

How to Upload Immunization Records to Point and Click (PNC) Patient Portal

Morehouse School of Medicine

1. Sign into the portal at: <https://MSMPortal.pointnclick.com>. Click on the button that says Morehouse School of Medicine and log in.
 - **You must have an MSM email prior to logging in.**

Student Health and Wellness Center

Please select your home campus.

Morehouse School of Medicine

Clark Atlanta or Morehouse College

2. You will then see the home page. Below is an example of a test patient.

Student Health and Wellness Center

John PNC

Home

Profile

Medical Clearances **Back** **Refresh**

Health History

Appointments

Referrals

Handouts

Messages **1 Unread**

Letters **1 Unread**

Downloadable Forms

Survey Forms

Immunizations

Log Out

Home for John PNC

You last logged in: 2/3/2022 3:10 PM **Log Out**

I would like to...

Enter My COVID-19 Vaccination Information

Schedule an Appointment

Edit My Profile

Welcome to Student Health and Wellness Center

This site is designed to help students interact more conveniently and efficiently with Student Health Services. Using the links at the left you can:

- Update your profile information
- Schedule appointments online 24/7
- Receive test results and exchange secure messages with the health center staff
- Complete forms
- Complete surveys
- Review and print immunization records

[Version: 12.11.5526]

3. Click on the tab on the left side menu called Medical Clearances

Home

Profile

Medical Clearances **Not Satisfied**

Health History

Appointments

Referrals

Handouts

Messages **2 Unread**

Letters **1 Unread**

Downloadable Forms

Survey Forms

Immunizations

Log Out

Home for John PNC

You last logged in: 11/21/2022 2:10 PM [Log Out](#)

Welcome to Student Health and Wellness Center

This site is designed to help students interact more conv

- Update your profile information
- Schedule appointments online 24/7
- Receive test results and exchange secure messages with
- Complete forms
- Complete surveys
- Review and print immunization records

[Version: 12.11.5703]

4. In the Medical Clearances tab you will see each requirement listed. Click on the green Update button next to the requirement you would like to complete

Home

Profile

Medical Clearances **Not Satisfied**

Health History

Appointments

Referrals

Handouts

Messages **2 Unread**

Letters **1 Unread**

Downloadable Forms

Survey Forms

Immunizations

Log Out

Medical Clearances for John PNC

To be fully compliant with your medical clearances, you must make sure you have done the following:

1. Enter the dates of your immunizations/blood tests **(Required)**
2. Upload a copy of your original immunization documents under the 'Immunization Records' tab **(Required)**

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

Overall Clearance Status: **Not Satisfied**

Items required for clearance:

Clearance	Status
Chest X-Ray	Update Not Compliant
Consent for Treatment	Compliant
COVID-19 Vaccine	Update Not Compliant
Health History	Update Compliant
Hepatitis B	Update Not Compliant
Immunization Records	Update Compliant

5. Enter the date(s) the requirement was met. Any special instructions will appear at the top of the screen in the blue box. Below is an example of the hepatitis B requirement.

Hepatitis B

This compliance can be satisfied for non-clinical students by 3 HepB containing immunizations OR a Hep B Surface Antibody blood test. MSM clinical students need BOTH the vaccine series AND a Quantitative Hepatitis B surface antibody test

Doses of Hepatitis B Vaccine

Date 1 10/10/2019	Vaccine1 Hep B-adult (Hepatitis B-adult)
Date 2 12/10/2019	Vaccine2 Hep B-adult (Hepatitis B-adult)
Date 3 MM/DD/YYYY	Vaccine3 Select one...

Hepatitis B Surface Ab Titer

Date MM/DD/YYYY	Result clear <input type="radio"/> Positive <input type="radio"/> Negative
---------------------------	---

Additional Doses of Hepatitis B Vaccine

Date 4 MM/DD/YYYY	Vaccine4 Select one...
Date 5 MM/DD/YYYY	Vaccine5 Select one...

Cancel Done

6. Next click on “Immunization Records” on the same Medical Clearances page to upload any lab results, physical forms, or vaccine records. *Original documents must be uploaded to this tab so that the dates entered to be verified. Entering the dates without original documentation will result in the clearance being marked non-compliant.*

Medical Clearances for John PNC

To be fully compliant with your medical clearances, you must make sure you have done the following:

1. Enter the dates of your immunizations/blood tests (**Required**)
2. Upload a copy of your original immunization documents under the 'Immunization Records' tab (**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 clearances.

Overall Clearance Status: ✖ Not Satisfied

Items required for clearance:

Clearance	Update	Status
Chest X-Ray	Update	✖ Not Compliant
Consent for Treatment		✔ Compliant
COVID-19 Vaccine	Update	✖ Not Compliant
Health History	Update	✔ Compliant
Hepatitis B	Update	✖ Not Compliant
Immunization Records	Update	✔ Compliant

7. Once reviewed, you will either see the status change to compliant if the requirement is satisfied, or you will receive a message in your portal from the SHWC staff with any additional information required.
8. If you would like to request an exemption form for vaccination requirements, they may be found under “Downloadable Forms.” Please make sure the forms are completed in their entirety. Partial forms or other letters written will not be acceptable. Exemptions are valid for 1 year.

Downloadable Forms for John PNC

Don't Forget!
Remember to click the **Save** button at the bottom of the page after uploading all your documents.

COVID Medical Exemption Request Upload Verified

Please download, complete, and return here to upload. To be considered, both pages must be completed and uploaded

Download
[Preview](#) [Download](#)
Upload Received 10/6/2021 3:41 PM
[Show Uploaded Document](#)

Status: Verified on 12/8/2021 11:52 AM

Additional Uploads
[Upload](#)

COVID Religious Exemption

Please download, complete, and return here to upload. To be considered, both pages must be completed and uploaded

Download
[Preview](#) [Download](#)
[Upload](#)

Status: Upload Required

9. To upload the completed form, go to the “Downloadable Forms” tab and upload the form under the correct exemption category. For example, if you are requesting a COVID 19 Medical Exemption, click on the green Upload button under COVID 19 Medical Exemption Request and then click Save.

10. If you should have any questions regarding the compliance requirements, please reach out to our office.

Student Health and Wellness Center
455 Lee Street SW, Suite 300A,
Atlanta, GA 30310
Phone number: (404) 756-1241
Email: SHWCRequests@msm.edu