



# InHouse Physicians Verification Record Upload FAQs

## Vaccine Records

### 1. What does my card need to have?

- a. In order for IHP to approve your vaccine record upload, we need the following information:

Name, Date of Birth, Vaccine Brand, Vaccine lot number, Date Vaccine was administered, and Who or Where the vaccine was given.

### 2. What to avoid?

- a. Do not cover or hide the Date of birth – We will have to contact you to resend the card with a visible date of birth, which will prolong your verification process.
- b. Uploading the wrong card – Please double check that your information matches what was put in at registration.
- c. Different last name? Please hyphenate at registration to avoid delayed verification.
- d. Make sure both doses are listed on the vaccine card. We will reach out and ask you to resend the card if either dose is not listed. (\*\*Complete dose information includes: Vaccine Brand, Vaccine lot number, Date Vaccine was administered, and Who or Where the vaccine was given by\*\*)

### 3. Replying to an Email request

- a. Please hit “Reply” when resending your information. New messages without the original subject will delay the verification process.

## COVID-19 Test Records

### 1. What does my test image need?

- a. At-Home Test
  - i. Name, Date, and time of self-collection. This can be written on the test or a slip of paper included in the image. (If the test was not provided to you, please include the instruction for the results in the picture)
- b. Lab or Doctor’s office test
  - i. Name, Date and Time test was collected or results, A clear Negative or Positive detection. (This document can be sent via PDF or JPG. Typed word documents will not be accepted.)



## **2. What counts as a test record?**

- a. Covid Passes with QR Codes. (QR code image must have Name, Date of birth, vaccine type.)
- b. Print out with lab or medical facility name listed with contact information.
- c. Screenshots: If you have a mobile account, you can take a screenshot of the results. Please include Name, Date of Birth, Date, and Test results in the screenshot.