

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

- To get started, open your browser and visit [utc.edu/uhs](http://utc.edu/uhs).
- Click the Medicat Patient Portal button.

## University Health Services

### Medicat Patient Portal (Upload Immunization Records)

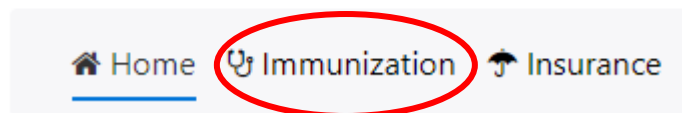
- Log in with your UTC ID and password



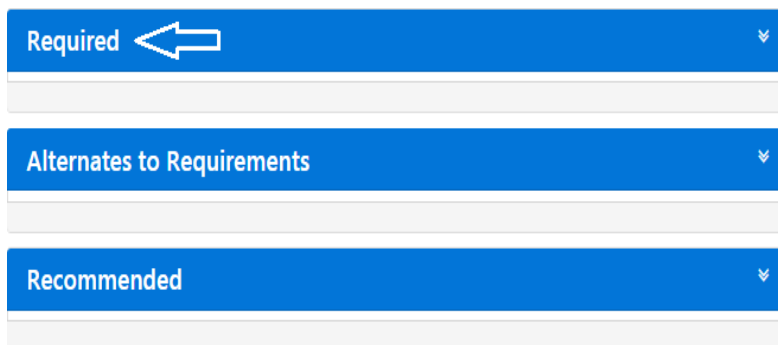
The screenshot shows the login interface for the University of Tennessee Chattanooga. At the top, the university's logo and name are displayed. Below this is a login form titled "Enter your UTCID and Password". The form contains two input fields: "UTCID:" with the value "abc123" and "Password:" with masked characters "\*\*\*\*\*". There is a checkbox labeled "Warn me before logging me into other sites." which is currently unchecked. Below the form is a blue "LOGIN" button and a "clear" link. At the bottom of the form, there are three links: "New User? Forgot/Change Password?", "Web Services Using CAS", and "University of Tennessee call on 'Acceptable Use of Information Technology Resources'".

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

- Once logged in to the Mediat Patient Portal, click on the Immunization 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.


## Required ⤴

**Measles Mumps Rubella Vaccine**


Dose 1  


Dose 2  

**Meningitis Vaccine**



**Varicella Vaccine**


Dose 1  


Dose 2  

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


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

**Measles Mumps Rubella Vaccine**


Dose 1   ←


Dose 2   ←

- 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.


**Required** 

**Measles Mumps Rubella Vaccine**


Dose 1  


Dose 2  

**Meningitis Vaccine**



**Varicella Vaccine**

Dose 1  

Dose 2  

Enter one or all immunizations and then click the Submit button once.

# 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.

Measles Mumps Rubella Vaccine		On File	Verified
Dose 1	mm/dd/yyyy	Measles Mumps Rubella Vaccine received on	
Dose 2	mm/dd/yyyy	07/28/2009	

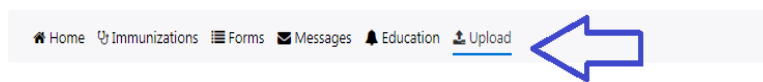
- After clicking one of the blue submit buttons, you will get a message asking you to upload a copy of your immunizations and/or titers.

**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

- 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](#) [Immunization](#) [Insurance](#) [Forms](#) [Messages](#) [Education](#) [Statements](#) [Upload](#)

## Instructions

**Please Note: The following steps are ALL required and need to be completed for your immunization information to be approved and your immunization hold to be removed.**

- Be sure your file names do not include any special characters.
- Click Upload.
- After uploading, click the immunization tab and enter all required and recommended dates as recorded on your immunization forms.

**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.

Choose document you are uploading:

Immunization History

**Please upload a copy of your immunization record.**

Select File

