COVID-19 Vaccination Record Card should e-mail Intellicentrics Customer Support at

CustomerService.US@IntelliCentrics.com or contact Intellicentrics Live Support at 817-732-3873.

Influenza Vaccination:

All vendor representatives of the UCLA Health community are required to receive an influenza immunization before Nov. 1, 2023.

To maintain compliance with the immunization requirement, vendors will need to create an IntelliCentrics account. This will allow IntelliCentrics to process and maintain immunization documents to meet the health system's requirements.