



**WESTFIELD STATE**  
UNIVERSITY

## **Medicat Student Health Portal Instructions**

Sign in to your health portal at <https://westfield.medicatconnect.com> using your Westfield State University single sign-in credentials

### **Follow the steps below to complete your requirements:**

1. Select **FORMS** from the left side menu bar to complete your
  - Health History Form
  - TB Risk Questionnaire
  - Insurance Billing Notice
  - Consent for Treatment
  - Confidentiality and Privacy Practices
2. Please upload a copy of your **IMMUNIZATION RECORD** and **PHYSICAL EXAM** to the **UPLOADS** link from the left side menu bar.

**Make sure your name and birth date are on all documents.**

- Images must be .gif, .png, .tiff, .jpg, .jpeg.
- Documents must be .txt or .pdf.
- File must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- Be sure your file names do not include any special characters.

**REMEMBER - FIRST NAME, LAST NAME and BIRTH DATE MUST be on all documentation and is required for verification purposes to be considered compliant.**

**\*You will not be considered compliant with the immunization requirements until you have completed these steps.**

3. Please add your health insurance information to the **INSURANCE** link on the left side menu bar. If your insurance carrier is not listed as an option, please contact Health Services.