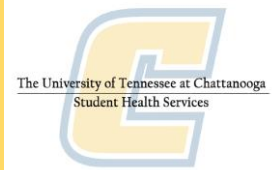


How to upload your immunizations to the UTC Patient Portal.



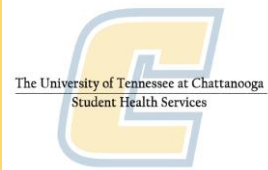
- To get started, open your browser and visit utc.edu/health.
- Click the Medicat Patient Portal button.



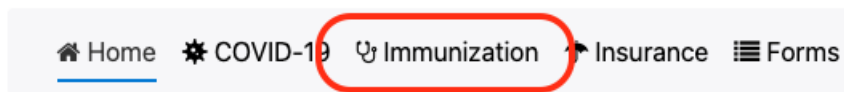
- Log in with your UTC ID and password



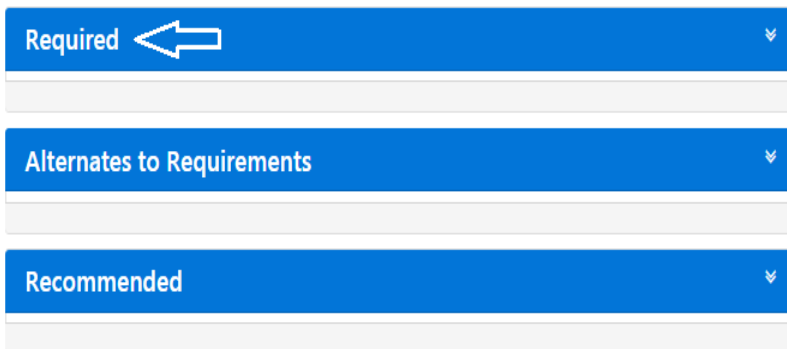
How to upload your immunizations to the UTC Patient Portal.



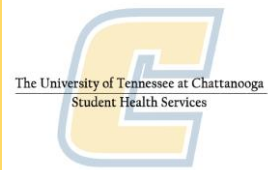
- Once logged in to the Medicat Patient Portal, click on the Immunizations link in the top menu.



- The immunization page is where you will see what UTC requires, what alternatives we accept instead of immunizations and recommended vaccines and shots. Select which tab is best for you.



How to upload your immunizations to the UTC Patient Portal.



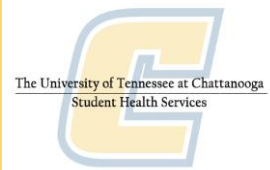
- Each drop down menu gives you a list of vaccines and titers (blood test that determines immunity to a disease) that you can choose from.

A screenshot of the UTC Patient Portal immunization form. The form has a blue header with the word 'Required' and an upward arrow. Below the header, there are two main sections. The first section is titled 'Flu Vaccine Date Must be after August 15, 2020 to be valid' and contains the instruction 'Enter date and then upload proof of immunization.' followed by a date input field with a calendar icon and a placeholder 'mm/dd/yyyy'. The second section is titled 'Hepatitis B Vaccine' and contains three rows, each with a label 'Dose 1', 'Dose 2', and 'Dose 3' respectively, followed by a date input field with a calendar icon and a placeholder '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.

A close-up screenshot of the 'Hepatitis B Vaccine' section of the form. It shows three rows, each with a label 'Dose 1', 'Dose 2', and 'Dose 3' respectively, followed by a date input field with a calendar icon and a placeholder 'mm/dd/yyyy'. Three blue arrows point to the right of each date input field, indicating where to click to select a date.

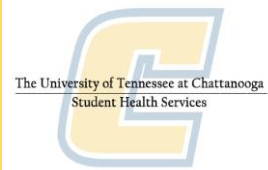
How to upload your immunizations to the UTC Patient Portal.



- 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.

A screenshot of a web form titled "Required" for uploading immunization records. The form is divided into four sections: "Hepatitis B Vaccine" (with three dose input fields), "Measles Mumps Rubella Vaccine" (with two dose input fields), "Meningitis Vaccine" (with one input field), and "Varicella Vaccine" (with two dose input fields). Each input field contains the placeholder text "mm/dd/yyyy" and a calendar icon. To the right of the form, a blue callout box contains the text "Enter one or all immunizations and then click the Submit button once." and a blue "Submit" button. A blue arrow points from this callout box to the "Submit" button at the bottom left of the form. Another blue arrow points from the "Submit" button at the bottom left of the form to the left.

How to upload your immunizations to the UTC Patient Portal.



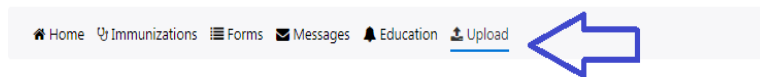
- Immunizations and titers that have been previously approved will display **'Verified'** to the right-hand side of the box.

A screenshot of an immunization record for 'Measles Mumps Rubella Vaccine'. It shows two doses with input fields for dates (mm/dd/yyyy) and calendar icons. To the right, it says 'On File' and 'Measles Mumps Rubella Vaccine received on 07/28/2009'. The word 'Verified' is displayed in a blue box to the right of the record. A large blue arrow points upwards towards the 'Verified' status.

- After clicking one of the blue submit buttons, you will get a message asking you to upload a copy of your immunizations and/or titers.

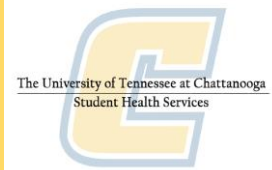
A dialog box titled 'Immunizations Entry' with a close button (X) in the top right corner. The text inside reads: 'Please be sure to upload a copy of your immunization record as well under the upload menu to verify all dates. If a copy is not uploaded, dates that have been entered will **NOT** be accepted.' There is a blue 'OK' button in the bottom right corner.

- Click ok, then select the 'upload' tab.



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.

How to upload your immunizations to the UTC Patient Portal.



- On the upload screen you will see a list of instructions and options to select when uploading your records. Select which category applies to you in the drop-down menu at the bottom of the page. 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

A large blue arrow points from the 'Immunization History' option in the document list to the dropdown menu. Another blue arrow points from the dropdown menu to the 'Select File' button. A third blue arrow points from the 'Select File' button to the right.