

# Step-by-step instructions for uploading immunization records on the Columbia Health Patient Portal:

**Step 1:** Complete the Pre-Registration Immunization Form and complete the meningitis decision form on the Patient Portal ([see instructions for certifying your decision](#)). Obtain supporting documentation for each required vaccine.

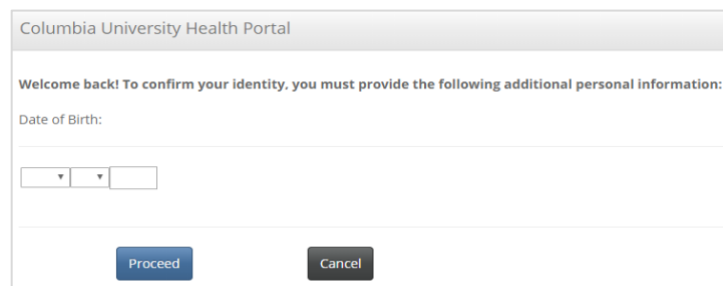
**Step 2:** Log in to the Patient Portal at [secure.health.columbia.edu](https://secure.health.columbia.edu) or via the link on the Columbia Health website.



**Step 3:** Sign in to the Patient Portal using your UNI and password.



On the following screen, enter your date of birth and click 'Proceed'.



**For employees who are also students and are submitting student-related documentation:** please select "Student" when the window appears.

**Step 4:** You will arrive at the Patient Portal home page. Select 'Medical Clearances' from the left-hand menu.

Columbia University Health Portal

Home  
 Profile  
 Medical Clearances **Not Satisfied**  
 Appointments  
 Referrals  
 Handouts  
 Messages  
 Letters  
 Forms  
 Insurance Card  
 Survey Forms  
 Immunizations  
 Log Out

## Home for Adam Test

You last logged in: 12/4/2019 4:08 PM [Log Out](#)

**Welcome to Columbia Health's Online Appointment System**

**IMPORTANT:** Online Features: Access to Web Booked appointments on a 24 hour rolling window.

In many cases, this will allow us to see you on the same day. However, it does require some flexibility with your time and the available appointments during a given day.

Making an appointment in advance:  
 The goal is to make appointments available on the same day, but you will still be able to make appointments in advance if certain circumstances require you to do so.

**Vaccinations, Allergy injections, Travel Medicine and appointments with a Registered Nurse:**  
 Some routine appointments with a Registered Nurse can be handled on a walk-in basis but we strongly encourage you to contact Medical Services at 212-854-7426 in advance to ensure we can accommodate your schedule.

\***Vaccines and PPD:** we will see you as a walk-in.  
 \***Pregnancy screen:** we will see you as a walk-in.  
 \***Tobacco Cessation:** You can schedule an appointment on-line with a tobacco cessation counselor/specialist.

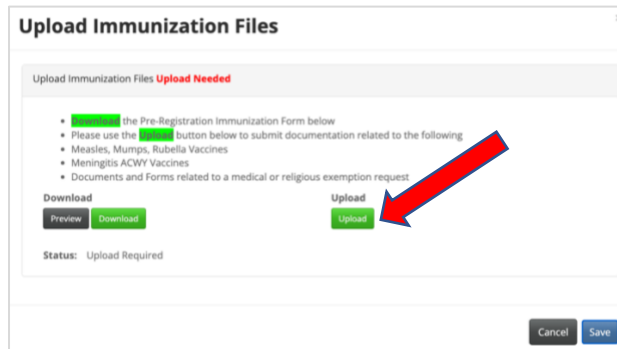
**Step 5:** Upload the Immunization Form by clicking **Update** next to "Upload Immunization Files" (bottom row under *Items required for clearance*).

Overall Clearance Status: ✖ Not Satisfied

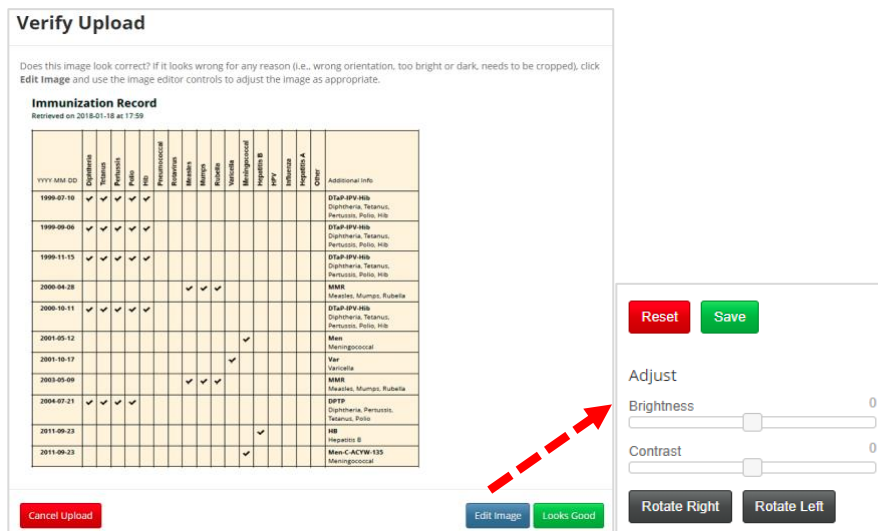
Items required for clearance:

Clearance	Status	Details
Columbia Health Notice of Privacy Practices <span style="float: right;"><a href="#">Update</a></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ
Measles <span style="float: right;"><a href="#">Update</a></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ
Meningitis Decision Form (MenACWY vaccine) <span style="float: right;"><a href="#">Update</a></span>	<span style="color: red;">✖</span> Not Compliant	Not Satisfied ⓘ
Mumps <span style="float: right;"><a href="#">Update</a></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ
Rubella <span style="float: right;"><a href="#">Update</a></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ
Upload Immunization Files <span style="float: right;"><a href="#">Update</a></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ

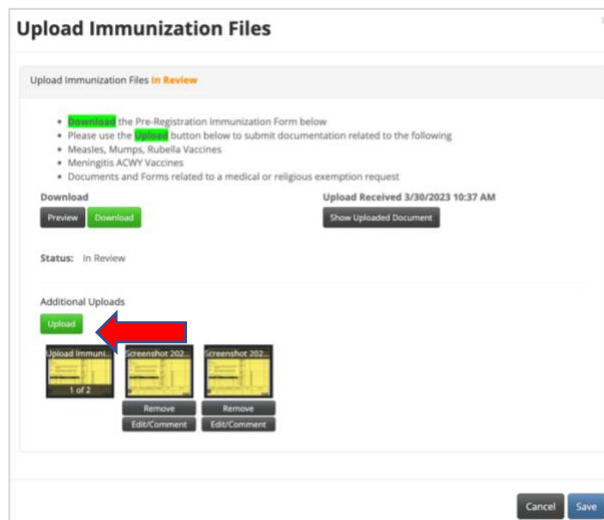
**Step 6:** Upload the Immunization Form by clicking **Upload** in the pop-up window.



**Step 7:** After selecting and uploading, review your record and make any necessary edits.



After the immunization document(s) is successfully uploaded and in review you can view your document by clicking on the image. Upload additional documents, such as supporting documentation, by clicking **Upload** again.



**Step 8:** Return to the Medical Clearances menu and input immunization dates for Measles, Mumps, Rubella, and Meningitis ACWY\* by clicking Update next to each vaccine.

Note: this step needs to be repeated for each vaccine individually. Select 'Done' on each screen when completed.

*\*If you selected "Yes" to receiving to receiving the meningitis ACWY vaccine within the past 10 years, you will need to enter dates (a new row will appear in the Items required for Clearance table).*

Overall Clearance Status: <span style="color: red;">✖</span> Not Satisfied		
Items required for clearance:		
Clearance	Status	Details
Columbia Health Notice of Privacy Practices <span style="float: right;"><span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Update</span></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ
Measles <span style="float: right;"><span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Update</span></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ
Meningitis Decision Form (MenACWY vaccine) <span style="float: right;"><span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Update</span></span>	<span style="color: red;">✖</span> Not Compliant	Not Satisfied ⓘ
Mumps <span style="float: right;"><span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Update</span></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ
Rubella <span style="float: right;"><span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Update</span></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ
Upload Immunization Files <span style="float: right;"><span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Update</span></span>	<span style="color: red;">✖</span> Not Compliant	No Data ⓘ

Example of Measles:

### Measles (rubeola) ✕

Doses of Measles or MMR Vaccine

Date 1 <input type="text" value="MM/DD/YYYY"/>	Vaccine1 <input type="text" value="Select one..."/>
Date 2 <input type="text" value="MM/DD/YYYY"/>	Vaccine2 <input type="text" value="Select one..."/>

Measles Antibody Titer (blood test)


Date <input type="text" value="MM/DD/YYYY"/>	Result <span style="background-color: red; color: white; padding: 2px 5px; border-radius: 3px;">Clear</span> <input type="radio"/> Positive <input type="radio"/> Negative
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Previous Infection







Date of Disease <input type="text" value="MM/DD/YYYY"/>
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Cancel
Done

Remember to complete this step for each vaccine received. Your submission detail for each vaccine will change from 'No Data' to 'Awaiting Review.'

Overall Clearance Status:  Not Satisfied

Items required for clearance:

Clearance	Status	Details
<a href="#">Update</a> Columbia Health Notice of Privacy Practices	 Not Compliant	<a href="#">Not Satisfied</a> ⓘ
<a href="#">Update</a> Measles	 Not Compliant	<a href="#">Awaiting Review</a> ⓘ
<a href="#">Update</a> Meningitis Decision Form (MenACWY vaccine)	 Not Compliant	<a href="#">Not Satisfied</a> ⓘ
<a href="#">Update</a> Mumps	 Not Compliant	<a href="#">Awaiting Review</a> ⓘ
<a href="#">Update</a> Rubella	 Not Compliant	<a href="#">Awaiting Review</a> ⓘ
<a href="#">Update</a> Upload Immunization Files	 Not Compliant	<a href="#">Not Satisfied</a> ⓘ


### What happens next:

Once the (1) Immunization Form and supporting documentation is uploaded and (2) dates of immunization are entered for each required vaccine, your submission status will be queued for review. Please allow up to 15 business days for processing—Columbia University does not expedite the processing of forms.







\*Please note: once you upload a document through to "Upload Immunization Files," the status on the 'Details' column will remain 'Not Satisfied' until we have reviewed your document. Once reviewed, the status will change to 'Compliant.'

**If further action is required**, you will receive an email to your Columbia email account with instructions.

**You will receive a confirmation email once your record has been processed and the hold has been lifted.** Your submission status on the Patient Portal will change from 'Not Compliant' to 'Compliant.' You may also check your SSOL account (Morningside/Manhattanville students) or My TC Portal (TC students) to verify your hold has been removed.

Overall Clearance Status:  Satisfied

Items required for clearance:

Clearance	Status	Details
<a href="#">Update</a> Columbia Health Notice of Privacy Practices	 Compliant	<a href="#">Satisfied</a> ⓘ
<a href="#">Update</a> Measles	 Compliant	<a href="#">Satisfied</a> ⓘ
<a href="#">Update</a> Meningitis Decision Form (MenACWY vaccine)	 Compliant	<a href="#">Satisfied</a> ⓘ
<a href="#">Update</a> Mumps	 Compliant	<a href="#">Satisfied</a> ⓘ
<a href="#">Update</a> Rubella	 Compliant	<a href="#">Satisfied</a> ⓘ
<a href="#">Update</a> Upload Immunization Files	 Compliant	<a href="#">Satisfied</a> ⓘ