## **Documentation Upload**

1. Select the 'Medical Clearances' tab once logged into <u>MyHealthConnect</u>

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Home	Home for TEST PATIENT 1100						
Medical Clearances Not Satisfied	You last logged in: 3/29/2024 10.51 AM (@ Log Out						
Health History	I would like to						
Appointments	Enter My COVID-19 Vaccination Information						
Groups@Vorkshops	Schedule or Check Into an Appointment						
Referrals							
Handouts 3 Unread	Send or Read a Secure Message						
Messages 8 Unread	Complete a Survey						
Letters							
Downloadable Forms	ATTENTION: IMPORTANT LOCATION CHANGE						
Insurance Waivers	University Health and Counseling Services are now all located in the Dental Research Building at 2124 Cornell Road.						
Insurance Card	Counseling Services has moved to the second floor of the Dental Research Building.						
Survey Forms	Health Services is on the first floor of the Dental Research Building.						
Account Summary	Students can make appointments at myhealthconnect case edu. Virtual mental health and medical appointments are also available 24/7 through Timelycare at Timelycare com/cwru.						
Medical Records	After hours and on weekends, students can call the counselor on-call at 216 368 5872 or the nurse on-call at 216 368 2450. For emergencies, call 216 368 3333 (on-campus) or 911 (off-campus)						
Immunizations	University Health & Counseling Services is dedicated to providing care for students.						
Ge Log Out	If you would like an appointment with Health Services, <u>schedule an appointment online</u> or call (216) 308-2450.     If you would like an appointment with Counseling Services, <u>schedule an appointment online</u> or call (216) 308-5872.						

2. Scroll down in the 'Medical Clearances' tab until you see the item 'Drug Panel'

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- 3. Select the green 'Update' button next to the 'Drug Panel' item
- 4. In the subsequent popup window, select 'Upload'

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5. Select the file you wish to upload from your system. Click 'Open' once selected

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6. Verify the upload is the correct document you wish to upload. Select 'Looks Good' once you are satisfied.



## 7. Select 'Save Records'



8. Your immunization record has been successfully uploaded, saved and sent to a member of the Health Services Team.

