

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 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.

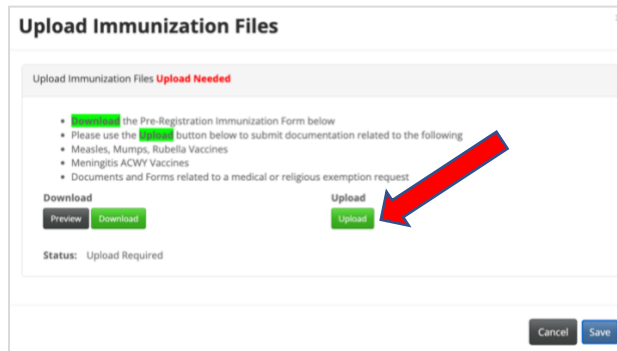
Step 5: Upload the Immunization Form by clicking **Update** next to "Upload Immunization Files" (bottom row under *Items required for clearance*).

Overall Clearance Status: ✘ Not Satisfied

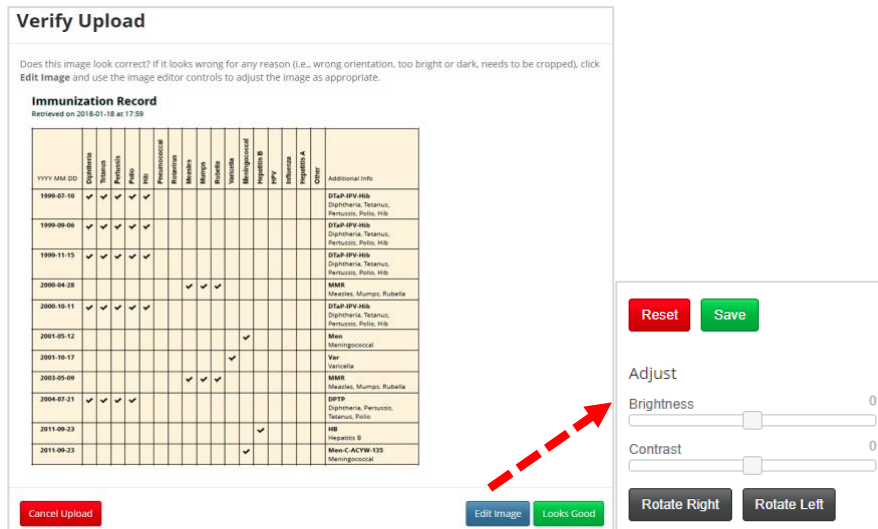
Items required for clearance:

Clearance	Status	Details
Columbia Health Notice of Privacy Practices Update	✘ Not Compliant	No Data ⓘ
Measles Update	✘ Not Compliant	No Data ⓘ
Meningitis Decision Form (MenACWY vaccine) Update	✘ Not Compliant	Not Satisfied ⓘ
Mumps Update	✘ Not Compliant	No Data ⓘ
Rubella Update	✘ Not Compliant	No Data ⓘ
Upload Immunization Files Update	✘ Not Compliant	No Data ⓘ

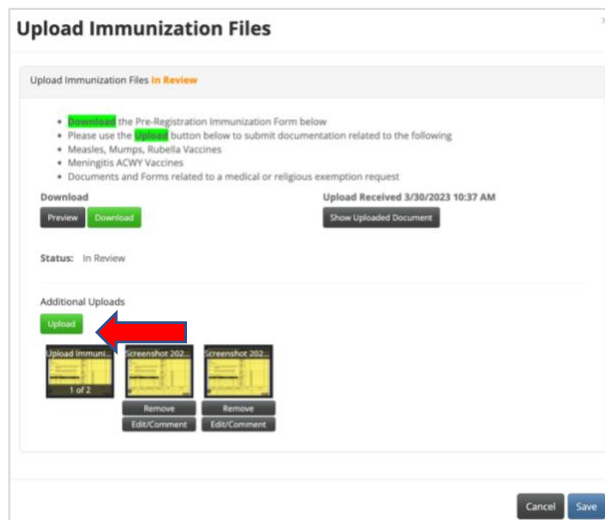
Step 6: Upload the Immunization Form by clicking **Upload** in the pop-up window.



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: ✖ Not Satisfied

Items required for clearance:

Clearance	Status	Details
Columbia Health Notice of Privacy Practices Update	✖ Not Compliant	No Data ⓘ
Measles Update	✖ Not Compliant	No Data ⓘ
Meningitis Decision Form (MenACWY vaccine) Update	✖ Not Compliant	Not Satisfied ⓘ
Mumps Update	✖ Not Compliant	No Data ⓘ
Rubella Update	✖ Not Compliant	No Data ⓘ
Upload Immunization Files Update	✖ Not Compliant	No Data ⓘ

Example of Measles:

Measles (rubeola) ✕

Doses of Measles or MMR Vaccine

Date 1

Date 2

Vaccine1

Vaccine2

Measles Antibody Titer (blood test)

Date

Result Clear

Positive Negative

Previous Infection

Date of Disease

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
Update Columbia Health Notice of Privacy Practices	✖ Not Compliant	Not Satisfied ⓘ
Update Measles	✖ Not Compliant	Awaiting Review ⓘ
Update Meningitis Decision Form (MenACWY vaccine)	✖ Not Compliant	Not Satisfied ⓘ
Update Mumps	✖ Not Compliant	Awaiting Review ⓘ
Update Rubella	✖ Not Compliant	Awaiting Review ⓘ
Update Upload Immunization Files	✖ Not Compliant	Not Satisfied ⓘ

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.

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
Update Columbia Health Notice of Privacy Practices	✔ Compliant	Satisfied ⓘ
Update Measles	✔ Compliant	Satisfied ⓘ
Update Meningitis Decision Form (MenACWY vaccine)	✔ Compliant	Satisfied ⓘ
Update Mumps	✔ Compliant	Satisfied ⓘ
Update Rubella	✔ Compliant	Satisfied ⓘ
Update Upload Immunization Files	✔ Compliant	Satisfied ⓘ