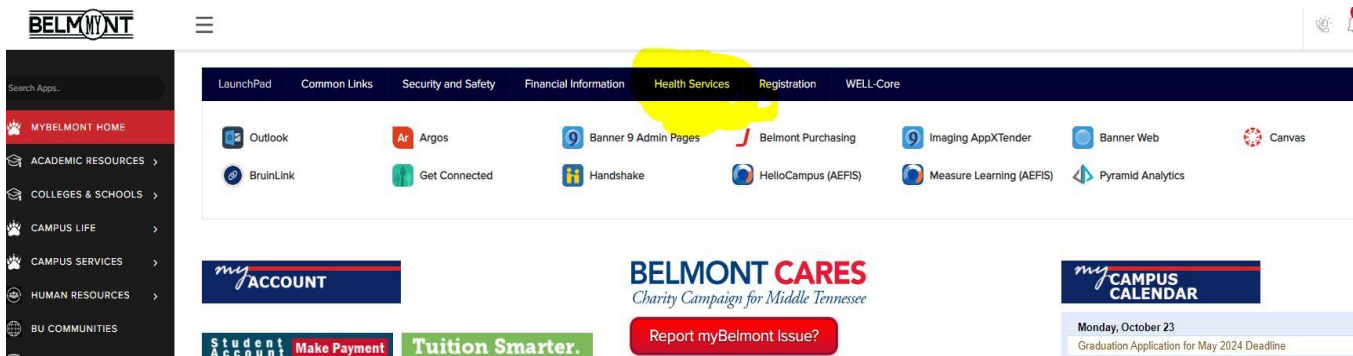


Step by Step instructions for completing Health Services Requirements

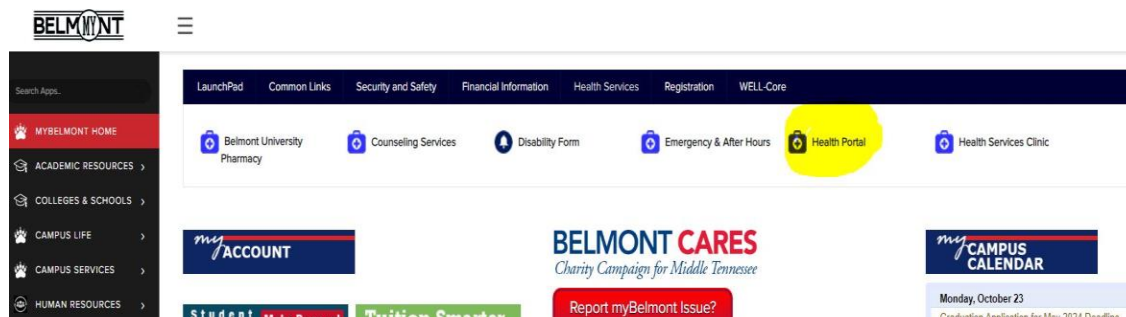
All Health Requirements are completed on your student health portal using this link <https://belmont.mediatconnect.com/clinic.aspx> or through your MyBelmont account using the following directions.

Please note that the proof of insurance required by the university CAN NOT be completed using the following process. You will need to log onto the UHC portal to complete this. Please refer to the university website <https://www.belmont.edu/student-insurance/> for any questions and contact information. There is also information at the end of this instructional document.

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
 - Belmont Medical History
 - Student Consent for Treatment
- 2. Immunization History
 - Enter Immunization Dates
 - Upload Immunization records
- 3. Document Uploads
 - Immunization documents—**must enter dates before uploading document.**

Forms completion, keep scrolling

FAQ's on the last page for help

1. Forms

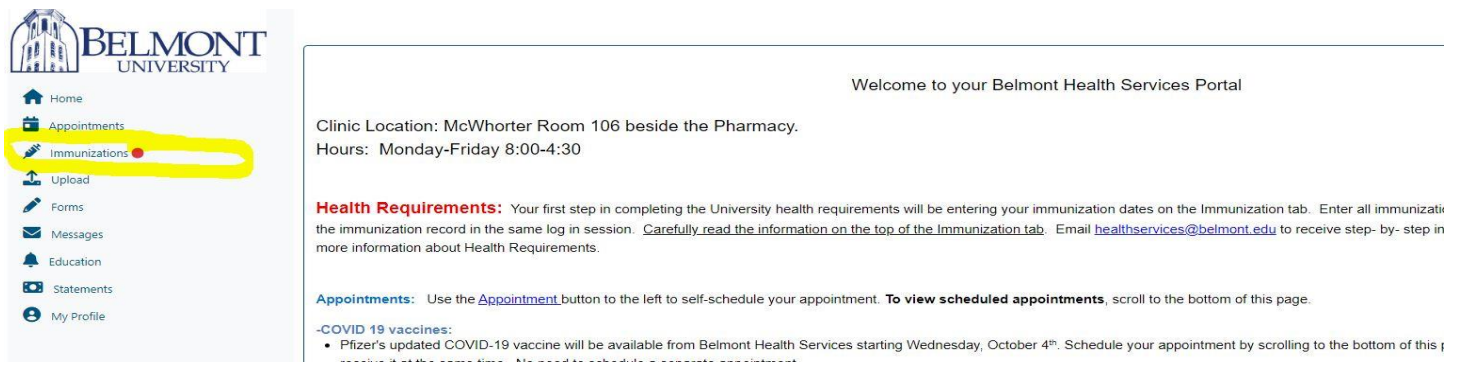
- Complete the Belmont Medical History Form
 - Completing this will let you know if you need a TB test and a Meningitis vaccine
 - If you have a red x by the requirement after completing the form, you must meet the requirement
 - If you have a green check, then you have satisfied the requirement, and no further action is needed.
- 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

FAQ's on the last page for help

2. Immunizations—Complete this step before uploading any documents

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



The screenshot displays the Belmont University Health Services Portal. On the left, a vertical menu lists various options: Home, Appointments, Immunizations (highlighted with a yellow circle and a red dot), Upload, Forms, Messages, Education, Statements, and My Profile. The main content area on the right is titled 'Welcome to your Belmont Health Services Portal'. It provides the clinic location as 'McWhorter Room 106 beside the Pharmacy' and hours as 'Monday-Friday 8:00-4:30'. A 'Health Requirements' section explains the first step is entering immunization dates on the Immunization tab, with a link to 'healthservices@belmont.edu' for more information. An 'Appointments' section instructs users to use the 'Appointment' button to self-schedule and to scroll to the bottom to view scheduled appointments. A 'COVID 19 vaccines' section mentions that Pfizer's updated COVID-19 vaccine will be available starting Wednesday, October 4th, and directs users to scroll to the bottom to schedule an appointment.

- ii. 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.

 Not Compliant

Required for All Students ^

Please select one from list below:

Alternates to Requirements v

COVID-19 Primary Series v

COVID-19 Booster v

Recommended v

Travel v

Other v

← Immunizations:

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.

iii. 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.

 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 v

COVID-19 Booster v

Recommended v

Travel v

Other v

X Completed Belmont Medical History On Forms Tab

X Consent For Treatment And Privacy Practices-Student

X Measles Requirement

X Meningitis ACWY Requirement Dose Must Be After Age 16

X Mumps Requirement

X Rubella Requirement

X TB Test(Required ONLY If Answered "yes" To TB Questions On Medical History)

X Varicella Requirement

Submit

iv. 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 07/01/2023

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

X Hepatitis B Requirement

X Measles Requirement

X Mumps Requirement

X Rubella Requirement

✓ Completed Belmont Medical History On Forms Tab #1 02/15/2019

✓ Consent For Treatment And Privacy Practices-Employee #1 07/14/2020

✓ Meningitis ACWY Requirement Dose Must Be After Age 16 #1 02/15/2019

✓ TB Test (Required ONLY If Answered "yes" To TB Questions On Medical History) #1 02/15/2019

✓ 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.

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

1. Meningitis ACWY (received after age 16)—this is only required for students living on campus
2. MMR (if born on or after January 1, 1957)
3. 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.

- Only one file can be uploaded at a time. If you have multiple pages saved as different files, you will need to upload the first one now. To upload the rest, you will go back to the Upload tab and select the category then the file and submit one at a time until you have uploaded all pages.

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
- 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. See prior page.
- 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 health services 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.

*******See next page for IMPORTANT information on completing the Insurance requirement.**

Proof of Health Insurance

You will need to go to the UHC portal to create an account and upload your current proof of health Insurance. This is a completely different process than the health requirements and the process you just completed WILL NOT be completed until you do this.

Here is the university website for information, the UHC portal link, and contact numbers.
<https://www.belmont.edu/student-insurance/>

Go to the RED “Waive coverage or enroll” button.

Continue scrolling on for FAQ’s

FAQ's

1. Health insurance-Proof of health insurance will need to be uploaded to the United Healthcare portal. You can access it on the Student Health insurance page. <https://www.belmont.edu/student-insurance/>
2. How do I know what's missing?- Check the box at the bottom right of the immunization page. If you see a red X, you are missing that requirement. Also be sure to check your secure messages on the messages tab.
3. I already see some of my immunizations in the system but I didn't enter them—We import immunizations from the TN State registry. If any of your doctors entered vaccines into the system, they will automatically be verified for you.
4. Multiple pages of records-The system will only let you upload 1 file at a time. If you have additional documents, go back to the upload tab, select the file, and hit upload. You can continue this step till you have uploaded all the files.
5. Immunization records-You can obtain your immunization records from your doctor, high school, or county health department.
6. How long does it take to get my records reviewed? -Please allow our office 48-72 business hours
7. Help- email us at healthservices@belmont.edu