



**Anna Maria College**  
**Health Services**  
50 Sunset Lane, Paxton, MA 01612  
Phone: 508-849-3315  
Email: [healthservices@annamaria.edu](mailto:healthservices@annamaria.edu)

## MEDICAT PATIENT PORTAL HOW-TO INSTRUCTIONS

Welcome to Anna Maria College!

All full time (12 credits or more) and part time (6 credits or more) undergraduate and graduate students are required to provide documentation of state and College required vaccinations, as well as complete registration forms for Health Services before starting classes. All forms and documents must be uploaded through the Medicat Patient Portal, our electronic medical records system. Follow the steps listed here to complete the registration process for the portal so you can upload and complete the required health forms before classes start. Information about Health Services including hours, services provided, and how to make an appointment can be found on our website: [www.annamaria.edu/shs](http://www.annamaria.edu/shs)

### REGISTER FOR THE MEDICAT PATIENT PORTAL

Google Chrome and Firefox internet browsers work best for Medicat

1. Go to: <https://annamaria.medicatconnect.com/>
2. Click the "Register" button in the upper right corner
3. Fill in the fields using the guide in the box to the right →
4. Click "Submit" button – you will see a message instructing you to check your email for a link to set your password
5. Check your @amcats.edu email for the link to set your password; this may take a few minutes to come through
6. Once you have set your password go back to the login page link above and use your username and password to login to your Medicat Patient Portal.

#### ACCOUNT REGISTRATION FIELDS

**Username:** same as the username of your @amcats.edu email.

*Example: for student Test Patient with email address tpatient@amcats.edu, the username is tpatient*

**Student ID:** your 9 digit student ID number

**Email:** your @amcats.edu email address

**First Name:** your legal first name

**Last Name:** your legal last name

### NAVIGATING THE PATIENT PORTAL

When you login to the Patient Portal you will see a welcome message on the home page. Across the top of the welcome message is the navigation bar. Below is a summary of each navigation tab to help you input and upload all required documentation.

[Home](#) [Immunizations](#) [Insurance](#) [Forms for Incoming Students](#) [Messages](#) [Education](#) [Upload](#)

**IMMUNIZATIONS TAB** – has a drop-down menu. Select "enter dates" to enter the individual dates for required immunizations. You must enter dates **and** upload a copy of your immunization record in order to be compliant with immunization requirements. Selecting "view history" will show you what immunizations are currently on file as well as your status as compliant or not.

**INSURANCE TAB** – there is nothing to fill out here, you just need to upload a copy of your insurance card over on the Upload tab

**FORMS FOR INCOMING STUDENTS TAB** – Required forms that must be completed online are identified with a red asterisk (TB Risk assessment, consent for treatment, receipt of privacy practices, student health history, and emergency contact form). You may view and download health forms under this tab as well. Forms are also available on the Health Services website.

**MESSAGES TAB** – this tab is where you will find secure messages from Health Services staff regarding record compliance or missing documents. If you are seen for a health services visit, this is where follow-up messages from your provider will go, such as lab results. You can also send messages that are secure and confidential to the health services providers from this tab.

**EDUCATION TAB** – Access information sheets about common health conditions affecting young adults

**UPLOAD TAB** – this is where to upload scanned documents including a copy of your immunization record, physical exam form, health insurance card, etc. Choose the document you are uploading from the drop-down list.

**Note: if required health forms and documentation are not submitted and complete before the start of classes, a "hold" will be placed on your academic record and you will not be allowed to register for future classes until health forms are completed.**