

Moody Student Health Service Portal Reference Sheet for Students

Moody Student Health Service Portal allows students to enter their own immunizations and health information and sign documents in a secure portal. Immunization information is verified and approved by registered nurses working in Moody Health Service.

Requirements are for all students who are living on the Chicago campus and those who are commuting to the Chicago campus taking 6+ credit hours per semester.

In accordance with the Illinois College Immunization Code, all students living on the Chicago campus in a residence hall and those who are commuting to the Chicago campus taking 6 credit hours or more per semester must prove that they have been immunized against the following communicable diseases:

- Measles (Rubeola), Mumps, Rubella (German Measles) (MMR) -- proof of two doses are required or blood tests results called “Titers” showing immunity to all three diseases.
- Tetanus/ Diphtheria/Pertussis (DPT, DTP, Tdap or Td) -- proof of three doses required
- Meningococcal conjugate (MenACWY) for those under 21 years of age and younger to have been given AFTER the age of 16. No other Meningitis shot fulfills this requirement such as “MenB.”
- Please see detailed requirement information at the bottom of this page.
- Immunization records and other forms are due on July 15 for students admitted in the Fall and December 15 for students admitted for Spring.
- All supporting documentation must include:
 - A. Student’s full name (First and Last)
 - B. Birthdate (MM/DD/YYYY)
 - C. Moody Student ID number for verification purposes.

Accessing the Moody Student Health Service Portal

- Using any browser on a computer or mobile device, go to <https://moody.medicatconnect.com>
- Sign on using Single Sign On (SSO) (Please contact ITS@moody.edu if you have any issues)

Access Problems or Forgotten Password

- If there is any difficulty accessing the Moody Student Health Service Portal, please send an email to ITS@moody.edu.

Entering Immunization Records on the Moody Student Health Service Portal

- Once you have obtained your immunization information, log in to the Moody Student Health Service Portal which is secure at the link: <https://moody.medicatconnect.com>

● Click the “Immunizations” button once from the menu on the left side of the screen and click the blue bar to open each requirement. Then enter the dates that are on your immunization record for each requirement (MMR, Meningitis ACWY (MenB does not count) and DPT, TDAP or TD) and click Submit.

Screenshot:

The information listed below is the immunization history the Moody Student Health Service has on file for you.

If you have entered your immunization information online, don't forget to upload a copy of your official immunization record to the Health Service. You will not be considered compliant with the immunization requirements until you have completed this step.

 Print	No Data
MMR	▼
Meningitis ACWY	▼
Tetanus-Diphtheria-Pertussis	▼

● Please remember to enter the date each requirement was completed. Do not enter today's date (unless you have received an immunization today).

● If you make a mistake, simply re-enter the correct date and click “Submit.” Health Service staff will then delete the incorrect date.

Uploading Supporting Documents

● Supporting documents may include:

A. Signed Certificate of Immunity on Moody’s Immunization Record form, Immunization Record from Primary Care Provider, State Immunization Registry, High School Immunization Record or other immunization history form

B. Laboratory tests results for Titers demonstrating immunity to Mumps, Measles and Rubella

C. Religious or Medical Exemption forms (located in Portal or Health Service Student Website)

● MAKE SURE YOUR FIRST NAME, LAST NAME, DATE OF BIRTH and MOODY STUDENT ID # ARE ON EVERY PAGE OF ALL SUPPORTING DOCUMENTS.

● DOCUMENTS MUST BE IN ENGLISH or translated into English.

● Scan supporting documents onto your computer and save them to a file.

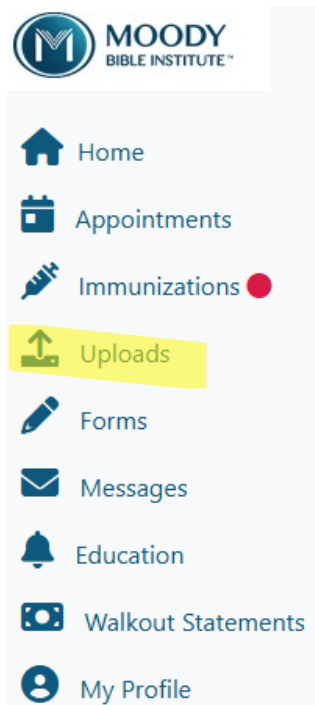
○ Make sure that your file name consists of only alpha and numeric characters in the file name. No extra spaces or special characters are permitted.

○ Documents that are uploaded directly must be in one of the following formats:

.gif., png., tiff., tif., jpg., jpeg., txt., or .pdf. (PDF Preferred)

○ **Microsoft Word files such as .doc, .docx or .docm formats are not supported.**

● Return to the Moody Student Health Service Portal and click on the "Uploads" button on the menu on the left side of the screen to upload your supporting documents. **Files must be smaller than 4 MB.**



● The documents can also be imaged via your mobile device camera.

● Multipage documents are best scanned. If you choose to upload multipage documents via your mobile device, you must use one image per page. You may select and upload the appropriate available document multiple times.

After Submission of Supporting Documents

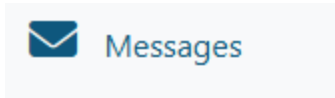
● Documents uploaded via the Moody Student Health Service Portal are available immediately for review by the nurses in Health Service.

● Once records have been processed, you will be notified by secure message through the Portal.

Checking Your Status

● To review your missing immunization requirements, select the "Immunizations" button on the navigation bar on the left side of your screen and select "View Missing Immunizations."

● Watch your Moody email for important notifications from Health Service. You will receive secure messages as your status changes or if there are questions about your submitted materials. You will receive an email from **noreply@medicat.com** notifying you of a new message. The Message Center is in the "Messages" button located in the menu bar on the left side of your screen in the Moody Student Health Service Portal.



Using the Messages Center is a secure way to communicate with Health Service staff.

Downloading and Signing Forms Online

Click on "Forms" from the menu bar on the left side of your screen. Please complete the forms online that have the red asterisk next to them. The Immunization Exemption forms are available for download if needed on this screen.

This screen will populate:

Forms
<u>Acknowledgment of Receipt of Notice of Privacy Practices*</u> All students must complete this form
<u>The Health Insurance Portability and Accountability Act ("HIPAA") Notice*</u> All students must complete this form
<u>Tuberculosis (TB) Screening Questionnaire*</u> All students must complete this form
<u>Immunization Medical Exemption Form</u> This form is to be signed and dated by the student but a note from a doctor must be submitted
<u>Immunization Religious Exemption Form</u> Please complete #3 with a belief statement using scripture. Print name at top, sign, date and fill
N/A
<u>Health History*</u> Please fill out this health history form

Thank you! Please contact Moody Health Service if you have any questions.

Email: healthservice@moody.edu Phone: 312-329-4417 Fax: 312-329-4419