

How to Submit MMR/Measles Records

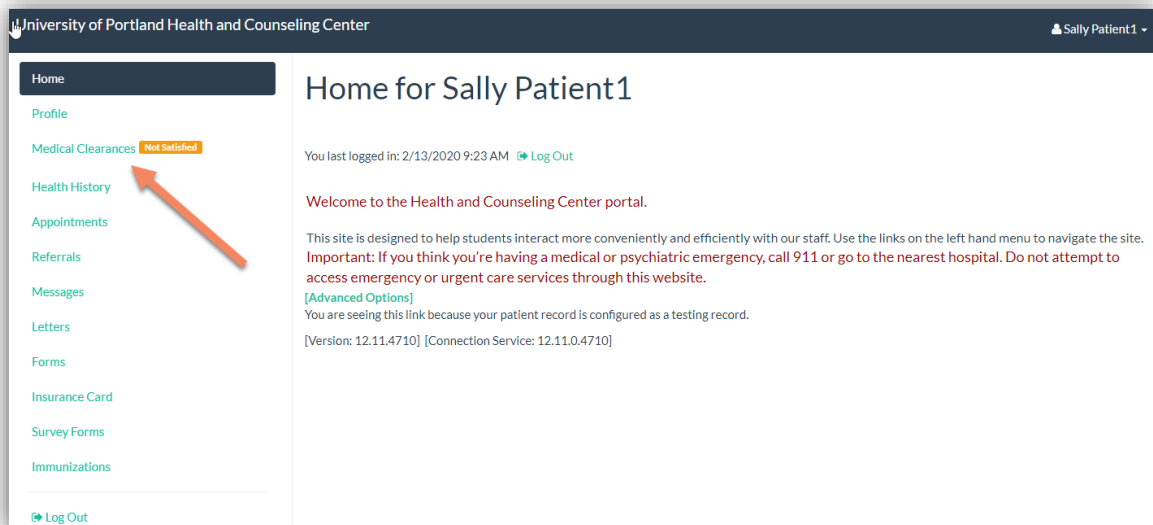
1. Go to <https://www.up.edu/healthcenter/>
2. Click on Secure Patient Portal



3. Login with your UP credentials
4. Enter your date of birth and click Proceed

The screenshot shows the login page of the University of Portland Health and Counseling Center. The header says 'University of Portland Health and Counseling Center'. Below the header, it says 'Welcome back! To confirm your identity, you must provide the following additional personal information:'. Then, it asks 'Please confirm your Date of Birth:'. There is a date picker showing 'Jan 1 1981'. An orange arrow points to the date picker. At the bottom, there are two buttons: 'Proceed' and 'Cancel'.

5. Click on Medical Clearances



6. To find out more about why a status is not compliant, click on the “i” next to the Not Satisfied link.

University of Portland Health and Counseling Center

Sally Patient

Home
Profile
Medical Clearances Not Satisfied
Health History
Appointments
Referrals
Messages
Letters
Forms
Insurance Card
Survey Forms
Immunizations
Log Out

To be fully compliant with your medical clearances and to avoid a hold you must make sure you have done the following:
1. Enter the dates of immunization for all immunizations
2. Upload a copy of your immunization record (Required)

Please note: It is not sufficient to just upload your immunization record. Failure to enter immunization dates will result in non-compliance with medical clearance requirements.

Your immunization changes have been saved successfully.

Overall Clearance Status: Not Satisfied

Items required for clearance:

Clearance	Status	Details
Confidentiality Statement	Compliant	Satisfied
Consent for Treatment	Compliant	Satisfied
Health History Form	Compliant	Satisfied
Immunization Records	Not Compliant	Not Satisfied ⓘ
Measles	Not Compliant	Not Satisfied ⓘ

7. Next to **Immunization Records** click the ‘Update’ button.

University of Portland Health and Counseling Center

Sally Patient1

Home
Profile
Medical Clearances Not Satisfied
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Medical Clearances for Sally Patient1

To be fully compliant with your medical clearances and to avoid a hold you must make sure you have done the following:
1. Enter the dates of immunization for all immunizations
2. Upload a copy of your immunization record (Required)

Please note: It is not sufficient to just upload your immunization record. Failure to enter immunization dates will result in non-compliance with medical clearance requirements.

Overall Clearance Status: Not Satisfied

Items required for clearance:

Clearance	Status	Details
Confidentiality Statement	Compliant	Satisfied ⓘ
Consent for Treatment	Compliant	Satisfied ⓘ
Health History Form	Compliant	Satisfied ⓘ
Immunization Records	Not Compliant	Not Satisfied ⓘ
Measles	Not Compliant	Not Satisfied ⓘ

8. Click **'Upload'**. Records MUST show your full name and date of birth. Accepted formats in portrait mode are gif, jpg, png, pdf. Click Save.

The screenshot shows a web interface titled "Immunization Record". At the top, it says "Immunization Record Upload Needed". Below this, there are instructions: "Upload a readable immunization record with your full name and date of birth on each page.", "Accepted upload formats in Portrait mode are: gif, jpg, png, pdf.", and "Do not upload MS Word documents." To the right, it says "Upload Received 1/30/2025 8:47 AM" and has a button "Show Uploaded Document". Below the instructions, the status is "Status: Upload Required". Under "Additional Uploads", there is a green "Upload" button with a red arrow pointing to it. Below the button are four thumbnails of uploaded documents, each labeled "Acknowledged! L...". At the bottom right, there are "Cancel" and "Save" buttons.

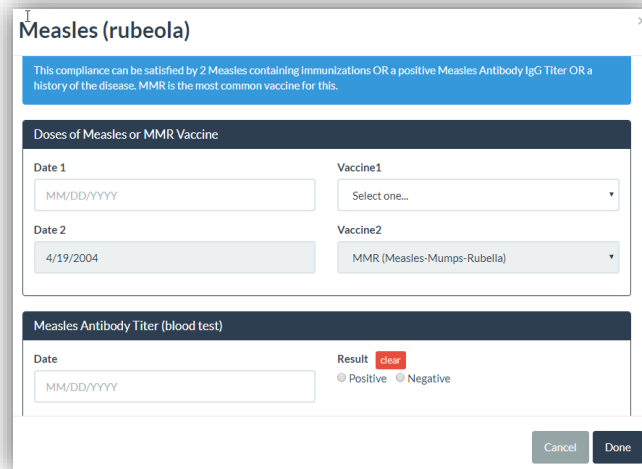
9. Next to **Measles** click the **'Update'** button. Add the 2 dates you received the MMR vaccine.

The screenshot shows a web interface titled "Medical Clearances for Sally Patient1". On the left is a sidebar with navigation links: Home, Profile, Medical Clearances (highlighted with a "Not Satisfied" badge), Health History, Appointments, Referrals, Messages, Letters, Forms, Insurance Card, Survey Forms, Immunizations, and Log Out. The main content area has a heading "Medical Clearances for Sally Patient1" and instructions: "To be fully compliant with your medical clearances and to avoid a hold you must make sure you have done the following: 1. Enter the dates of Immunization for all Immunizations 2. Upload a copy of your Immunization record (Required)". Below this is a note: "Please note: It is not sufficient to just upload your immunization record. Failure to enter immunization dates will result in non-compliance with medical clearance requirements." The overall status is "Overall Clearance Status: Not Satisfied". A section titled "Items required for clearance:" contains a table with the following data:

Clearance	Status	Details
Confidentiality Statement	Compliant	Satisfied
Consent for Treatment	Compliant	Satisfied
Health History Form	Compliant	Satisfied
Immunization Records	Not Compliant	Not Satisfied
Measles	Not Compliant	Not Satisfied

Each row in the table has an "Update" button. A red arrow points to the "Update" button for the "Measles" row.

10. Enter in MMR dates, Measles Antibody Titer results, or date of Measles infection as documented in Immunization Records.

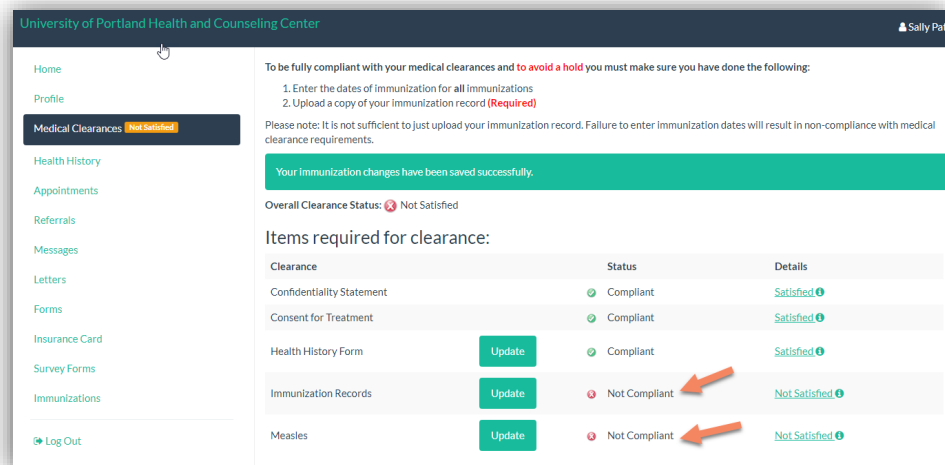


The form is titled "Measles (rubeola)". It contains a blue informational banner at the top stating that compliance can be satisfied by 2 Measles-containing immunizations OR a positive Measles Antibody IgG Titer OR a history of the disease. Below this, there are two sections: "Doses of Measles or MMR Vaccine" and "Measles Antibody Titer (blood test)". The "Doses" section has two rows, each with a "Date" field and a "Vaccine" dropdown menu. The "Antibody Titer" section has a "Date" field and a "Result" section with radio buttons for "Positive" and "Negative", and a "clear" button. At the bottom right are "Cancel" and "Done" buttons.

Doses of Measles or MMR Vaccine	
Date 1 MM/DD/YYYY	Vaccine1 Select one...
Date 2 4/19/2004	Vaccine2 MMR (Measles-Mumps-Rubella)

Measles Antibody Titer (blood test)	
Date MM/DD/YYYY	Result <input checked="" type="radio"/> Positive <input type="radio"/> Negative

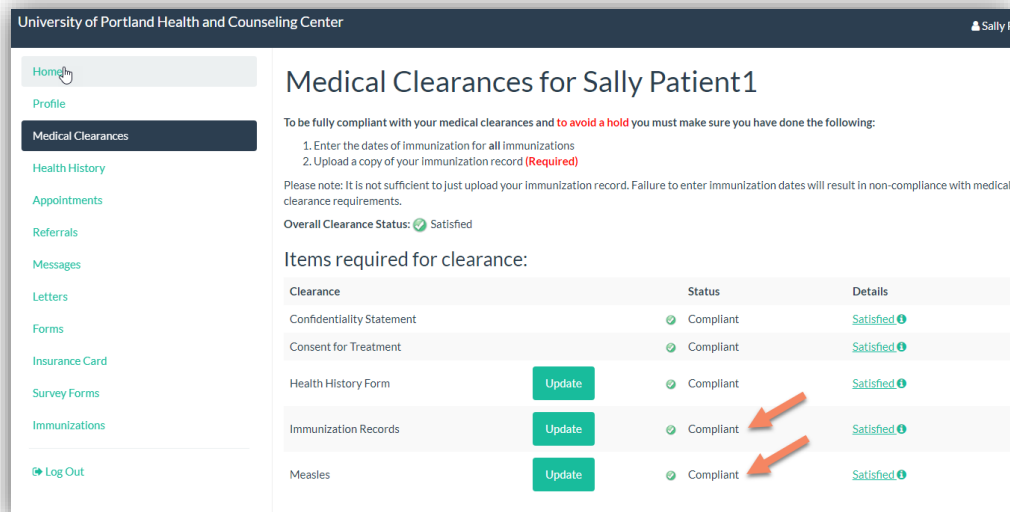
11. After uploading documents and entering MMR/Measles dates, status will still be "Not Compliant" until records are reviewed by HCC staff.



The screenshot shows the "Medical Clearances" tab for Sally Patient1. The overall status is "Not Satisfied". A table lists the required items for clearance, with "Immunization Records" and "Measles" marked as "Not Compliant". Red arrows point to these two items.

Clearance	Status	Details
Confidentiality Statement	Compliant	Satisfied
Consent for Treatment	Compliant	Satisfied
Health History Form	Compliant	Satisfied
Immunization Records	Not Compliant	Not Satisfied
Measles	Not Compliant	Not Satisfied

12. To verify that all records and dates have been received and approved, go to the Medical Clearances tab and check the status. These will update once the HCC staff has reviewed the records and dates entered.



The screenshot shows the "Medical Clearances" tab for Sally Patient1. The overall status is now "Satisfied". The table shows that all items, including "Immunization Records" and "Measles", are now "Compliant". Red arrows point to these two items.

Clearance	Status	Details
Confidentiality Statement	Compliant	Satisfied
Consent for Treatment	Compliant	Satisfied
Health History Form	Compliant	Satisfied
Immunization Records	Compliant	Satisfied
Measles	Compliant	Satisfied