



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

MEDICAT PATIENT PORTAL HOW-TO INSTRUCTIONS

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

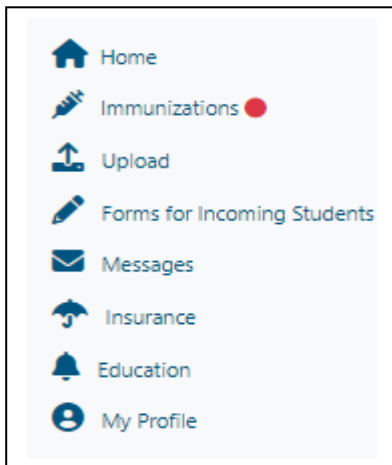
Welcome to Anna Maria College! All full time (12 credits or more) and part time (6 credits or more) undergraduate and graduate students are required to provide documentation of state and College required vaccinations, as well as complete registration forms for Health Services before starting classes. 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

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 above
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.

NAVIGATING THE PATIENT PORTAL



When you login to the Patient Portal you will see a welcome message on the home page. The selection menu is located on the left side of the page. Below is a summary of each selection to help you input and upload all required documentation.

IMMUNIZATIONS – From the drop-down menu choose 'Required Vaccinations', select each vaccine from the list, enter the date(s) of the dose(s) and click the blue Submit button on the bottom right. After each date/ dose entered, a pop up will appear titled "immunization entry box." Click OK to bypass and continue entering all vaccines. Use the Upload tab to upload a copy of your immunization record. You must enter dates **and** upload a copy of your immunization record to be compliant with the immunization requirements.

UPLOAD – 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 list and click 'select file' on the right side of the screen.

FORMS FOR INCOMING STUDENTS – There are four (4) required forms that must be completed online. [Receipt of Privacy Practices, Consent for Treatment, Student Medical History, TB Screen]

You may view and download health forms under this tab as well. Forms are also available on the Health Services website.

MESSAGES – 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.

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

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

Note: if required health forms and documentation are not submitted you may not be allowed to register for future classes until health forms are completed.