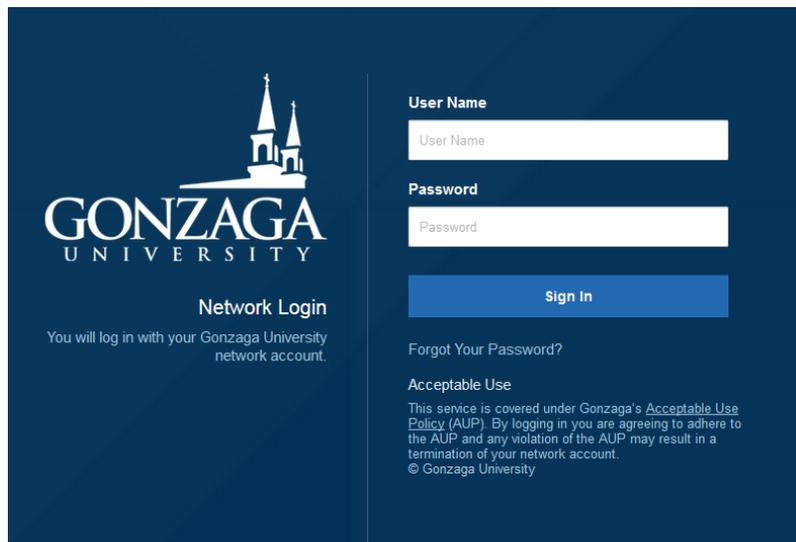


New Student Health Clearance – Online Portal Instructions

Before you start, please note this process will take approximately 30 minutes. While you will be able to start and stop as needed, we recommend taking a few moments to prepare before starting these forms. You will need to know your medical information (including some family history) and have contact information for your emergency contact. You will also need copies of your immunization records and health insurance cards. The other steps in this process do not require additional documentation.

To complete your New Student Health Clearance, please follow these steps.

- 1.) Visit <https://gonzaga.medicatconnect.com>. You will be redirected to Gonzaga University's single sign-on page, as shown below. Enter your Gonzaga Username and Password. This is the same information you would use to log onto Zgmail. Click Sign In.

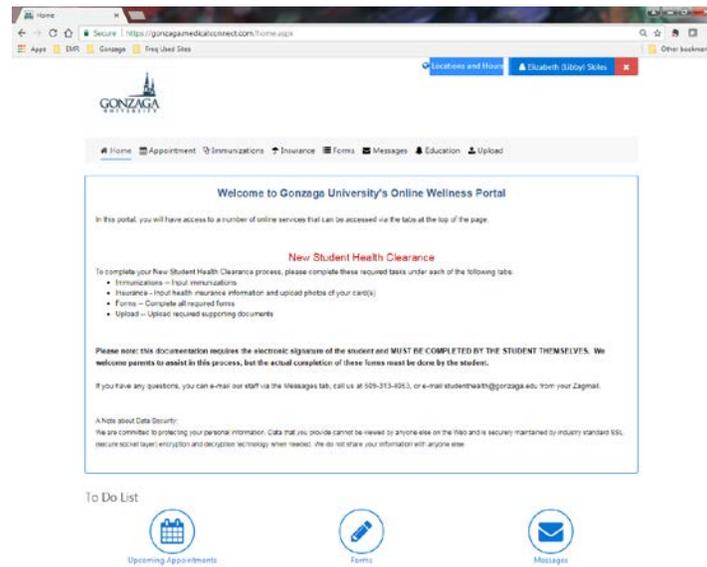


The screenshot shows the Gonzaga University Network Login page. On the left, there is the Gonzaga University logo and the text "Network Login" and "You will log in with your Gonzaga University network account." On the right, there are two input fields: "User Name" and "Password". Below the "Password" field is a blue "Sign In" button. At the bottom right, there is a link for "Forgot Your Password?" and a section for "Acceptable Use" with a disclaimer: "This service is covered under Gonzaga's Acceptable Use Policy (AUP). By logging in you are agreeing to adhere to the AUP and any violation of the AUP may result in a termination of your network account. © Gonzaga University".

- 2.) From the Home Screen of the Online Wellness Portal, you can navigate to various services. The steps you need to complete for the New Student Health Clearance process are outlined for you in the welcome message. We will walk through these steps in detail.

As noted, this **must be completed by the student**. Parents may assist as needed, but should not complete this process for their student.

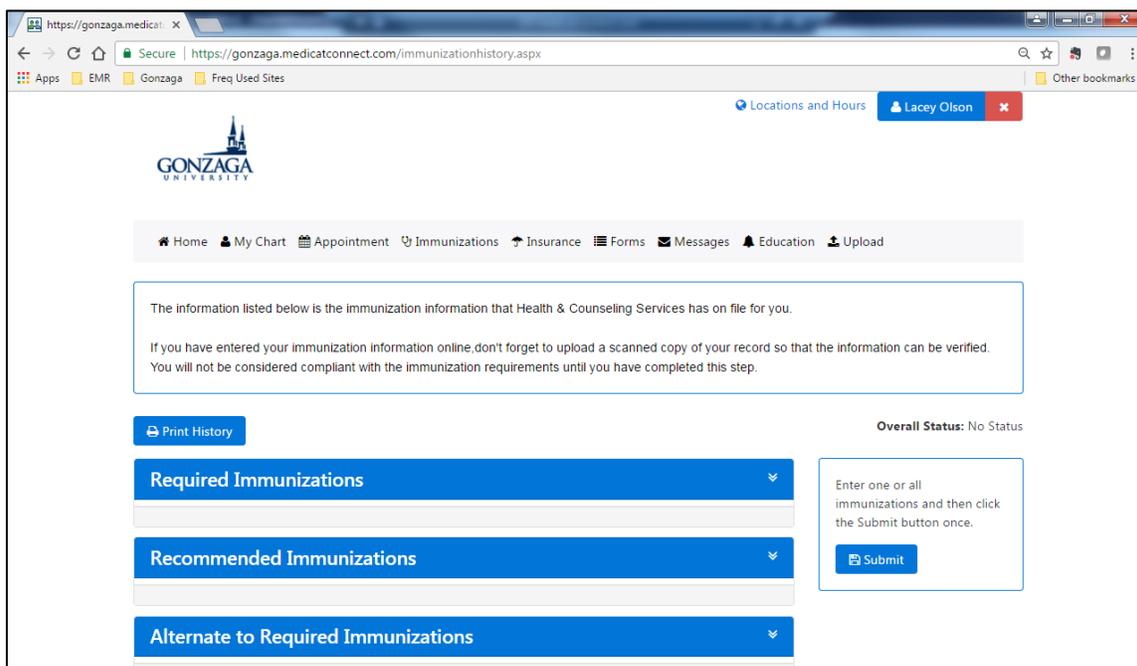
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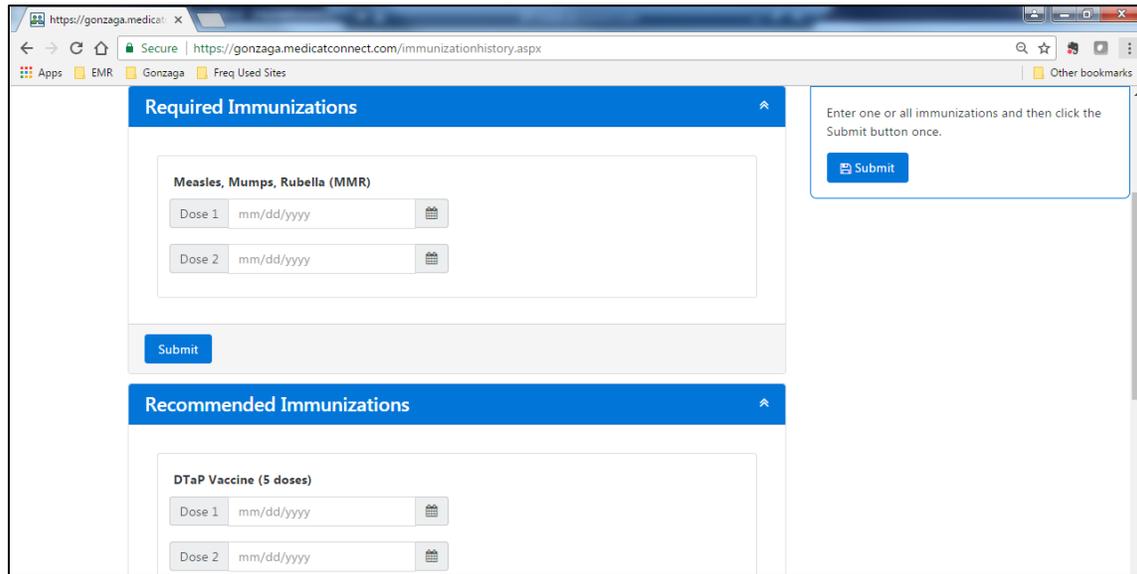


3.) The first tab under which you have assigned actions to complete is the Immunizations tab. Please enter all of your immunization dates on this form. Click on the blue bars to see the immunizations listed in each category (as shown in second screenshot).

Note: If you have received the two doses of the MMR vaccine that are listed under Required Immunizations, you do not need to enter any information into the Alternate to Required Immunizations section. This section only applies if you had to have a blood test (titer) to prove immunity to the measles because you were unable to locate your vaccination records.

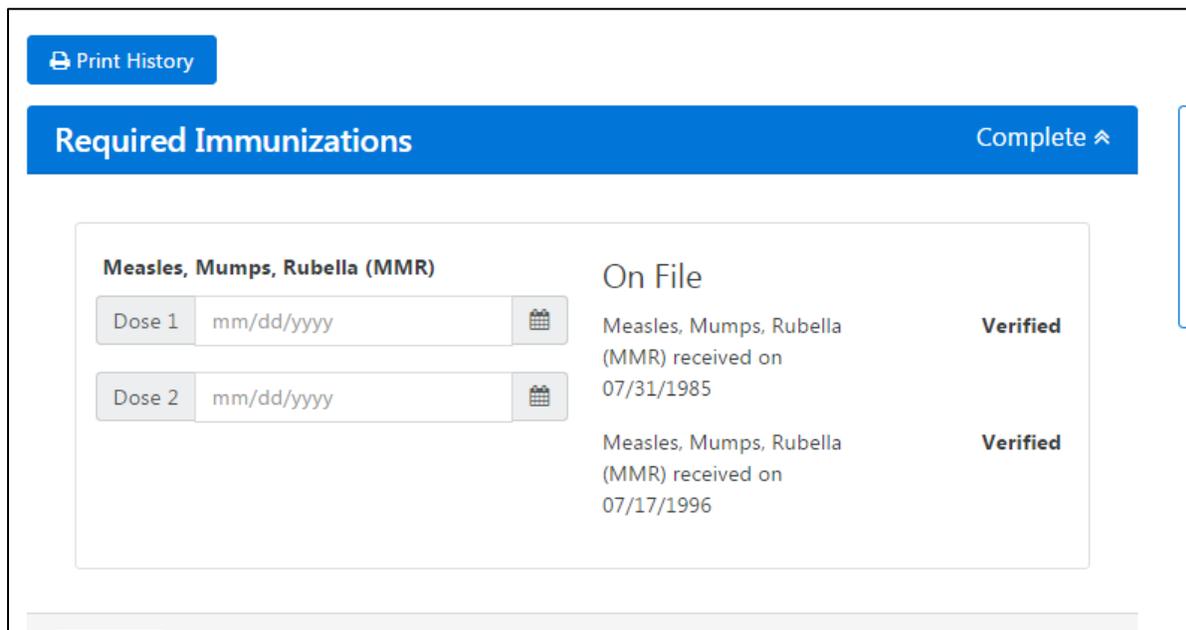
When you have entered all of your immunizations, click the Submit button on the right hand side of the page. If you have additional immunizations beyond the ones listed, please include them in the document upload.





The screenshot shows a web browser window with the URL <https://gonzaga.medicatconnect.com/immunizationhistory.aspx>. The page is titled "Required Immunizations" and contains a form for "Measles, Mumps, Rubella (MMR)". The form has two rows for "Dose 1" and "Dose 2", each with a date input field (placeholder: mm/dd/yyyy) and a calendar icon. A "Submit" button is located below the form. To the right of the form is a message box that says "Enter one or all immunizations and then click the Submit button once." with a "Submit" button. Below the "Required Immunizations" section is a "Recommended Immunizations" section with a form for "DTaP Vaccine (5 doses)" with two rows for "Dose 1" and "Dose 2", each with a date input field and a calendar icon.

After inputting your immunizations, you will see your information is now listed as on file. Once we have reviewed the dates you input and have verified this information with your uploaded documents, you will see that these are listed as Verified and your requirement is noted as Complete. You will then be able to print your immunization record from this portal at any time by clicking the Print History button.



The screenshot shows the "Print History" button at the top left. Below it is a blue header bar with "Required Immunizations" on the left and "Complete" with an upward arrow on the right. The main content area is a table with two columns: "Measles, Mumps, Rubella (MMR)" and "On File". The "Measles, Mumps, Rubella (MMR)" column has two rows for "Dose 1" and "Dose 2", each with a date input field (placeholder: mm/dd/yyyy) and a calendar icon. The "On File" column has two rows, each with the text "Measles, Mumps, Rubella (MMR) received on" followed by a date and the word "Verified" in bold.

Measles, Mumps, Rubella (MMR)	On File
Dose 1 mm/dd/yyyy	Measles, Mumps, Rubella (MMR) received on 07/31/1985 Verified
Dose 2 mm/dd/yyyy	Measles, Mumps, Rubella (MMR) received on 07/17/1996 Verified

4.) Next, navigate to the Insurance tab. Click Add New to add your health insurance information. Please enter all of your information in this screen and then click Add at the bottom of the page.

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Home My Chart Appointment Immunizations Insurance Forms Messages Education Upload

Please submit your insurance information. While Health & Counseling Services does not process insurance for in-office services, we will send this information with any external services that are provided (e.g. labs, x-rays)

Please be sure to enter your information and then upload a copy of your insurance card(s) on this page.

Add New

New Insurance

Insurance Company
ADAC

Policy Number *
Policy Number

Group Number
Group Number

Effective Date
mm/dd/yyyy

Expire Date
mm/dd/yyyy

Policy Holder

Close **Add**

Once you have entered in your information, you will see it displayed as an Insurance on File. You will then need to upload a copy of your insurance card. To do so, click on the respective Front or Back button on the right hand side of the page. Then upload an image or scanned copy of your card.

Please repeat this process for all health insurance plans you have.

Add New

Insurances On File

Premera Blue Cross Policy Number: 111111111 Effective date of coverage: 7/1/2014	Entered: 3/8/2017 Group Number: GU 123456789
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Upload Card
Front Back

5.) Next, please navigate to the Forms tab. You will see several forms that you need to complete.

To complete each form, click on the link. The form will open for you to complete. When you have finished entering in the information, click Submit. You will then see the forms listed as completed. Repeat this step for all required forms.

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Home My Chart Appointment Immunizations Insurance Forms Messages Education Upload

Required Forms

Emergency Contact Information*
Please provide contact information for your emergency contact.

GU Health History*
Please complete this Health History form.

Meningitis Acknowledgment*
Please complete this Meningitis Acknowledgment

Minors Acknowledgment*
Our records indicate that you are currently under 18 years of age. Please complete this form regarding care of minors at Gonzaga Health & Counseling Services.

Resilience & Transitions Self-Assessment*
Please complete this Resilience & Transitions Self-Assessment.

Required Annually

Privacy Practices Acknowledgment*
Please complete your annual Privacy Practices Acknowledgment.

Emergency Contact Information

Today's Date *
3/27/2018

Student First Name

Student Last Name

Student Cell Phone: *

Student Address for this Academic Year (Residence Hall & Room # or Off-campus Address: *

Emergency Contact Name *

Emergency Contact Relationship *

Emergency Contact Phone *

Emergency contact address:

Submit

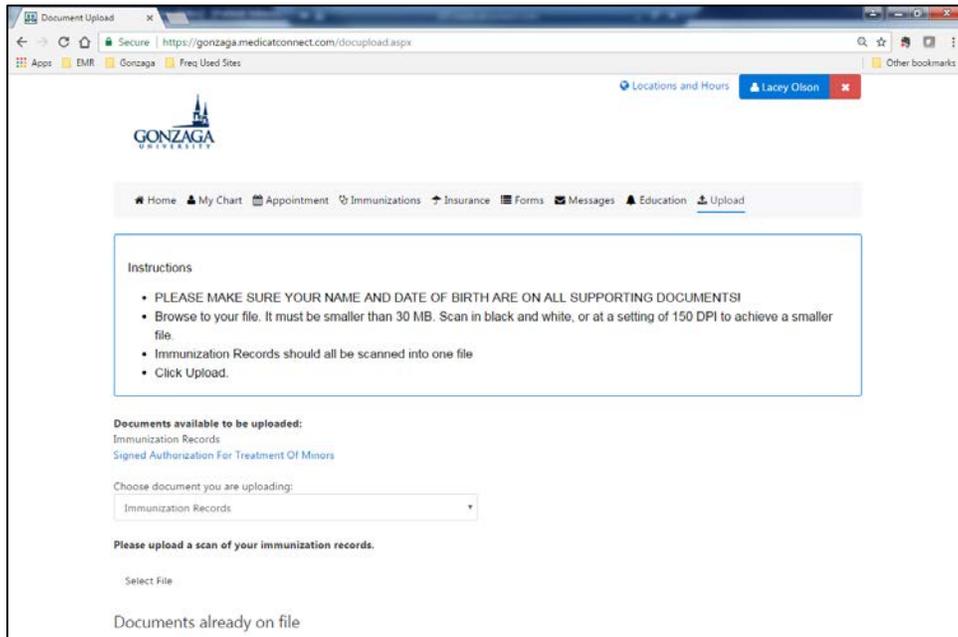
6.) The next step in the process is Uploading required documents. Click on the Uploads tab. Every student is required to upload a copy of their immunization records for verification. Please do this in one document. Any students who will be under 18 when they start at Gonzaga will also need to upload a signed Authorization for Treatment of Minors form.

You are also given the option to upload outside medical records. This is not a requirement, but you are welcome to upload records that may be pertinent.

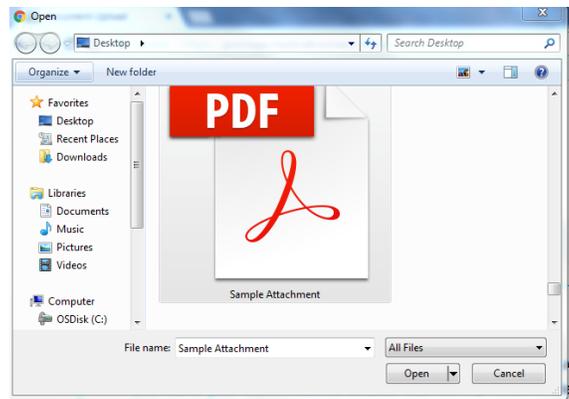
In order to upload your documents, choose the correct document type in the drop-down field, then click Select File. We will walk through the process of uploading Immunization Records in the below screenshots.

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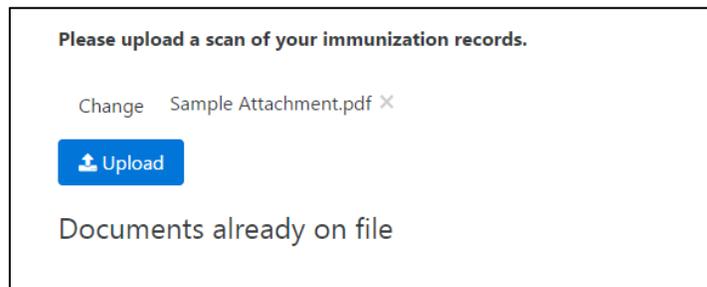
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A new window will open for you to select the scanned copy of your records. Navigate to the document and click Open. (We prefer all Immunization Records be included as one attachment. If you cannot get all records into one file, you can repeat these steps to add additional files.)



You will then see your document name and the option to click the blue Upload button. If you have chosen the correct attachment, click Upload.



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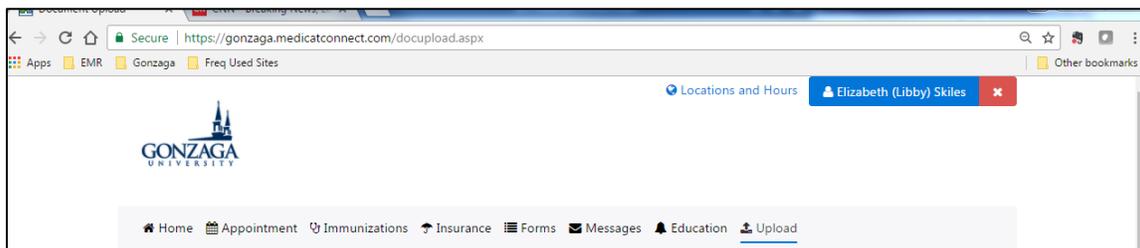
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You should now see Immunization Records listed under Documents Already on File. You will also see a link to the right hand side allowing you to view that file.

Thank you! If you have completed all of the above steps, then you have completed your New Student Health Clearance. You will receive a confirmation e-mail from our office within 5-7 business days confirming that we have everything we need.

Please log out of the system by clicking the red X in the upper right hand corner.



If you have questions, you are welcome to contact us via the Messages tab in the Online Wellness Portal, by e-mailing studenthealth@gonzaga.edu, or by calling us at 509-313-4053.