Yale *Campus Health*
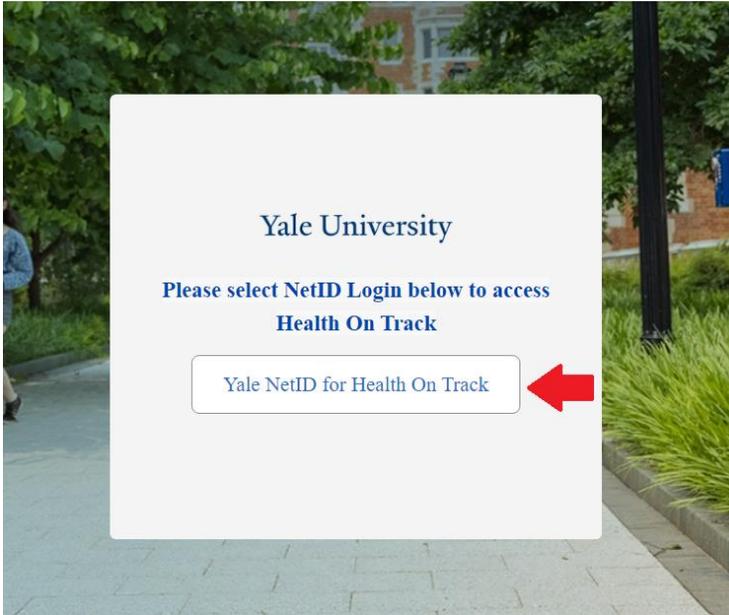
Yale *Health On Track*

Website Guide:

How To Submit Student Forms

Yale *Campus Health*

1. Log into Health On Track (yale.edu) using your Yale NetID.

2. You will be prompt with a screen telling you how to fill out the forms and what forms will be required. Scroll down and click Next.

You should already have downloaded and completed your forms from the **Yale Health website**. Scan your completed forms so they will be ready for upload. (To create a scanned document with photos from your phone, follow the instructions here: **Android or iPhone**). If you are submitting lab results, those results will need to be submitted in a separate upload.

All Yale forms MUST
- **Have your name and date of birth (mm-dd-yyyy) on EVERY PAGE,**
- **Be IN ENGLISH and**
- **Be signed or stamped by your healthcare provider where indicated.**

Required completed forms include:
- Yale Immunization Form (preferred*)
- Physical Exam Form.
- TB Screening Form (For all students EXCEPT Nursing, Medical or PA students)
- Consent to treat form (For any student who will be under age 18 when starting at Yale)

* If you have not completed the Yale Immunization Form, you may submit documentation for each requirement individually.

The submission process should take about 15 minutes. Ensure you have enough time to complete the entire process as your submission is only complete after you upload all documents. Incomplete or illegible information may require manual review by Student Health or may be returned to you if information is missing.

The system will take approximately 10 minutes to process your forms. Once the processing is done, you will receive a summary email of the status, which will also be available through the My Requirements tab. Any items that are missing or incomplete will remain as due in Health On Track and require additional documentation.

If you have roles at Yale related to a job or research, you may have additional health requirements related to those roles that you will need to complete after the student requirements.

Let's work through your forms.

Next

3. The first form it will ask for is the Student Immunization Form, when prompted **'Would you like to Proceed?'** Select the top option, "Upload Student Immunization Form as a single PDF with all 3 pages." Proceed by clicking Next.

Student Immunization Form

Description: All incoming students are required to complete the Student Immunization Form or provide medical records that document receipt of required vaccines or tests. This is the main health requirement for active students.

Please submit the Immunization Form (pages 9-11 of your Student Health Requirement packet). Create a PDF of the form by scanning the form or creating a document on your phone (see instructions).

If you have questions about this requirement or how to satisfy it, go to **Contact Us** *option in the navigation menu at the top of the page..*

* **Would you like to proceed?**

- ◉ Upload Student Immunization Form as a single PDF with all 3 pages.
- ○ I prefer not to submit the Immunization Form. I understand that I will need to address each requirement individually by uploading medical records for each respective requirement.

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4. Select '**Upload Files'** and upload your Immunization Form.

Before you submit, check to make sure:
- Your name and date of birth (DOB) are on each page.
- All dates including date of birth are in MM-DD-YYYY format.
- Your healthcare provider has signed or stamped the form.
- Your electronic document is legible—not smudged or blurry.
- All pages of the form are in a single document for upload. **Lab results must be submitted in a separate document.**

The estimated review of your document will take approximately 10 minutes. You can continue the submission process and will receive an email when the review is complete.

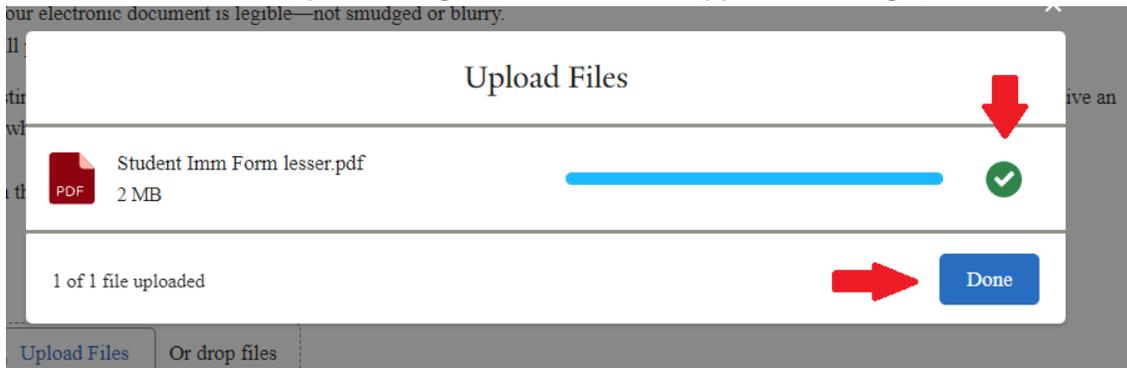Attach the PDF with all pages of the student immunization form:

*

⬆ Upload Files   Or drop files
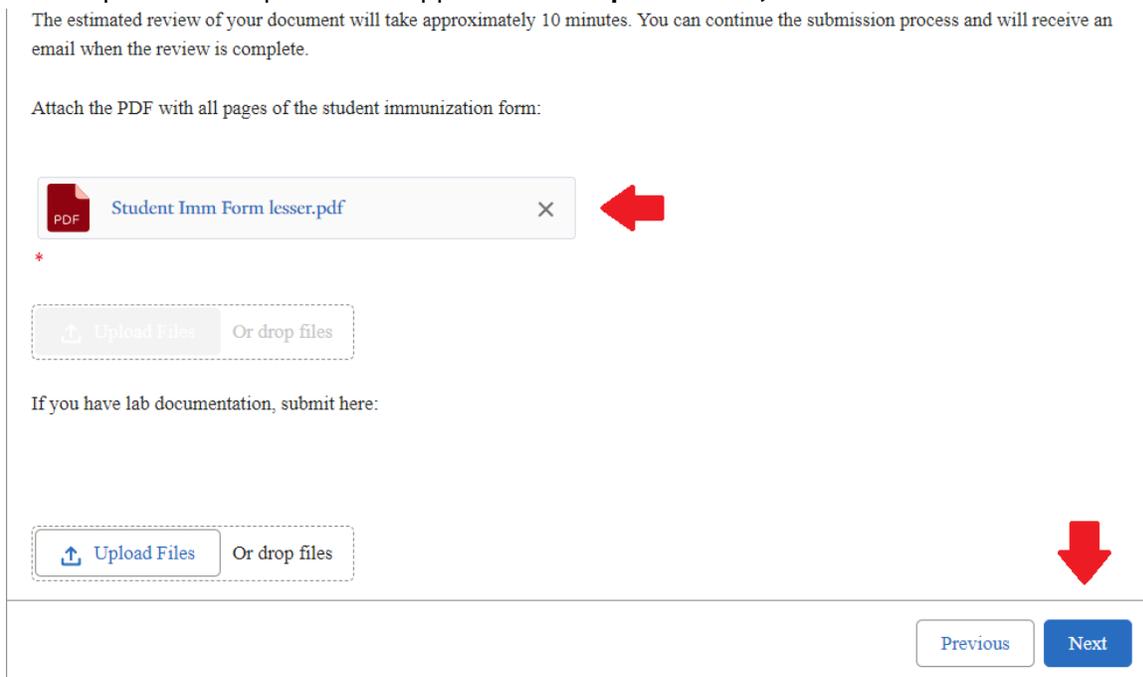
If you have lab documentation, submit here:

⬆ Upload Files   Or drop files

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5. Once the document is uploaded a green check should appear on the right, select Done.

6. When upload is complete it will appear above **'Upload Files',** select Next.

7. Once the form says it has been submitted, you will be prompted to complete the Student TB Risk Assessment and Testing Form.

8. Where it asks, **'Would you like to proceed'**, select "Upload Student TB risk Assessment form as a single PDF (2 pages)", then click next.

Student TB Risk Assessment and Testing

Description: This document is a screening tool for identifying students at risk for tuberculosis (TB). This is required for ALL Non-Health Professional students. **Students who answer YES to any of the questions on the first page MUST submit a TB screening test result on the second page.**

Please submit the Student TB Risk Assessment Form (pages 12-13 of your Student Health Requirement packet). Create a PDF of the form by scanning the form or creating a document on your phone (see instructions).

*If you have questions about this requirement or how to satisfy it, go to **Contact Us** option in the navigation menu at the top of the page..*

* **Would you like to proceed?**
  ⦿ Upload Student TB risk Assessment form as a single PDF (2 pages)

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9. Follow steps 4 – 6 to upload the Student TB Risk Assessment and Testing Form and proceed to the next form.
10. When prompted '**Would you like to proceed?'**, select 'Upload Student Health and Physical Form as a single PDF (2 pages)', click Next to proceed.

Student Health and Physical Exam

Description: This document is required to satisfy your health and physical exam requirement prior to arrival. This is required for ALL students. Please submit **ONLY** the 2-page form here.

Please submit the Student Health and Physical Form (pages 7-8 of your Student Health Requirement packet). Create a PDF of the form by scanning the form or creating a document on your phone (see instructions).

If you would like to submit medical records other than the form, contact Yale Health Information Management at yhmedicalrecords@yale.edu (203-432-0062)
*If you have questions about this requirement or how to satisfy it, go to **Contact Us** option in the navigation menu at the top of the page..*

* **Would you like to proceed?**
  ⦿ Upload Student Health and Physical Form as a single PDF (2 pages)

Previous   Next

11. Follow steps 4 – 6 to upload the Student Health and Physical Form. Once all forms have been received select Next.

> Your student forms have been received.
>
> The system processing then takes approximately 15 minutes. Once the processing is done, you will receive a summary email of the status and see a summary available on your My Requirements Tab. If your forms are complete, you will satisfy all of Yale's health requirements for incoming students. Any items that are missing or incomplete will remain as due in Health On Track and require separate documentation.
>
> Previous   **Next**

12. Select **'My Requirements'** at the top of the page to view the status of your requirements.

Yale *Campus Health*   Home   My Requirements   My Documents   Contact Us   My Requests   Training   Student Forms Preview   Grace Lesser

Health On Track
Yale's *new* portal for health requirements

Welcome to Health On Track!

Whether you are a student, employee or faculty member, health requirements allow Yale to support a safe and healthy environment for everyone

13. Underneath 'MY HEALTH REQUIRMENTS' the status of the forms you just uploaded should be **Compliant** and have a **Green Check**

Yale *Campus Health*   Home   My Requirements   My Documents   Contact Us   My Requests   Training   Student Forms Preview

> The student forms you have submitted have been processed and results are ready to view. Click to see the summary.
>
> Show results

MY HEALTH REQUIREMENTS

Health Requirement Name	Active	Compliance Status	Compliance Indicator
Student Health and Physical Exam	☑	Compliant	⊘
Student Immunization Form	☑	Compliant	⊘
Student MMR Immunity	☑	Non-Compliant	⊗
Student TB Risk Assessment and Testing	☑	Compliant	⊘
Varicella (Chickenpox) Immunity	☑	Non-Compliant	⊗

14. If the compliance status says, **'In Progress'** and the Compliance Indicator shows an **Orange Clock**. The documents are pending and may take a couple minutes to become **Compliant.**

Health Requirement Name	Compliance Status	Compliance Indicator	Past Due Date
Student Health and Physical Exam	In Progress	🕐	☐

15. If you select **'Show Results',** you can view the status of the requirements you have uploaded and documentation that is needed.

Results:

✅

COMPLETE

These health requirements are all set. We verified your identity and the information you submitted.

- Student Immunization Form (Date Documentation Submitted - 6/18/2024 4:37 PM)
- Varicella (Chickenpox) Immunity (Date Documentation Submitted - 6/18/2024 4:38 PM)
- Student TB Risk Assessment and Testing (Date Documentation Submitted - 6/18/2024 4:45 PM)

❌

DOCUMENTATION NEEDED FROM YOU

These health requirements were **missing key information** and need additional attention from you. Examples of missing information include your last name, date of birth, netID or a provider signature or stamp, or missing information about a vaccine or test.

If a form, you should review it carefully for these items and resubmit. If an individual requirement (a vaccine or test), you will need to submit documentation for that requirement individually by clicking on the requirement on the landing page.

- Student MMR Immunity
- Student Health and Physical Exam

If you have questions, please use the Contact Us button at the top of the page. For tips for creating a document with photos on your phone, read the instructions here for Android or iPhone.

[Done]

16. To complete any **Non-Compliant Forms,** scroll down to 'MY HEALTH REQURIMENTS', click the non-compliance requirement and proceed through steps 3-6.co

MY HEALTH REQUIREMENTS

Health Requirement Name	Active	Compliance Status	Compliance Indicator
Student Health and Physical Exam	☑	Compliant	✅
Student Immunization Form	☑	Compliant	✅
Student MMR Immunity	☑	Non-Compliant	❌

Yale *Campus Health*

Questions about this software?

Contact:

Yale Campus Health, Health On Track Team

Campus.health.systems@yale.edu