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

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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

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

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 Medicat.
Required Forms – STUDENT-ATHLETES / Home Tab

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

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.

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

- 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 Medicat 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.

- 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.

- Once you have entered in all of the dates of each vaccine received, click “submit”
• You will see a pop-up reminding you to also upload a copy of your immunization record
  o Click the hyperlink and it will automatically direct you to the **Upload** tab
  o 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”
To complete this requirement, you also need to upload a copy/picture of the FRONT & BACK of your insurance card
  o Click the hyperlink and it will automatically direct you to the **Upload** tab

### Upload Tab

- Select the **Upload** tab

![Upload Tab](image)

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

![Select Document](image)

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

![Select File](image)

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

![Upload Icon](image)

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

![Documents Already On File](image)

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

![File Requirements](image)