# Step by Step instructions for completing Health Services Requirements

All Health Requirements are completed on your student health portal using this link https://belmont.medicatconnect.com/clinic.aspx or through your MyBelmont account using the following directions.

1. Sign into MyBelmont then Look for the Health Services link in the blue bar near top of page.
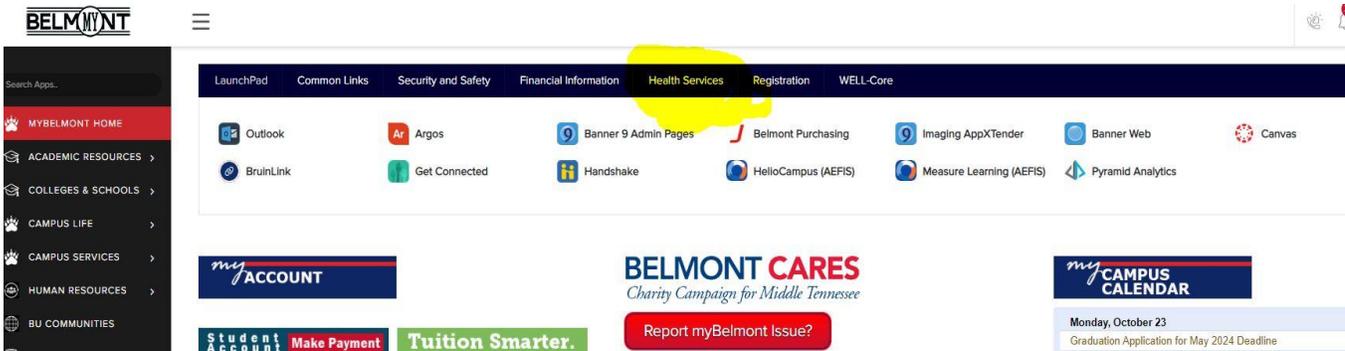
2. Next choose Health Portal

3. Choose Belmont University Health Services Clinic—Green "Get Started" button

COMPLETING THE REQUIREMENTS –NEXT PAGE

COMPLETING THE REQUIREMENTS

Google Chrome is the recommended web browser. If using a MacBook, please use another browser other than Safari.

There are 3 areas that will need to be completed for New Students.

Step 2 and Step 3 will need to be completed in the same log in session. You can complete step 1 at any time.

1. Forms
   a. Belmont Medical History
   b. Student Consent for Treatment

2. Immunization History—MUST BE DONE FIRST

   c. Enter Immunization Dates
2. Document Uploads
   a. Immunization documents—must enter dates before uploading document.

Forms completion, keep scrolling

1. <u>Forms</u>

- Complete the Belmont Medical History Form

- Complete the Student Consent for Treatment
    - If you are over 18, you will be given an electronic signature option. You only need to complete this option
    - If you are under 18, you will only be given a downloadable form option. You will need to print the document, sign along with your guardian and upload using the Upload tab.

Next step, entering immunizations

2. Immunizations—Complete this step before uploading any documents

A. Using the menu on the left side of the screen, choose the Immunizations tab. The RED dot means you are missing requirements.

B. Navigate to the bottom of the page to the "Required for All Students" and click on the "v" to expand the box. This will be where you enter the immunization dates.

This is the section that MUST be completed for all new students. You can enter the dates of the COVID, Recommended, and Travel but they are NOT Required. Use the Alternates to Requirements if you have titer results or a waiver to enter.

- **Required vaccines are MMR (2 doses), Varicella (2 doses), or positive titers.**
- **Meningitis ACWY is required for students living on campus.**
- **Hepatitis B and Tetanus are recommended for all students. They will be required for Health science majors (Pharmacy, Nursing, Medical, OT and PT) by their college before beginning clinicals.**

C. Use the "v" at the end of the "Please select one from list below" to access the area to enter dates. Pick each vaccine and enter the dates.

D. As you enter dates, you should see them input into the middle area. If you don't see this then there is an error and let Health Services know.

Do not click SUBMIT until you are done entering dates for each category.

E. After finishing each category go back to "v" and pick next vaccine on the list to enter dates.

- **Meningitis ACWY (received after age 16)**—this is only required for students living on campus
- **MMR** (if born on or after January 1, 1957)
- **Varicella** (if born on or after January 1, 1980)

After completing each of the Required for all students vaccines, you can choose to enter dates for other vaccines as described below.

- o **Alternatives to requirements**-This section is for titer results or history of disease. Use the same process as above.
- o **COVID 19**-This section is used to enter COVID 19 vaccine dates.
- o **Recommended**-This section is used to enter vaccines received but not required by the university.
- o **Travel**-This section is for any vaccines related to travel
- o **Other**-This section is for TB skin test results

- When you are completely done entering dates—Click the Blue "Submit" button

- Once you click Submit, you will be automatically redirected to the Upload page to Upload supporting documentation records.

- You MUST upload documents. If you leave this page without uploading documents, all of the dates you entered in the Immunizations tab **WILL NOT** be saved and you will have to repeat that step.

Next step, UPLOADS

3. Uploads

- Use this tab to upload documents
    - Vaccination record for the immunization dates entered—you should have been automatically redirected here after entering the dates and clicking "Submit."
    - Students under 18 ONLY, will need to upload the signed Student Consent for Treatment
- You may choose to upload multiple documents for multiple headings at one time (i.e. insurance card and immunization record) can be uploaded at the same time. If you have several documents of the same type (i.e. several pages of immunization records that are not in one file), you will need to upload one then come back and upload the others one by one.
- Uploads must be the correct file type (**Images must be .gif, .png, .tiff, .tif, .jpg, .jpeg. Documents must be .txt or .pdf**). If unsupported file types are uploaded the system will not accept the document.

- Ensure your name and date of birth are on every document.

- Make sure to scroll to the bottom of the selection boxes and click the Blue Upload button or your document will not upload and the immunization dates will NOT save.

After uploading, the system will return to the Immunizations tab. If you look at the bottom, it will look like everything disappeared. The system will not show anything until it refreshes at night so don't worry. Check the next morning and it should be there in a not verified state. Please allow staff 48-72 business hours to review. If it's not there, please email us at healthservices@belmont.edu

Way to go, you have completed all the requirements! Each record is reviewed by office staff and may take up to 4 business days to complete.   If you have questions, you can contact us at healthservices@belmont.edu.