

To: All staff and salaried physicians
From: Christie Ruff, Regional Director Employee Health, Wellness and Safety
Date: April 14, 2022
Re: **Reminder to Upload Proof of Booster Dose of a COVID-19 Vaccine**

Employees and salaried physicians can now upload their proof of their booster (third) dose of a COVID-19 vaccine in our [new online system](#). Fee for service physicians will show proof of their booster dose of a COVID-19 vaccine to the medical staff office.

IMPORTANT NOTE: The employee health data base does not sync with pharmacies or the Horizon vaccination clinics. If you are unsure about us having this information, err on the side of caution and upload the proof into our new online system.

Options for using our new online system

1. Copy and paste link into Microsoft Edge **or** Google Chrome (Internet Explorer is **not** supported):
<https://horizonnb.kicsdata.com/formentry.php?type=new&formId=5&launchedFrom=formList>
2. Scan the QR code with your phone to access
3. Drop by one of our [help desks](#) to get support with the process
4. Drop by one of our libraries to get support with the process



What do you need to upload proof in our new system?

- Your employee number
- Date of your third dose
- Type of COVID-19 booster vaccination received
- A PDF or image file showing your proof of third dose

The platform is accessible on a computer or smartphone,
and at home or at your workplace.