

# How to upload documentation of Health Evaluation Forms & Immunizations

## New Freshman, Transfer, and Graduate students:

- If you are a new student seeking to upload documentation, you must wait until you receive your Network Login so you can access the Medica Patient Portal.
- If you need to send records before you get your Network Login, please contact Student Health at (804) 524-1497 or (804) 524-5711.

If you are having difficulty accessing the system, please **contact the VSU Helpdesk at 524-5210.**

## List of documents to upload:

1. Health History (**student must be 18 to sign the form**) & insurance card file under the Health history.
2. Immunization History (Must be signed and stamped by physician's office) if documented by MD or Nurse on the immunization history page.

## You must enter the dates for the immunizations required by law.

3a. Tetanus toxoid/Diphtheria(TD) or TDAP within ten years ( for example, if your last TD or TDAP was 01/01/2010 to 12/01/2010 it is time for a TD Booster vaccination).

3b. MMR 1&2 (two doses must be entered) or Measles Mumps Rubella (6 doses must be entered): The first MMR should have been given **on or after your 1<sup>st</sup> birthday.**

If this vaccination was given before the 1<sup>st</sup> birthday, please have Titers drawn in place of the vaccination. If you received a booster, upload the record and the titers to the immunization history tab with the other immunization documents.

3e. Hepatitis B series: Please enter all three dates HepB may also come in a combo vaccination (ex HIB/HepB). This is a highly recommend vaccination, but you can sign a waiver.

3f. Meningococcal Vaccine: If the first vaccination was given before your 16<sup>th</sup> birthday, you would need a booster. If you received the vaccination on or after your 16<sup>th</sup> birthday, please enter the most current dose. This is a highly recommend vaccination, but you can sign a waiver.

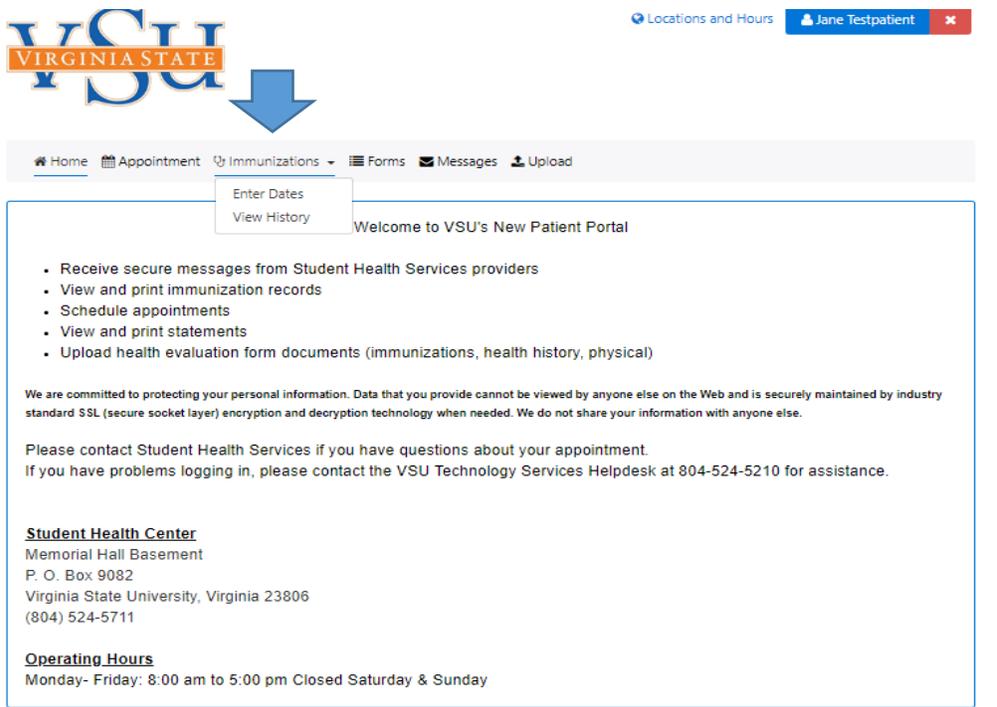
3. Tuberculosis Screening (Must be signed by MD, PA, NP, RN, LPN).

4. Meningitis & Hepatitis Waiver (Must be witnessed by MD, PA, NP, RN, LPN).

5. Physical Examination & lab results are now only required for athletes, but if you have one, please upload. (Must be signed and stamped by physician's office).

# How to enter Immunization Dates

1. Click Immunizations (on the top or bottom of the pg.), select **Enter Dates**



The screenshot shows the VSU New Patient Portal. At the top left is the VSU logo. At the top right, there are links for 'Locations and Hours' and a user profile for 'Jane Testpatient'. A navigation bar contains 'Home', 'Appointment', 'Immunizations', 'Forms', 'Messages', and 'Upload'. The 'Immunizations' menu is open, showing 'Enter Dates' and 'View History'. Below the navigation bar, the main content area includes a welcome message, a list of services, a privacy statement, contact information for Student Health Services, and operating hours. At the bottom, a 'To Do List' section features three items: 'Upcoming Appointments', 'Uploads', and 'Immunizations'. A large blue arrow points to the 'Immunizations' item in the 'To Do List'.

**VSU VIRGINIA STATE**

Locations and Hours Jane Testpatient

Home Appointment Immunizations Forms Messages Upload

Enter Dates  
View History

Welcome to VSU's New Patient Portal

- Receive secure messages from Student Health Services providers
- View and print immunization records
- Schedule appointments
- View and print statements
- Upload health evaluation form documents (immunizations, health history, physical)

We are committed to protecting your personal information. Data that you provide cannot be viewed by anyone else on the Web and is securely maintained by industry standard SSL (secure socket layer) encryption and decryption technology when needed. We do not share your information with anyone else.

Please contact Student Health Services if you have questions about your appointment.  
If you have problems logging in, please contact the VSU Technology Services Helpdesk at 804-524-5210 for assistance.

**Student Health Center**  
Memorial Hall Basement  
P. O. Box 9082  
Virginia State University, Virginia 23806  
(804) 524-5711

**Operating Hours**  
Monday- Friday: 8:00 am to 5:00 pm Closed Saturday & Sunday

To Do List

**Upcoming Appointments**  
You do not have any upcoming appointments.

**Uploads**  
You have documents that may need to be uploaded. Please click the Upload link to send us

**Immunizations**

Verified immunizations below. Please note that if you are unable to review your immunization record at this time, Student Health Services Staff is working very diligently to update the medical records system. If you have any questions please call the Health Center at 804-524-5711.

### Required

#### MMR #1

First dose must be on or after 1st birthday.

mm/dd/yyyy



#### MMR #2

mm/dd/yyyy



#### Record of Polio Immunization Series

Please enter the completion date of the series

mm/dd/yyyy



#### Tetanus Booster/TDAP given in the last 10 years

mm/dd/yyyy



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

Submit



## Alternates

### Measles Immunization Dose #1

mm/dd/yyyy



### Measles Immunization Dose #2

mm/dd/yyyy



### Mumps Immunization Dose #1

mm/dd/yyyy



### Mumps Immunization Dose #2

mm/dd/yyyy



### Rubella (German measles) Immunization Dose #1

mm/dd/yyyy



### Rubella (German measles) Immunization Dose #2

mm/dd/yyyy



## Recommended

### Hep A pediatric, unspecified formulation

Dose 1  

Dose 2  

### Hep B adult 2 dose only

Please enter both dates

Dose 1  

Dose 2  

### Hepatitis B Vaccine

Dose 1  

Dose 2  

Dose 3  

### HPV unspecified formulation

Please enter most recent date.



### Meningococcal unknown serogroups

Please enter date on or after 16th birthday.



Submit



2. After the dates are entered, please click submit (on the side or bottom of the pg.).
3. Once you click, submit a box will pop-up that will ask you to provide any documents; click ok

## How to upload documentation

### Instructions for document upload

For each form, there is a file name (i.e., Health History), upload the appropriate document under the proper file name.

Please save each scanned document or picture of the document under correlating file names so that it will be easy to upload.

Please, **Do Not upload the entire packet under one heading (EX physical)**. Your immunization records may have multiple documents, scan into one file, and upload under Immunization History. If you have lab results (i.e., Sickle Cell, Hct/Hgb, urinalysis), please upload with the physical examination form.

1. After you enter your immunization dates and submitted you would see this screen

The information listed below is the immunization information that Student Health Services has on file for you.

The Commonwealth of Virginia (SEC: 23.1-800) requires that all full-time students provide a Health History, Physical Exam and verification of immunization form signed by a licensed health care provider prior to enrolling in a college or university in the State of Virginia. Virginia State University requires that all full-time students regardless of classification have a completed and validated immunization record on file in Student Health Center

Immunization records must be verified by Student Health Services. You will not be considered compliant with the immunization requirements until your immunization record, TB Screening, and physical examination have been verified. The immunizations required are as follows;

- Tdap or Td Booster within the past 10 years
- MMR (2 doses); first dose must be one year after first birthday or titer (showing proof of immunity)
- Polio Series or titer (showing proof of immunity)
- Hepatitis B (three doses or waiver)
- Meningococcal Vaccine (MCV) or waiver; first dose should be age 16 or booster

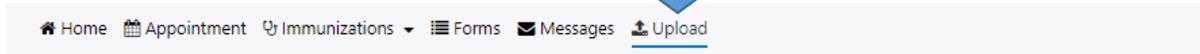
[Print](#)

**Overall Status: Not Compliant**

Missing Immunization	Reason Not Compliant
Meningococcal Vaccine 1	No Data

Item On File	Date Received	Status	Historical
Health History	07/10/2020		✓
Hepatitis B Vaccine	11/12/2005		✓
Hepatitis B Vaccine	01/25/2006		✓
Hepatitis B Vaccine	02/20/2006		✓
Meningococcal unknown serogroups	10/20/2019		✓
MMR #1	11/16/1996		✓
MMR #2	12/16/1996		✓
Tetanus Booster/TDAP given in the last 10 years	11/16/2016		✓
Tuberculosis Screening	07/10/2020		✓

## 2. Click on Upload



1. Please make sure your name and ID # are on each page of the document.
2. Choose the document that you are uploading.
3. Click the "Choose File" button and browse out to your document. Please note that images MUST be .gif, .png, .tiff, .tif, .jpg, .jpeg and Documents MUST be .txt, .pdf
4. Select Upload.
5. Repeat for each addition document.



### Documents available to be uploaded:

- Health History Form
- Hepatitis B Waiver
- Immunization History
- Medical Waiver
- Physical Exam Form
- Religious Waiver
- Signed Meningitis Waiver
- Tuberculosis Screening



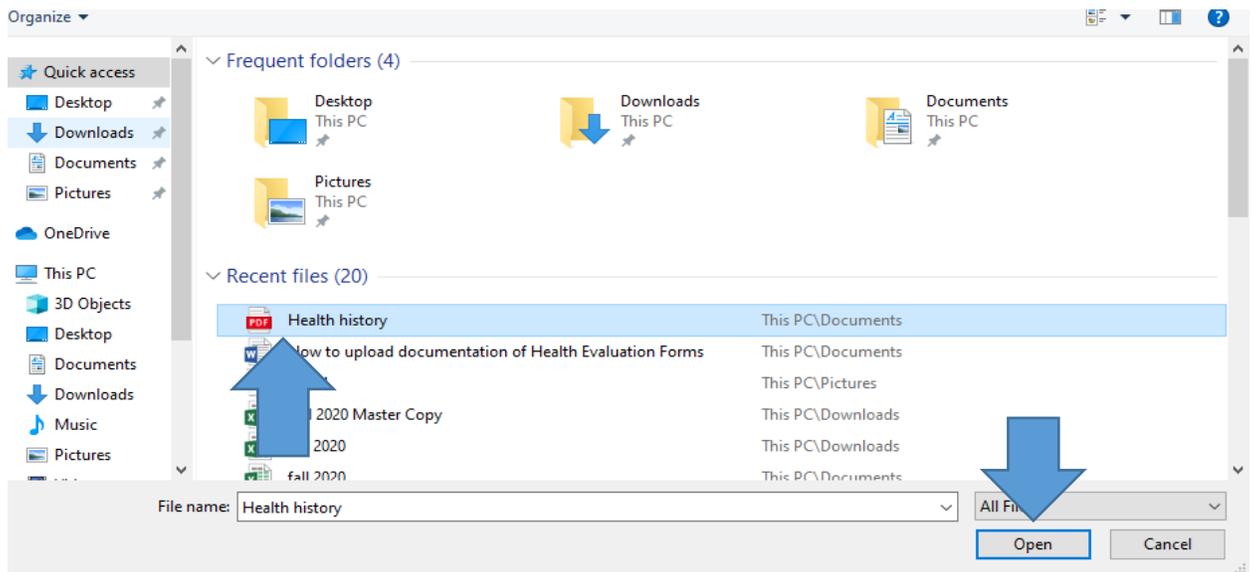
Choose document you are uploading:

Health History Form

Select File



## 3. Select the document you would like to upload from the drop-down box and click select file.



4. Click open
5. Then click upload, once the upload is complete, repeat for each document

Choose document you are uploading:

Health history.pdf ×



6. After upload is complete the document(s) will be viewable by clicking view file

Documents already on file	
Health History Form received on 7/22/2020	<a href="#">View File</a>

