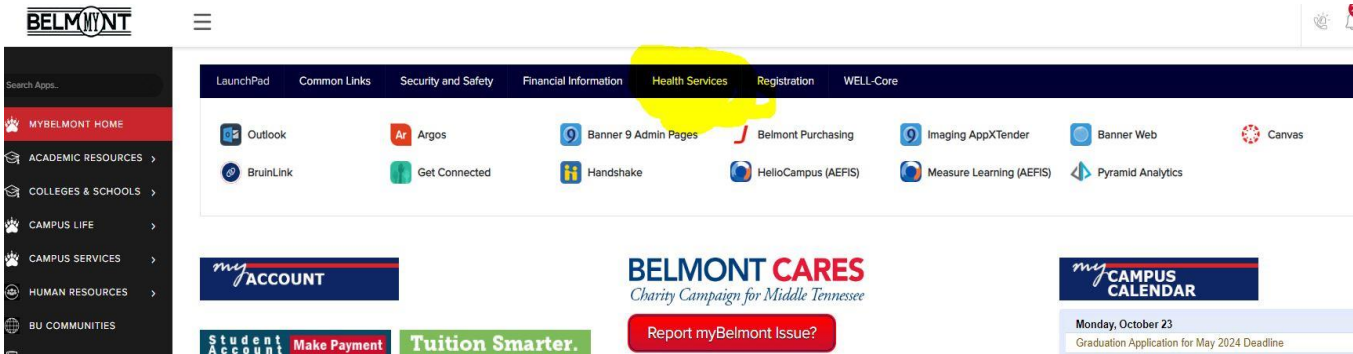


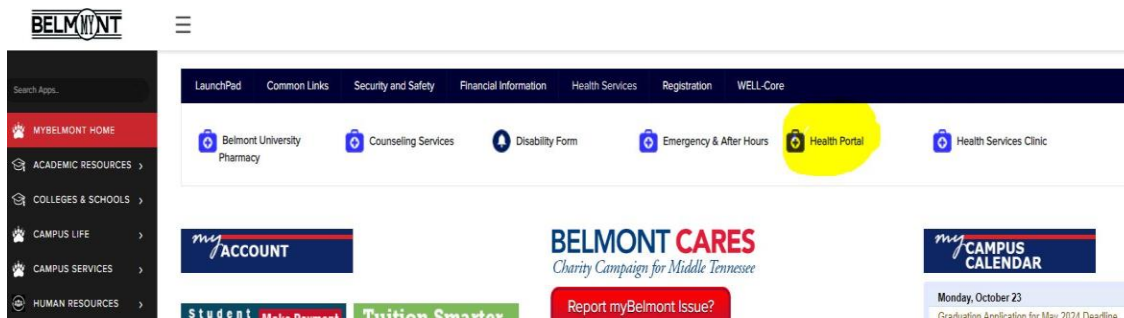
# Step by Step instructions for completing Health Services Requirements

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

1. Immunization History—**MUST BE DONE FIRST**
  - a. Enter Immunization Dates
2. Document Uploads
  - a. Immunization documents—**must enter dates before uploading document.**
3. Forms
  - a. Belmont Medical History
  - b. Student Consent for Treatment

**Immunization entry, keep scrolling**

# 1. Immunizations—Complete this step 1<sup>st</sup>

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

Home  
Appointments  
**Immunizations**  
Upload  
Forms  
Messages  
Education  
Statements  
My Profile

Welcome to your Belmont Health Services Portal

Clinic Location: McWhorter Room 106 beside the Pharmacy.  
Hours: Monday-Friday 8:00-4:30

**Health Requirements:** Your first step in completing the University health requirements will be entering your immunization dates on the Immunization tab. Enter all immunization the immunization record in the same log in session. Carefully read the information on the top of the Immunization tab. Email [healthservices@belmont.edu](mailto:healthservices@belmont.edu) to receive step-by-step in more information about Health Requirements.

**Appointments:** Use the [Appointment](#) button to the left to self-schedule your appointment. **To view scheduled appointments**, scroll to the bottom of this page.

**-COVID 19 vaccines:**

- Pfizer's updated COVID-19 vaccine will be available from Belmont Health Services starting Wednesday, October 4<sup>th</sup>. Schedule your appointment by scrolling to the bottom of this page.

**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.**

Print

Not Compliant

Required for All Students

Please select one from list below:

Alternates to Requirements

COVID-19 Primary Series

COVID-19 Booster

Recommended

Travel

Other

**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.**

Print Not Compliant View Missing Immunizations

Your status will be updated once submitted records are reviewed. Please allow 48-72 hours for us to review the information submitted and for your status to update.

Required for All Students

Please select one from list below:

- Meningitis ACWY (If living on campus. Menactra, Menveo, MCV4, Meningococcal)
- MMR Vaccine (Measles, Mumps & Rubella)
- Varicella Vaccine Series (Varivax, Chickenpox Vaccine)

COVID-19 Primary Series

COVID-19 Booster

Recommended

Travel

Other

Submit

- × Completed Belmont Medical History On Forms Tab
- × Consent For Treatment And Privacy Practices-Student
- × Measles Requirement
- × Meningitis AWYC Requirement Dose Must Be After Age 16
- × Mumps Requirement
- × Rubella Requirement
- × TB Test(Required ONLY If Answered "yes" To TB Questions On Medical History)
- × Varicella Requirement

**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.**

Print Not Compliant View Missing Immunizations

Required for All Students

Please select one from list below:

Hepatitis B Vaccine Series (Hep B, HBV, Recombivax, Engerix-B, Twinrix)

Date 01/01/2022 Date 02/01/2022 Date 07/01/2022

Alternates to Requirements

COVID-19 Primary Series

COVID-19 Booster

Recommended

Travel

Hepatitis B Vaccine Series (Hep B, HBV, Recombivax, Engerix-B, Twinrix) - 01/01/2022

Hepatitis B Vaccine Series (Hep B, HBV, Recombivax, Engerix-B, Twinrix) - 02/01/2022

Hepatitis B Vaccine Series (Hep B, HBV, Recombivax, Engerix-B, Twinrix) - 07/01/2023

- × Hepatitis B Requirement
- × Measles Requirement
- × Mumps Requirement
- × Rubella Requirement
- ✓ Completed Belmont Medical History On Forms Tab #1 08/15/2019
- ✓ Consent For Treatment And Privacy Practices-Employee #1 07/14/2020
- ✓ Meningitis AWYC Requirement Dose Must Be After Age 16 #1 08/15/2019
- ✓ TB Test(Required ONLY If Answered "yes" To TB Questions On Medical History) #1 08/15/2019
- ✓ Td Requirement Dose Must Have Been Received Within The Last 10 Years

**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.**

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

## 2. 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](mailto:healthservices@belmont.edu)**

**Almost Done, but first FORMS**

### **3. Forms**

- 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.

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](mailto:healthservices@belmont.edu).