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 <u>each</u> 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.

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

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 Vaccine* by clicking [Update] next to each vaccine.

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

If you selected "Yes" to receiving to receiving a meningitis vaccine within the past 5 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	Not Satisfied ❶
Measles	Update	❌ Not Compliant	Not Satisfied ❶
Meningitis Decision Form	Update	❌ Not Compliant	Not Satisfied ❶
Mumps	Update	❌ Not Compliant	Not Satisfied ❶
Rubella	Update	❌ Not Compliant	Not Satisfied ❶
Upload Immunization Files	Update	❌ Not Compliant	No Data ❶

<u>Important note about the Measles requirement</u>
You can prove your immunity to measles by inputting the dates in just **one** of the three options below and uploading the proof of vaccination in the "Upload Immunization Files" section.

Remember to complete this step for <u>each vaccine received</u>. 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
Columbia Health Notice of Privacy Practices	Update	❌	Not Compliant	Not Satisfied ❶
Measles	Update	❌	Not Compliant	Awaiting Review ❶
Meningitis Decision Form	Update	❌	Not Compliant	Not Satisfied ❶
Meningitis Vaccine		❌	Not Compliant	No Data ❶
Mumps	Update	✅	Compliant	Satisfied ❶
Rubella	Update	✅	Compliant	Satisfied ❶
Upload Immunization Files	Update	❌	Not Compliant	No Data ❶

What happens next:

Once the Pre-Registration Immunization Form and supporting documentation is uploaded and 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
Columbia Health Notice of Privacy Practices		✅	Compliant	Satisfied ❶
Measles	Update	✅	Compliant	Satisfied ❶
Meningitis Decision Form		✅	Compliant	Satisfied ❶
Mumps	Update	✅	Compliant	Satisfied ❶
Rubella	Update	✅	Compliant	Satisfied ❶
Upload Immunization Files	Update	✅	Compliant	Satisfied ❶