

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

*Clark Atlanta*

**Click this link for tutorial on how to upload Immunization Records:** <https://www.youtube.com/watch?v=G1Oq7Iroz4c>

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

Morehouse School of Medicine  
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.

Morehouse School of Medicine  
Student Health and Wellness Center

John PNC

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]

Home

Profile

Medical Clearances **Not Submitted**

Health History

Appointments

Referrals

Handouts

Messages **1 Unread**

Letters **1 Unread**

Downloadable Forms

Survey Forms

Immunizations

Log Out

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

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Letters **1 Unread**

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## Medical Clearances for John PNC

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

- Enter the dates of your immunizations/blood tests **(Required)**
- 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	<b>Update</b> Not Compliant
Consent for Treatment	Compliant
COVID-19 Vaccine	<b>Update</b> Not Compliant
Health History	Compliant
Hepatitis B	<b>Update</b> Not Compliant
Immunization Records	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	Vaccine1
10/10/2019	Hep B-adult (Hepatitis B-adult)
Date 2	Vaccine2
12/10/2019	Hep B-adult (Hepatitis B-adult)
Date 3	Vaccine3
MM/DD/YYYY	Select one...

#### Hepatitis B Surface Ab Titer

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

#### Additional Doses of Hepatitis B Vaccine

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

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	<a href="#">Update</a>	<span style="color: red;">✖</span> Not Compliant
Consent for Treatment		<span style="color: green;">✔</span> Compliant
COVID-19 Vaccine	<a href="#">Update</a>	<span style="color: red;">✖</span> Not Compliant
Health History	<a href="#">Update</a>	<span style="color: green;">✔</span> Compliant
Hepatitis B	<a href="#">Update</a>	<span style="color: red;">✖</span> Not Compliant
Immunization Records	<a href="#">Update</a>	<span style="color: green;">✔</span> 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