

Medicat Student Portal User Guide



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Overview

Medicat is used to securely exchange information between health services, students and the health clinic.

	● This user-friendly guide will make it easier to use the Medicat student portal effectively.
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WHAT'S INSIDE

- Step-by-step instructions on how to access and print immunization records, scan and upload of immunization records, enter insurance information, and access to health information and campus resources will be provided.

Getting Started

Welcome! You will need to sign in on to Medicat, <https://njit.medicatconnect.com/> to get started.

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.

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Welcome to NJIT Health Services Patient Portal

Welcome to your NJIT Student Health Records Portal.

The following functions are available:

- Secure communication with Campus Health & Wellness Services
- Access and print immunization records
- Enter insurance information
- Scan and upload immunization records
- Access to health information and campus resources

Information that you provide cannot be viewed by anyone else on the Web and is securely maintained by industry standard SSL (secure socket layer) encryption and decryption technology when needed. We do not share your information with anyone else.

To Do List



Upcoming Appointments

You do not have any upcoming appointments.



Forms

You have forms that need to be completed.



Uploads

You have documents that need to be uploaded.
Please click the Upload link to send us the documents.

Immunizations Tab

On the navigation bar, Immunization 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.

If you were vaccinated in New Jersey, your immunization records may already be on file. Selecting **“View History”** will show you what immunizations are currently on file as well as your status as compliant or not. Please view history prior to enter data to ensure you are not inputting the same information.

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The information listed below is the immunization information that is on file for you. Your records will be pending for review after uploading. It may take several weeks for Health Services staff to review and validate the information you submit. You will be contacted by a Health Services staff member only if there is a question or if you are missing a requirement.

Print

Overall Status: Verified

Missing Immunization		Reason Not Compliant	
Item On File	Date Received	Status	Historical

If not you were not vaccinated in New Jersey, you will need to enter the data online manually and upload documentations of your immunizations/health requirements. The data you entered won't be validated without the necessary documentation. At the top, click the drop down arrow next to Immunization, select **"Enter Dates"**. You are able to enter one or all immunizations then click the submit button once.

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Please enter the dates for the immunizations below. Please enter each immunization only once.

Note: If you were vaccinated in New Jersey, your immunization records may already be on file. Check your file by clicking on ‘Immunization’ and then choosing ‘View History’ from the drop-down menu. You do not need to submit a record for immunizations that are already on file.

Please click Immunizations>History to view what we have on file or you can click the "print" button to view as well.

Measles, Mumps, Rubella Requirement

*MMR Vaccine

Dose 1

mm/dd/yyyy

Dose 2

mm/dd/yyyy

Measles Immunization Dose #1


mm/dd/yyyy

Enter one or all immunizations and then click the Submit button once.


Submit

To upload your file, you can select the upload tab in the navigation bar at the top or at the bottom right of your homepage screen in the "To Do List" section click the **"Upload"** icon.


To Do List



Upcoming Appointments
You do not have any upcoming appointments.



Forms
You have forms that need to be completed.



Uploads
You have documents that need to be uploaded.
Please click the Upload link to send us the documents.

Scroll down to the drop-down menu and select type of document you will be uploading, e.g., "Immunization History ", "Chest X-Ray". The list of acceptable document types is provided below.

Click **Select File** to browse your computer for the document you will upload and click Upload.
Please make sure you upload all the required forms.

Home

Immunizations

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Forms

Messages

Education

Upload

Instructions

- PLEASE MAKE SURE YOUR NAME AND DATE OF BIRTH ARE ON ALL SUPPORTING DOCUMENTATION!
- Only upload each document once.
- Browse to your file. It must be smaller than 4MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- Click Upload. Your records will be pending for review after uploading. We (Student Health Services) will review and update your healthforms in the order received.

Types of Documents that may be uploaded:

Chest Xray

Covid Report

COVID Vaccine Record

IGRA

Immunization History

Lab Titers For Immunizations

Medical Exemption

PPD Results

Religious Exemption

Choose document you are uploading:

Immunization History

Please upload your NJIT Immunization records

Select File

Documents already on file

Your file will be listed with the date it was submitted in the section titled "Documents already on file."

Select File

Documents already on file

Immunization History received on 4/11/2023

View File

Insurance Tab

To add your current health insurance information, go to the top of the page and click on insurance. Next click on "Add New" and add the necessary information.

HomeImmunizationsInsuranceFormsMessagesEducationUpload

Please enter your insurance information. You may take a picture of your card and upload it to the Student Portal. You must bring your insurance card with you each time you visit Health Services.

Add New

New Insurance

Insurance Company*

Policy Number *

Policy Number

Group Number

Group Number

Upload Card

FrontBack

Policy Holder Information

Please make sure you upload the front and back of the card. Once the information is entered, select "Add" at the bottom on the page.

Forms Tabs

Required forms that must be completed online are identified with a red asterisk (Tuberculosis Questionnaire, Meningitis Questionnaire, Meningococcal Disease Education, and Consent for Treatment).

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

Forms

Meningitis Questionnaire - New Jersey*

All incoming students must complete this form.

Tuberculosis Questionnaire*

All students must complete this form.

Meningococcal Disease Education Form

Please click on the form. I have acknowledge that I have received and read the information contained in the form.

Message Tab

This 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.

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Please call NJIT Student Health at 973-596-3621 or 3697 for any questions. If you are experiencing a Medical Emergency call 911. Non-emergencies call Campus Safety at 973-596-3111.

Inbox Sent

Education Tab

This tab access information sheets about common health conditions affecting young adults.

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The links provided are for education materials reviewed by Student Health Services. They are not meant to take the place of seeing your health provider. Call us or schedule an appointment if you have concerns about your health.

My Documents Documents the clinic provided me

[Chlamydia](#)

[Free STI testing sites](#)

[Genital Herpes](#)

[Gonorrhea](#)

[HPV for women](#)

[HPV information](#)

[HPV information for men](#)

[Syphilis](#)

[Trichomonas](#)

[HIV basic information](#)

[Preventing HIV](#)

If you are experiencing any issues please contact health services at healthservices@njit.edu.