

Directions for Entering Your Required Health Information into the Medicat Patient Portal

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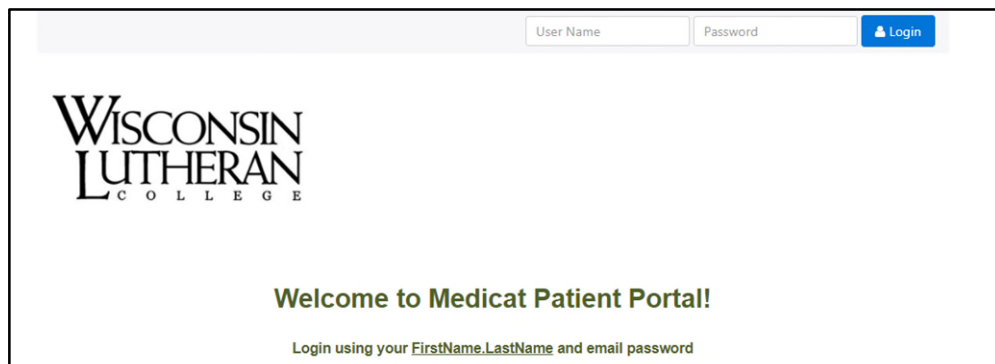
Page 4-5: Immunizations Tab

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Login Directions

- Access the Medicat portal here: <https://wlc.medicatconnect.com/>
- You will need the following information to login:
 - User Name: first name.last name (example: mary.smith)
 - NOTE: Use only the first 20 characters if you have a long name
 - Password: your email address / WLC server password
- Login is located on the top right of the webpage



The screenshot shows the login page of the Medicat Patient Portal. At the top right, there are two input fields labeled "User Name" and "Password", followed by a blue "Login" button. The main content area features the Wisconsin Lutheran College logo on the left and a green heading "Welcome to Medicat Patient Portal!" in the center. Below the heading, it says "Login using your FirstName.LastName and email password".

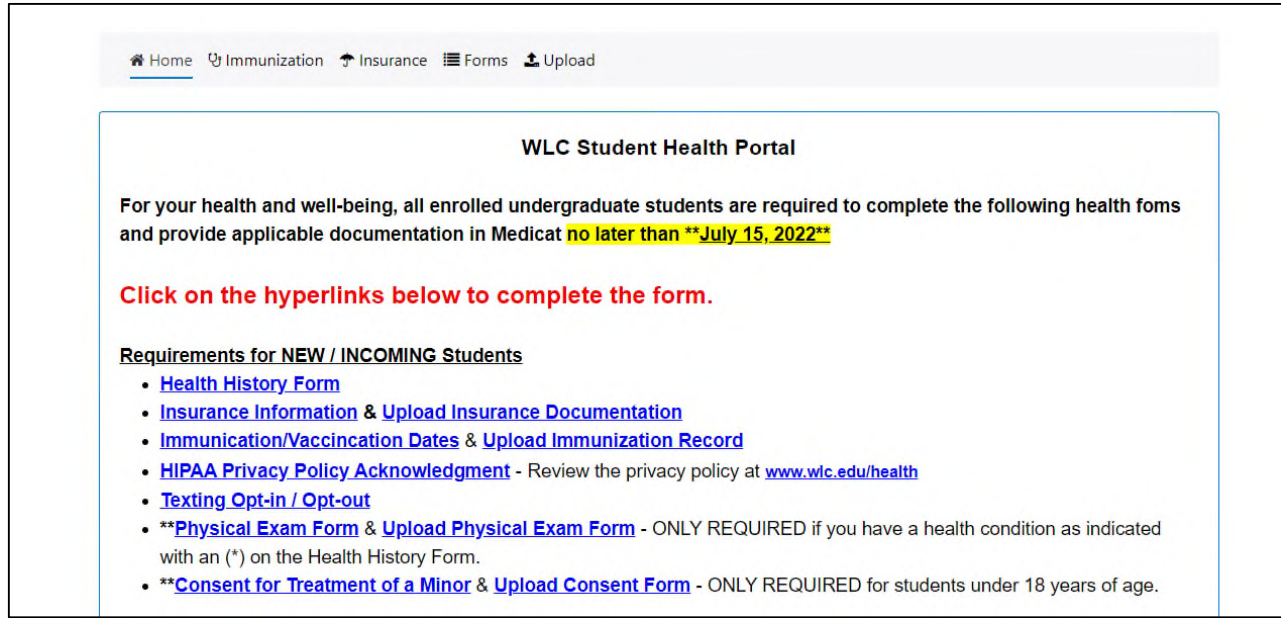
- When login is successful, you will see your name in the upper right hand corner and tabs/options.



The screenshot shows the dashboard after a successful login. The user's name "Jackie (Jackie) Kacmarynski" is displayed in the upper right corner next to a profile icon and a red close button. The Wisconsin Lutheran College logo is on the left. At the bottom, there is a navigation bar with icons and labels for "Home", "Appts", "Immunization", "Insurance", "Forms", "Messages", and "Upload".

Required Forms – NEW/INCOMING STUDENTS / Home Tab

- Select the **Home tab** if not already there
- Take note of the **Requirements for NEW/INCOMING Students** section
 - Each bullet point is a required form you need to complete.
 - Use this like a checklist & click on the link to complete the required form
- Note that specific forms marked with an (**) are only required if you meet that criteria



The screenshot shows the WLC Student Health Portal interface. At the top, there is a navigation bar with links for Home, Immunization, Insurance, Forms, and Upload. The main content area is titled "WLC Student Health Portal" and contains the following text:

For your health and well-being, all enrolled undergraduate students are required to complete the following health forms and provide applicable documentation in Medcat **no later than **July 15, 2022****

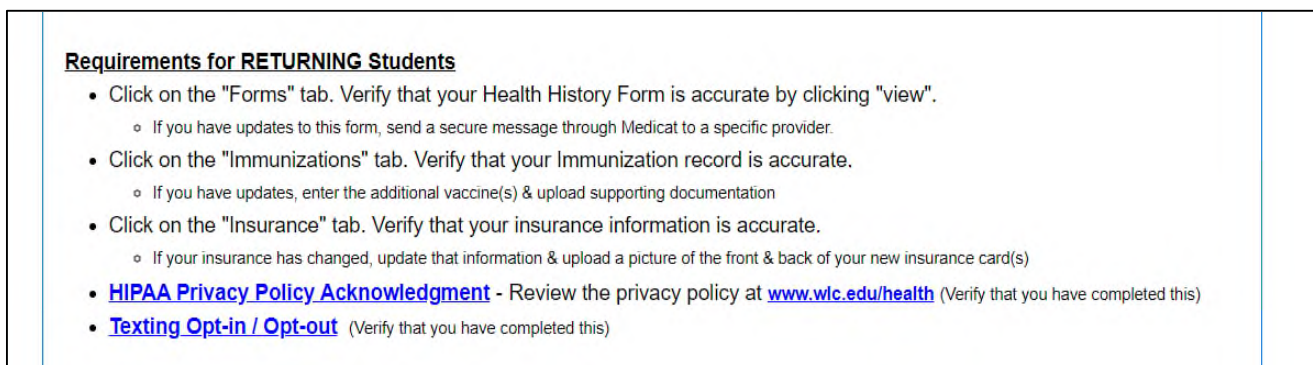
Click on the hyperlinks below to complete the form.

Requirements for NEW / INCOMING Students

- [Health History Form](#)
- [Insurance Information & Upload Insurance Documentation](#)
- [Immunization/Vaccination Dates & Upload Immunization Record](#)
- [HIPAA Privacy Policy Acknowledgment](#) - Review the privacy policy at www.wlc.edu/health
- [Texting Opt-in / Opt-out](#)
- ****Physical Exam Form & Upload Physical Exam Form** - ONLY REQUIRED if you have a health condition as indicated with an (*) on the Health History Form.
- ****Consent for Treatment of a Minor & Upload Consent Form** - ONLY REQUIRED for students under 18 years of age.

Required Forms – RETURNING Students / Home Tab

- If you are a Returning Student, go through each bullet point to verify your Health History Form, Immunizations, and Insurance. Any changes must be updated through Medcat.



The screenshot shows the "Requirements for RETURNING Students" section of the WLC Student Health Portal. It contains the following text:

Requirements for RETURNING Students

- Click on the "Forms" tab. Verify that your Health History Form is accurate by clicking "view".
 - If you have updates to this form, send a secure message through Medcat to a specific provider.
- Click on the "Immunizations" tab. Verify that your Immunization record is accurate.
 - If you have updates, enter the additional vaccine(s) & upload supporting documentation
- Click on the "Insurance" tab. Verify that your insurance information is accurate.
 - If your insurance has changed, update that information & upload a picture of the front & back of your new insurance card(s)
- [HIPAA Privacy Policy Acknowledgment](#) - Review the privacy policy at www.wlc.edu/health (Verify that you have completed this)
- [Texting Opt-in / Opt-out](#) (Verify that you have completed this)

Required Forms – STUDENT-ATHLETES / Home Tab

- If you are a Student-Athlete, note the additional forms that must also be completed.

Requirements for Student-Athletes in addition to ALL OF THE FORMS ABOVE:

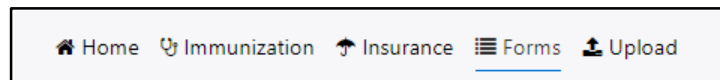
- [ADHD Medical Exception Form](#)
 - If you take ADHD medication, your physician must also complete the [NCAA Medical Exemption Documentation Reporting Form](#) & the [Upload NCAA ADHD Form](#).
- [Concussion Statement Form](#) - Review the [Concussion Fact Sheet](#)
- [Consent to Treat & HIPAA Authorization Form](#)
- [Epi-Pen Auto-Injector Student Athlete Policy](#) - ONLY if applicable
- [Injury & Illness Reporting Form](#)
- [Insurance Coverage Form](#)
- [Physical Examination Form & Upload Physical Exam Form](#) - ONLY REQUIRED for new students
- [Sickle Cell Trait Form](#) - Review the [Sickle Cell Fact Sheet](#)

*If you have any questions or concerns contact healthservices@wlc.edu or 414.443.8630.
*If you are a student athlete, you can also reach out to wicsportsmed@wlc.edu or 414.443.8824.

You can also navigate to each of the tabs to complete the required information. Those directions are found on the following pages.

Forms Tab

- Select the **Forms tab**



- Scroll to the **Forms for All Students** and note forms that have a red asterisk (*) next to it as these are required for all students.

Forms for All Students

[Health History Form*](#)

**ALL STUDENTS must complete this form.

- If you are a Student-Athlete, note the additional forms that must also be completed.

Athletes - Required Forms

- There are additional forms found under **Printable Forms** that may need to be completed depending upon your age (if you are a minor), your specific health needs (Epi-Pen, ADHD Medication) or if a physical exam is required.
 - These forms will need to be downloaded, printed and then re-uploaded into Medcat by using the Upload Tab & selecting the appropriate form (see page 6).
 - The form will indicate who needs to complete and/or sign it (Physical Forms must be signed by MD/DO)
- Once you have completed a form, it will be documented following the name of the form

Completed on 5/26/2021 [View](#)

Immunization Tab

- Select the **Immunization tab**
- You will need a current immunization record to complete this section
- At the top of the page are directions to obtain your immunization record or who to contact if you have not received vaccinations.

Home Immunization Insurance Forms Upload

To complete this requirement:

- Obtain your most current vaccination/immunization record
 - Contact your primary care provider (PCP)
 - [Search the WI Immunization Registry](#) or the [CDC Immunization Information System](#) (if out of state)
- Enter the dates of your childhood immunizations/vaccinations by clicking the drop-down arrow in the blue box that lists the vaccine name.
- [Upload Immunization Record/Documentation](#) for verification by Health Services

If you have not received immunizations/vaccines, contact healthservices@wlc.edu for an Immunization Waiver form.

Wisconsin State Public Health Law requires that all college and university students living in residence halls receive information regarding Bacterial Meningococcal Disease and Hepatitis B and the availability of vaccination against them. Reference the annual notification at www.wlc.edu/health.

- Scroll down and you will see the immunization names. Select the one you want to begin with and click the drop down arrow found in the blue box on the right side. It will drop down and you will see a place to enter the date and the dose you received.
 - It will continue to say “not verified” or “awaiting review” until WLC Health Services staff is able to verify the dates entered.
 - DO NOT click the submit button until all of the vaccines have been entered.

Measles, Mumps, Rubella - Requirement

1. Measles, Mumps And Rubella (MMR) Vaccine received on 01/31/1992 **Not Verified**

1. Measles, Mumps And Rubella (MMR) Vaccine received on 02/01/1995 **Not Verified**

1. Measles, Mumps And Rubella (MMR) Vaccine **On File**

2 Doses Required - Dose #1 At 12 Months Of Age Or After; Dose #2 At 4 Years Of Age Or After

Dose 1 mm/dd/yyyy

Dose 2 mm/dd/yyyy

1. Measles, Mumps And Rubella (MMR) Vaccine received on 01/31/1992 **Not Verified**

1. Measles, Mumps And Rubella (MMR) Vaccine received on 02/01/1995 **Not Verified**

~~Submit~~

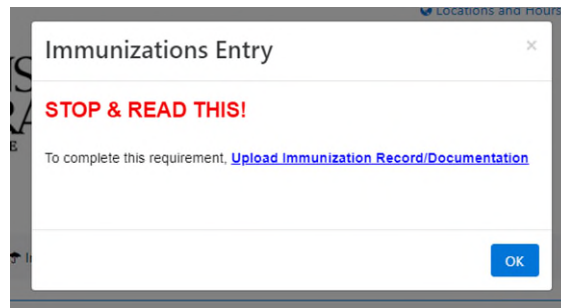
Tetanus/Diphtheria - Requirement Awaiting Review

- Once you have entered in all of the dates of each vaccine received, click “submit”

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

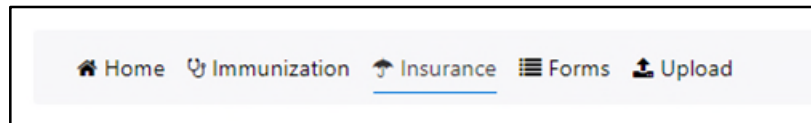
Submit

- You will see a pop-up reminding you to also upload a copy of your immunization record
 - Click the hyperlink and it will automatically direct you to the **Upload** tab
 - If you click the OK button, you will need to then go to the **Upload** tab

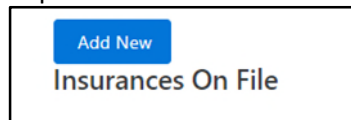


Insurance Tab

- Select the **Insurance tab**



- You will need your current health insurance card(s) complete this section
- Click the “Add New” and complete the required information



- Complete the required information and then select “add”

New Insurance

Insurance Company*

Policy Number*

Group Number

Policy Holder Information

First Name

Last Name

Birth Date

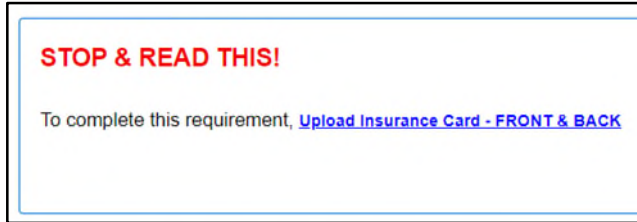
Students Relationship to Subscriber

Policy Number is required.

Insurance Company is required.

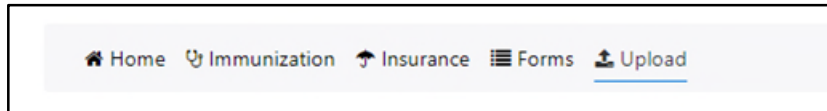
Close
Add

- To complete this requirement, you also need to upload a copy/picture of the FRONT & BACK of your insurance card
 - Click the hyperlink and it will automatically direct you to the **Upload** tab

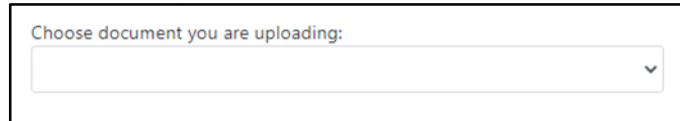


Upload Tab

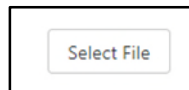
- Select the **Upload tab**



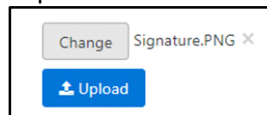
- Scroll down and select the applicable document to upload from the dropdown menu



- Select the file from your computer that contains that document/picture



- You should see it listed, then click the blue “upload” icon



- To verify if it was uploaded, you should see it under the “Documents already on file”



- If you are having difficulty uploading a file, reference the file requirements at the top of the page

