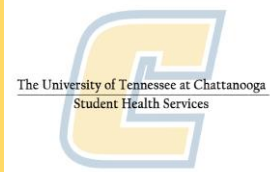# How to upload your immunizations to the UTC Patient Portal.

The University of Tennessee at Chattanooga
Student Health Services

- To get started, open your browser and visit www.utc.edu. Once there, click on the search bar and search Student Health Services.
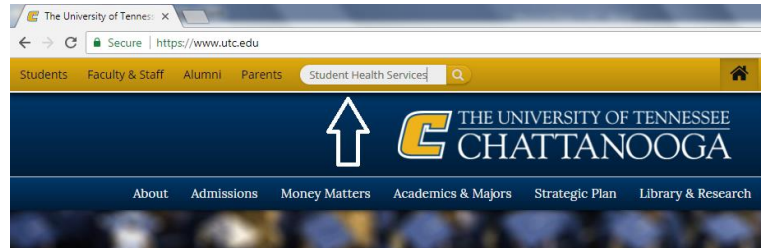

- Click on the first hyperlink once you search Student Health Services which will take you to our main home page. On the left hand side of the screen you will see a list of tabs. Click on the 'Immunizations' tab.
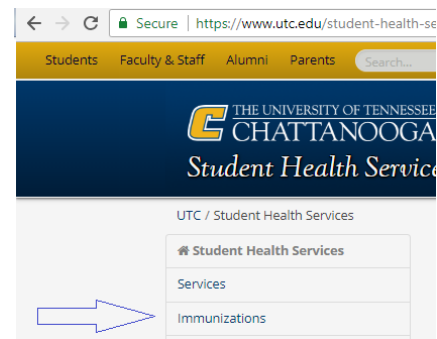

- Once on the immunization screen, select the Medicat Patient Portal image at the bottom left hand side of the screen. This will take you to a UTC login screen. Here you will login with your UTC ID and password. Click login.

How to upload your immunizations to the UTC Patient Portal.

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Student Health Services
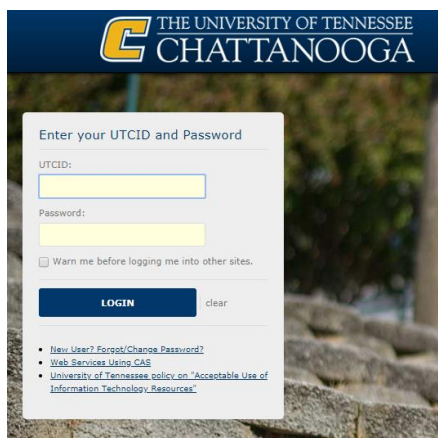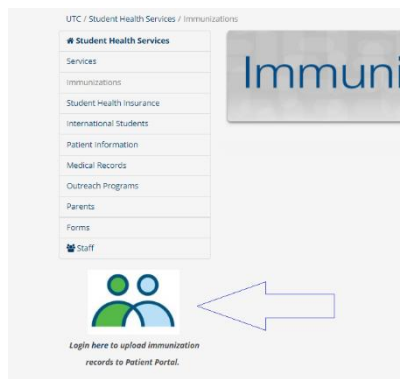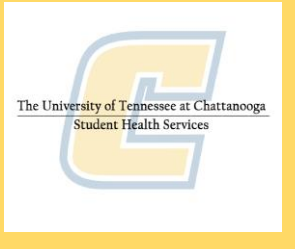
- Once you have logged in with your UTC ID and password, you will be brought to the UTC Patient Portal Home Screen. The home screen is where you will access your immunizations, messages, appointment information and more.
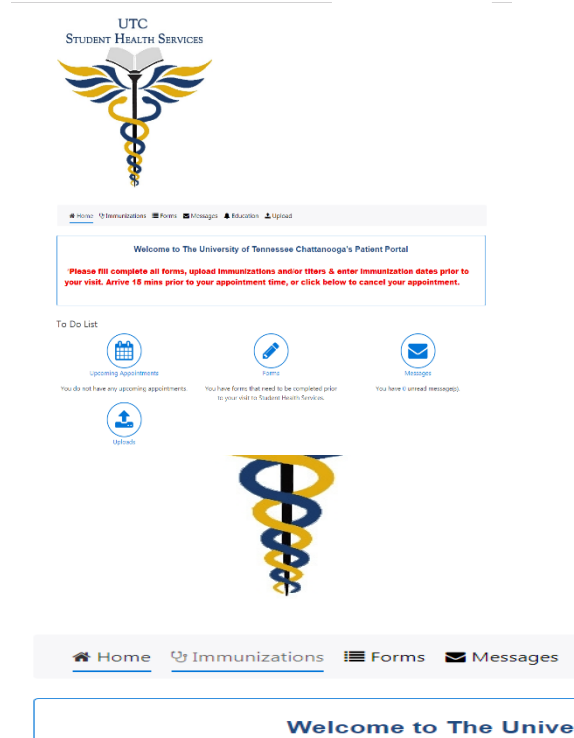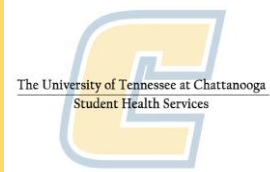

- Click on the immunizations tab that runs across the main page.

- The immunization page is where you will see what the University requires, what alternatives we accept instead of immunizations, and also some recommended

vaccines and shots we look for. Select which tab is best for you.

The University of Tennessee at Chattanooga
Student Health Services
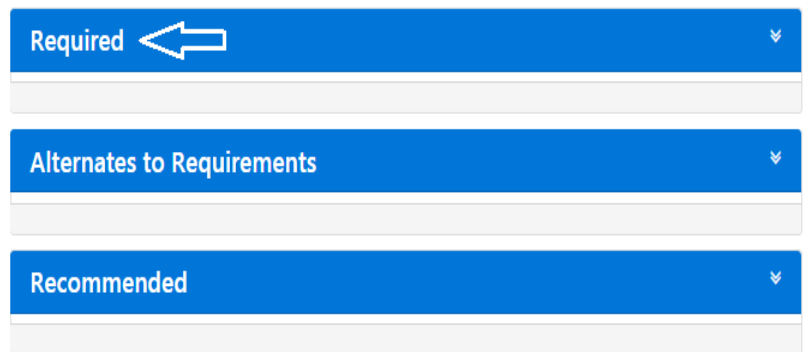
- Each drop down menu gives you a list of vaccines and titers that you can choose from.

  A titer is a blood test that shows if you have immunity to a disease.

Recommended

Flu Shot
mm/dd/yyyy

Hepatitis A Vaccine
Dose 1 mm/dd/yyyy
Dose 2 mm/dd/yyyy

HPV Vaccine
Dose 1 mm/dd/yyyy
Dose 2 mm/dd/yyyy
Dose 3 mm/dd/yyyy

Polio Vaccine
Dose 1 mm/dd/yyyy
Dose 2 mm/dd/yyyy
Dose 3 mm/dd/yyyy

- Select the drop down menu of your choice, and enter the date(s) of the vaccine and/or titer that applies to you.

Hepatitis B Vaccine
Dose 1 mm/dd/yyyy
Dose 2 mm/dd/yyyy
Dose 3 mm/dd/yyyy
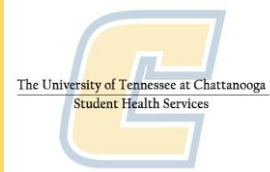
- Once all dates from your immunization record are entered, click one of the two blue submit buttons located at the top right or bottom left of each drop down menu.
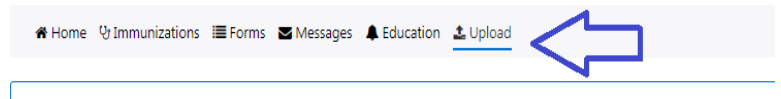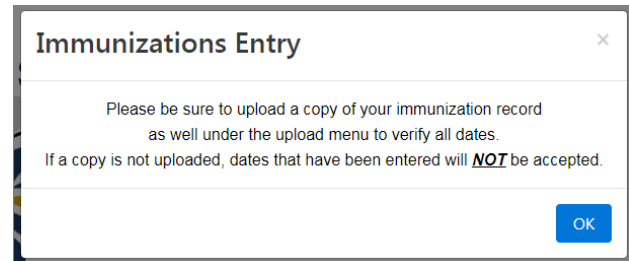

- To check to see if your immunizations have been approved, select each blue drop down category. Beside each immunization and titer that you have previously entered, if your record has been accepted, you will see **'Verified'** out to the right hand side of the box.

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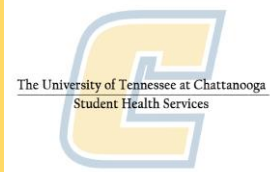
- After one of the blue submit buttons have been clicked, you will get a message asking you to upload a copy of your immunizations and/or titers. *-If a copy is not uploaded, we will not be able to verify that your immunization dates are valid, and the dates you have entered will not be accepted until we do so.* If the dates you have entered do not match your immunization record, your immunizations will not be considered acceptable. Click ok, then select the 'upload' tab.

Immunizations Entry ✕

Please be sure to upload a copy of your immunization record as well under the upload menu to verify all dates.
If a copy is not uploaded, dates that have been entered will **NOT** be accepted.

OK

🏠 Home 🜲 Immunizations ☰ Forms ✉ Messages 🔔 Education ⬆ Upload

- This is the upload screen. You will see a list of instructions at the top of the screen, as well as some options to select when uploading your records. Select which category applies to you in the drop down menu shown above. Once you have selected a category from the drop down, you will be asked to 'select file'. Find your file, click ok, and your browser will begin the upload process.

🏠 Home 🜲 Immunizations ☰ Forms ✉ Messages 🔔 Education ⬆ Upload

Instructions

- **PLEASE MAKE SURE YOUR NAME, DATE OF BIRTH, and UTC ID ARE ON ALL SUPPORTING DOCUMENTATION!**
  · Images must be .gif, .png, .tiff, .jpg, .jpeg.
  · Documents must be .txt or .pdf.
  · File must be smaller than 4 MB.
  · Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- Be sure your file names do not include any special characters.
- Click Upload.

Documents available to be uploaded:
Hepatitis B Titer
Immunization History
Meningitis Waiver
MILITARY VETERAN WAIVER
Nursing Physical Paperwork
OT Physical Paperwork
PT Physical Paperwork
TB Skin Test
TDAP Vaccine
Varicella Titer
Waiver Form

Choose document you are uploading:
[▼]

Choose document you are uploading:
[Immunization History ▼]

Please upload a copy of your immunization record.

Select File