

## **SAIC Health Services Patient Portal Reference Sheet for Students**

SAIC Health Services Patient Portal allows students to enter their own immunization and health information into a secure portal. Immunization information is verified and approved by Health Services.

### **Requirements**

In accordance with the Illinois College Immunization Code, all students who enroll in 6 or more credit hours per semester must prove that they have been immunized against the following communicable diseases:

- Measles (Rubeola), Mumps, Rubella (German Measles) -- proof of two doses required
- Tetanus/ Diphtheria/Pertussis -- proof of three doses required
- Meningococcal conjugate for those under 22 years of age
  
- Please see detailed requirement information at the bottom of [this page](#).
- Immunization records are due on July 1 for students admitted in the Fall and December 20 for students admitted in the Spring.
- All supporting documentation must include a student's full name (first and last), their birthdate, and their SAIC ID number for verification purposes.

### **Accessing the SAIC Secure Online Student Portal**

- Using any browser on a computer or mobile device, go to <https://saic.medicatconnect.com/>.
- Log in with your ARTIC username and password.

### **Access Problems or Forgotten Password**

- If there is any difficulty accessing the SAIC Patient Portal, please email [healthservices@saic.edu](mailto:healthservices@saic.edu).

### **Entering Immunization Records on the SAIC Patient Portal**

- Once you have obtained your immunization information, log in to the SAIC Patient Portal at <https://saic.medicatconnect.com/>.
- Select the "Immunizations" button on the navigation bar and select the blue bar to open each requirement. Then enter the dates needed for each requirement and click Submit.
- Please remember to enter the date each requirement was completed. Do not enter today's date (unless you received an immunization today).
- If you make a mistake, simply re-enter the correct date and click Submit. Health Services will then delete the incorrect date.

## **Uploading Supporting Documents**

- Supporting documents may include:
  - Signed Certificate of Immunity
  - Laboratory tests or titers
  - Immunization administration records
  - Religious or Medical Exemption forms
- MAKE SURE YOUR NAME AND DATE OF BIRTH ARE ON ALL SUPPORTING DOCUMENTS.
- DOCUMENTS MUST BE IN ENGLISH or translated into English.
- Scan supporting documents onto your computer and save them to a file.
  - Make sure that your file name consists of only alpha and numeric characters in the file name. No extra spaces are permitted.
  - Documents that are uploaded directly must be in one of the following formats: .gif., png., tiff., tif., jpg., jpeg., txt., or .pdf.
  - Microsoft Word files such as .doc, .docx or .docm formats are not supported.
- Return to the SAIC Patient Portal and navigate to the "Upload" button on the navigation bar to upload your supporting documents. Files must be smaller than 30 MB.
- The documents can also be imaged via your mobile device camera.
- Multipage documents are best scanned. If you choose to upload multipage documents via your mobile device, you must use one image per page. You may select the appropriate available document from the dropdown menu multiple times.

## **After Submission of Supporting Documents**

- Documents uploaded via the SAIC Patient Portal are available immediately for review.
- Once records have been processed, you will be notified by secure message.

## **Checking Your Status**

- To review your missing immunization requirements, select the Immunizations button and click on the hyperlink next to "Please see the immunization history Health Services has on file for you here."
- Watch your SAIC email for important notifications from Health Services. You will receive secure messages as your status changes or if there are questions about your submitted materials. You will receive an email from [noreply@medicat.com](mailto:noreply@medicat.com) notifying you of a new message. Do not reply to this email. The Message Center

is located in the "Messages" button on the navigation bar in the SAIC Patient Portal.