User Guide: 
Managing Consent Releases and Linking Health on Track with Epic MyChart
Health On Track is Yale’s portal for managing and fulfilling health requirements.

Only individuals or those who supervise individuals with health requirements for employment or research purposes will be able to log in. If you cannot log in using the Option to login with the Yale NetID, you do not have any health requirements at this time.

Initial Log in instructions and Required Consent:
1. To access Health On Track, go to https://healthontrack.yale.edu/s/
2. From the home page, click the Log In button in the upper right corner.
3. On the Log In page, click on the option at the bottom to “Log in with Yale NetID for Health On Track.”
4. This will route you to the Yale Central Authorization Service page to enter your credentials.
5. Once Logged in for the first time, you will be prompted to complete several User consents. One is mandatory to use the system, the other three are optional and allow information sharing with other systems and specific communication options. To begin reviewing the consent click the Next Button.

6. Review the information on the next screen. Then click the “Update My Consent” Button.

The next screen will give you the option to select one or all the consents to review and acknowledge.
Note: You must consent to the “Health On Track General User Acknowledgement” in order to use the Health On Track System.
7. Select one or more Consents and then Click Next.

![Select the policy below to update your consent.](image)

8. Follow the Prompts for Each Consent selected, opt in or out for each using the pull-down Menu then clicking Next.

**Required Consents**

Health On Track General User Acknowledgement (Required)
9. You will receive a confirmation that the consent has been updated.

Note: If you choose to opt out of the General User Acknowledgement Consent you will be unable to continue using the Health On Track System.

10. If this is the only consent that has been selected the user will be routed Portal home screen and can use the portal to track and complete any assigned requirements.

Optional Consents:

The following steps assume the user checked the check boxes in Step 7 for Optional consents. The order these are completed may vary depending on which consents are selected.

Epic (MyChart) Limited Data integration

Opting-in to using the Epic MyChart integration allows the user to Import their immunization records from YNHHS’s Epic MyChart system. If the user has relevant immunization records for assigned Health Requirements the integration will automatically mark them as Compliant.

For privacy reasons, the Epic MyChart integration is only permitted to import Immunization records, any other records (Testing, attestations, documentation) must be manually uploaded by the user via the portal. Instructions for manually uploading documents can be found here: Portal: How to complete a requirement with documentation

11. The user will review the Epic Limited Data Integration Consent.
12. Opt in or out using the pull-down menu then click “Next”

13. Click “Next” on the Confirmation window.

Satisfying Requirements using the Epic MyChart Integration
(only Applicable if the Epic MyChart Consent is Opted-in)

14. Once the user has completed their consents and returned to the Portal Home, they will be presented with an option to import their data from Epic MyChart

15. In the future, when the opted-in user logs in and user selects a non-compliant requirement that can be satisfied with imported vaccination data, the prompt above will be presented again and the user can select to import new data from Epic MyChart to satisfy the requirement.

If a requirement is not automatically satisfied by the integration, it means that the data for that requirement has not been found. If the vaccination is new, please try step 15 again the following day. If the data is still not found there may be a data mismatch in the Epic MyChart records that prevents the automation from running. If this happens, please use the manual upload process to satisfy the requirement. Instructions can be found here: Portal: How to complete a requirement with documentation
Health On Track SMS Consent (Optional)

Users receive a number of notifications from Health On Track. Email is the primary method of notification and cannot be opted out of. The system also offers the option for SMS notifications, users can opt-in to receiving SMS notifications in addition to Email notifications using this consent option.

16. Review the SMS Consent

17. Opt in or out using the pull-down Menu then Click “Next”

18. Click “Next” on the Confirmation window the pops up.
YNHHS Healthcare Worker Consent (Optional)

This consent is only for users who are both Yale Healthcare workers and YNHHS medical staff. Consent to this allows Health On Track to share certain immunization records between Yale and YNHHS to reduce the duplication of paperwork for dual role staff.

19. Review the YNHHS Healthcare Worker Consent

20. Opt in or out using the pull-down Menu then Click “Next.”
21. Click “Next” on the Confirmation window the pops up.
Questions about this software?
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