

Duquesne University

# HEALTH SERVICES

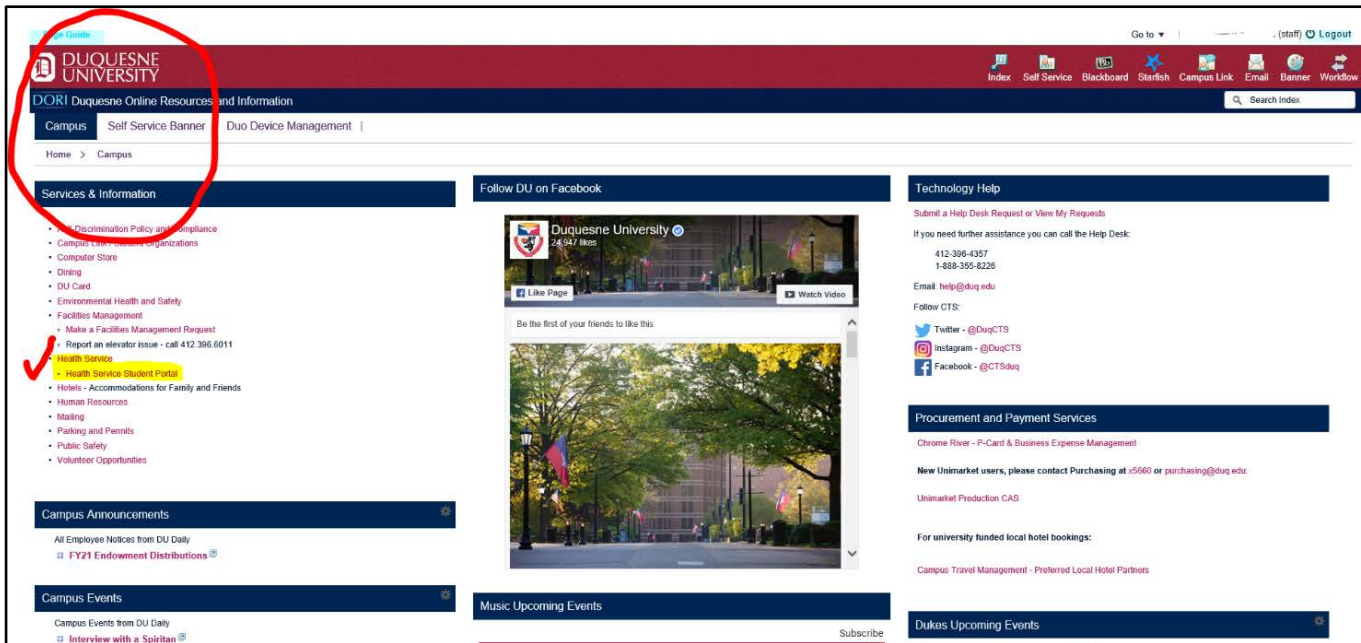
412-396-1650

## PORTAL INSTRUCTIONS

- COMPLETE Health History
- ENTER Immunization dates
- UPLOAD Immunization Form
- UPLOAD Medical Insurance Card

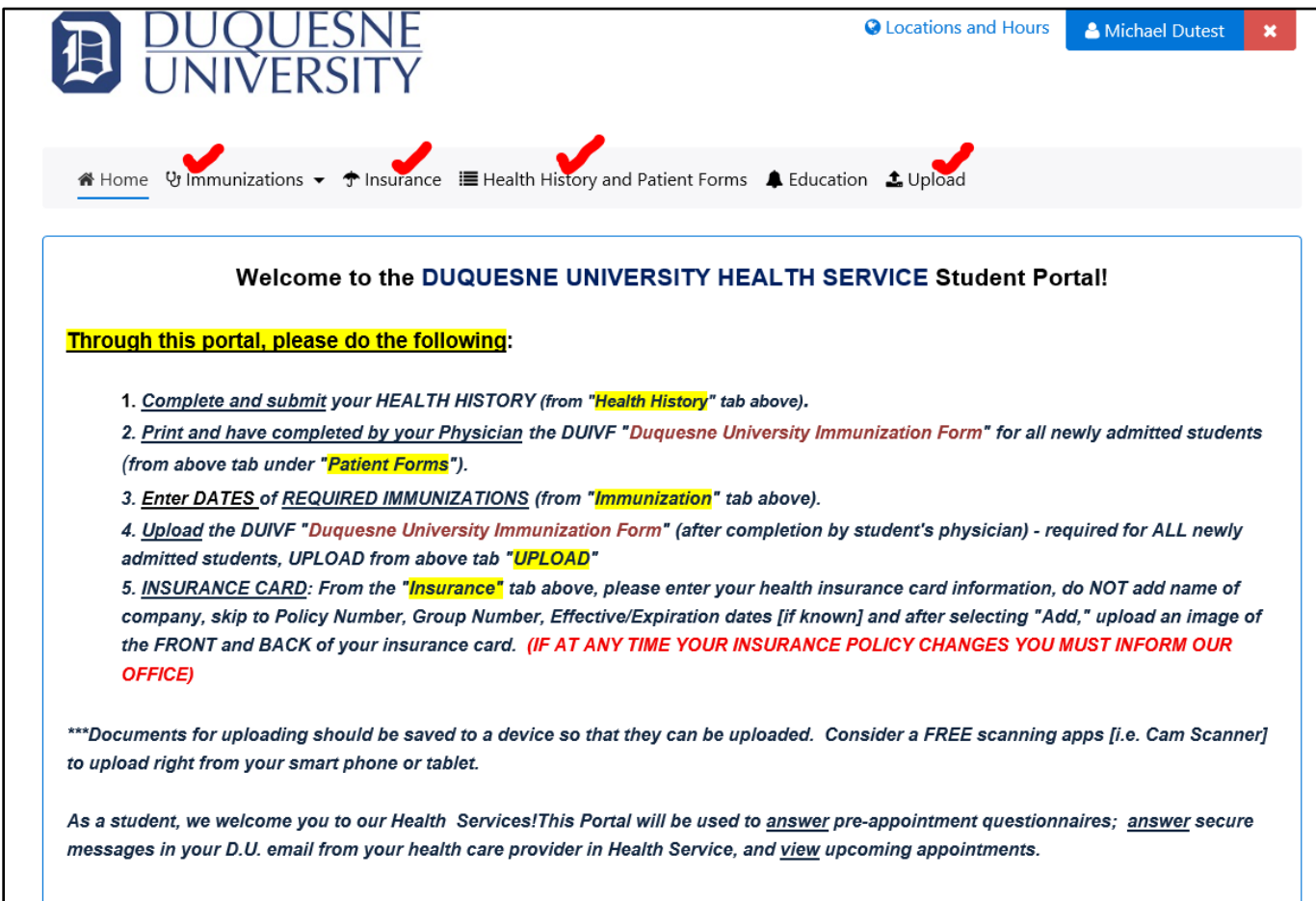
## STEP #1:

Log into DORI [www.duq.edu/DORI](http://www.duq.edu/DORI) using your *D.U. Multi-pass User Name & Password*.  
Under the blue banner and CAMPUS tab, find SERVICES & INFORMATION, along the left margin.



## STEP #2:

CLICK on the HEALTH SERVICES STUDENT PORTAL link to open the PORTAL LANDING PAGE.



**Welcome to the DUQUESNE UNIVERSITY HEALTH SERVICE Student Portal!**

**Through this portal, please do the following:**

1. **Complete and submit your HEALTH HISTORY** (from "**Health History**" tab above).
2. **Print and have completed by your Physician** the DUIVF "**Duquesne University Immunization Form**" for all newly admitted students (from above tab under "**Patient Forms**").
3. **Enter DATES of REQUIRED IMMUNIZATIONS** (from "**Immunization**" tab above).
4. **Upload** the DUIVF "**Duquesne University Immunization Form**" (after completion by student's physician) - required for ALL newly admitted students, **UPLOAD** from above tab "**UPLOAD**"
5. **INSURANCE CARD:** From the "**Insurance**" tab above, please enter your health insurance card information, do NOT add name of company, skip to Policy Number, Group Number, Effective/Expiration dates [if known] and after selecting "Add," upload an image of the **FRONT** and **BACK** of your insurance card. **(IF AT ANY TIME YOUR INSURANCE POLICY CHANGES YOU MUST INFORM OUR OFFICE)**

\*\*\*Documents for uploading should be saved to a device so that they can be uploaded. Consider a **FREE** scanning apps [i.e. Cam Scanner] to upload right from your smart phone or tablet.

As a student, we welcome you to our Health Services! This Portal will be used to **answer** pre-appointment questionnaires; **answer** secure messages in your D.U. email from your health care provider in Health Service, and **view** upcoming appointments.

### STEP #3:

Click on "Health History and Patient Forms" from options in the grey shaded banner.

The screenshot displays the Duquesne University website's health portal. At the top left is the Duquesne University logo. The top right shows a user profile for Michael Dutest. A navigation bar contains links for Home, Immunizations, Insurance, Health History and Patient Forms (highlighted with a red arrow), Education, and Upload. Below the navigation bar, there are three main sections: 1. '\*Nurse' section with a link for 'TB screen positive questionnaire' and a sub-link 'Download and upload'. 2. 'Patient Online Forms' section with a checked red mark next to the link 'DUQUESNE IMMUNIZATION VERIFICATION FORM' and a sub-link 'DUQUESNE IMMUNIZATION VERIFICATION FORM'. 3. 'Required Forms' section with checked red marks next to the links 'General Student Health History' and 'International Student Health History Form'.

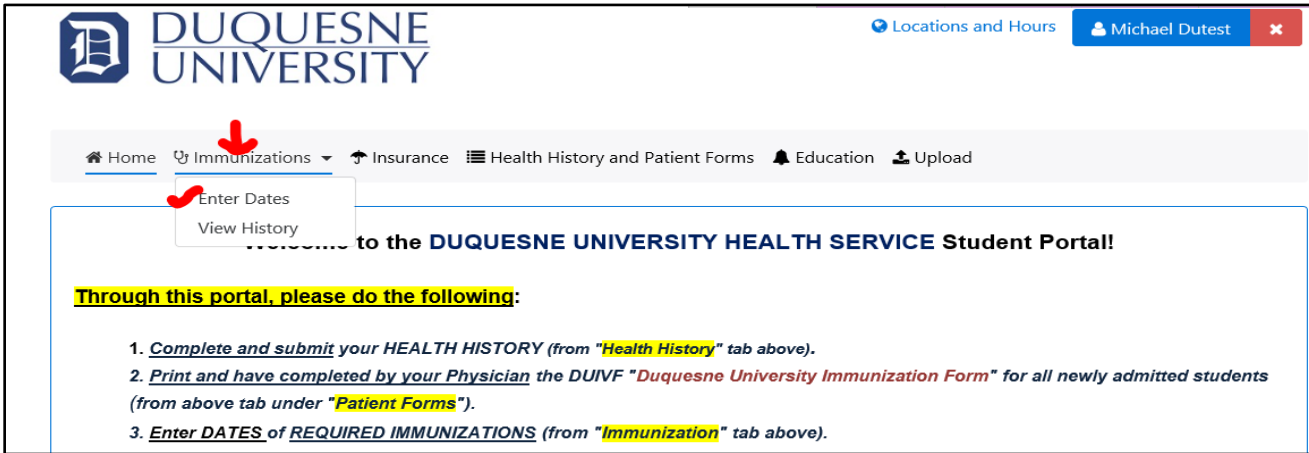
A. The DUQUESNE UNIVERSITY IMMUNIZATION VERIFICATION FORM [DUIVF] can be accessed from this portal or from the website.

PRINT the DUIVF and take it to the medical provider *who administered or maintains the student's immunization record*. The *physician* (or other medical provider) is asked to *enter immunization dates and sign the form* to confirm and verify immunization information.

B. The GENERAL STUDENT HEALTH HISTORY is for *domestic* students. Answer ALL questions and hit SUBMIT when completed. Responses are confidentially stored in the student's electronic health record. *There is NO physical exam requirement for entrance to the university.*

C. The INTERNATIONAL STUDENT HEALTH HISTORY FORM is for *international* students. Answer ALL questions and hit SUBMIT when completed. Responses are confidentially stored in the student's electronic health record. *There is NO physical exam requirement for entrance to the university.*

**STEP #4:** From the gray banner, select "Immunizations" and from the dropdown arrow, "Enter Dates."



**STEP #5:**

Enter dates of required immunizations.\*

ALL new students must show evidence of:

- 2 MMR Vaccines  
(measles / mumps / rubella)
- 1 Meningococcal  
(administered at age 16 or after)

*\*Some programs have additional immunization requirements that are due according to policy set by those academic areas, BUT are usually not due until experiential learning begins.*

**PLEASE NOTE: IF YOU HAVE ENTERED INFORMATION PREVIOUSLY, PLEASE CLICK THE VIEW HISTORY TAB OF THIS PORTAL, (DROP-DOWN UNDER "IMMUNIZATION" TAB) TO REVIEW WHAT INFORMATION IS ALREADY ON FILE FOR YOU, PREVIOUSLY ENTERED.**

**REQUIRED IMMUNIZATIONS:**  
Vaccine-preventable diseases are a major health concern throughout college campuses, and Duquesne University requires documentation of immunization as a pre-matriculation requirement. Without this documentation, students will not be permitted to register for classes. Please enter dates for the following required immunizations:

- **MMR:** (Measles/Mumps/Rubella) ALL STUDENTS born after 1956 (without lab-test evidence of disease) MUST provide immunization dates of TWO MMR doses.
- **MENINGITIS (Meningococcal Quadrivalent) Vaccine A/C/Y/W-135:**
  - One dose on or after 16th birthday.
- **TUBERCULOSIS SCREENING:** IGRA blood test is required for International Students.

**\*RECOMMENDED IMMUNIZATIONS (Although not required, please list dates accordingly if included in your records\*)**

- **VARICELLA** (date of disease OR 2 immunization dates)
- **DTP** (Diphtheria/Tetanus/Pertussis) series or Tdap (Tetanus/Diphtheria/Acellular Pertussis) or Td (Tetanus/Diphtheria) booster dose.
- **POLIO** (Dates of : 3 OPV OR 2 each IPV/OPV OR 3 IPV)
- **HEPATITIS B** (Dates of 3 doses OR documented positive surface antibody bloodtest)
- **MENINGITIS B** (2 doses)

\*Please contact Duquesne University Health Service if you are in need of *initiating or completing* any of the above series, or for booster immunizations, for further information about how to obtain them on campus.  
\*\*If you are unsure of how to enter dates from immunizations listed on your paper record, please contact our office (412-396-1650) for assistance.

**Required - All Students**

Meningitis Vaccine On or After 16th Birthday

mm/dd/yyyy

MMR Dose #1

mm/dd/yyyy

Waiver

Waiver Expiration

mm/dd/yyyy

MMR Dose #2

mm/dd/yyyy

Waiver

Waiver Expiration

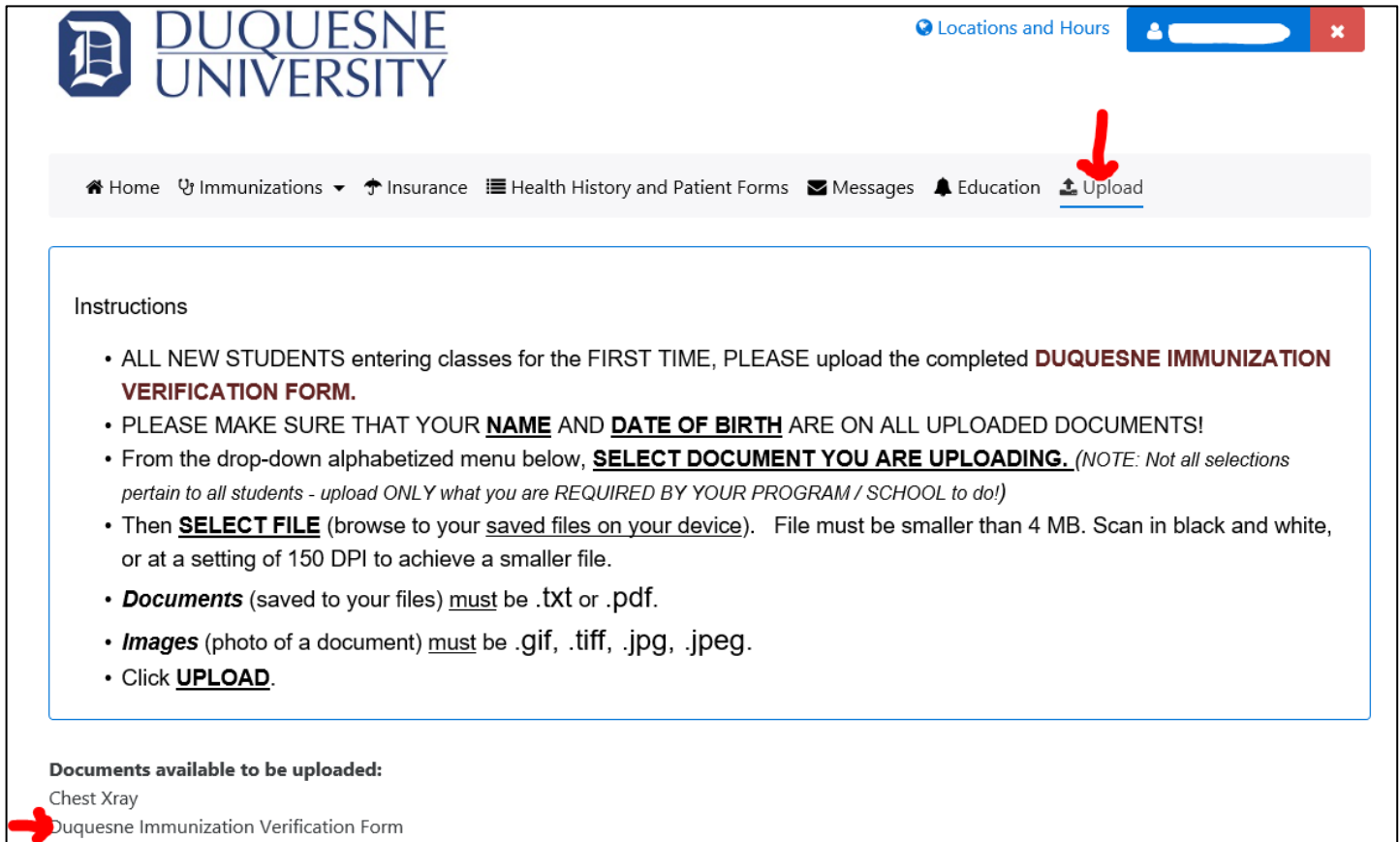
mm/dd/yyyy

Submit

Enter one or all immunizations and then click the Submit button once.

Recommended

**STEP #6:** UPLOAD the completed and signed Duquesne University Immunization Verification Form. Select **UPLOAD** from the grey task bar and follow listed instructions.



**DUQUESNE UNIVERSITY** Locations and Hours

Home Immunizations Insurance Health History and Patient Forms Messages Education **Upload**

**Instructions**

- ALL NEW STUDENTS entering classes for the FIRST TIME, PLEASE upload the completed **DUQUESNE IMMUNIZATION VERIFICATION FORM**.
- PLEASE MAKE SURE THAT YOUR **NAME** AND **DATE OF BIRTH** ARE ON ALL UPLOADED DOCUMENTS!
- From the drop-down alphabetized menu below, **SELECT DOCUMENT YOU ARE UPLOADING**. (NOTE: Not all selections pertain to all students - upload ONLY what you are REQUIRED BY YOUR PROGRAM / SCHOOL to do!)
- Then **SELECT FILE** (browse to your saved files on your device). File must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- **Documents** (saved to your files) must be .txt or .pdf.
- **Images** (photo of a document) must be .gif, .tiff, .jpg, .jpeg.
- Click **UPLOAD**.

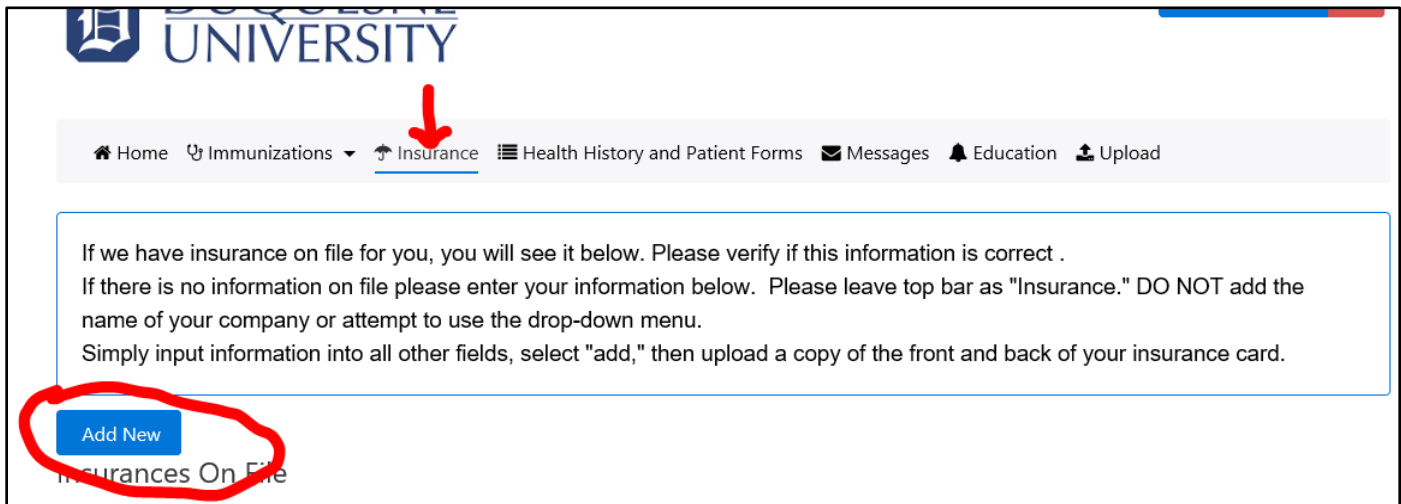
**Documents available to be uploaded:**

- Chest Xray
- Duquesne Immunization Verification Form**

**STEP #7:**

ENTER medical insurance information and **UPLOAD** an image of the medical insurance card that the student will use while attending Duquesne University.\*

\*The university assigns a student health insurance plan [SHIP] that must be **WAIVED** if the student is covered by a comparable plan. The university uses an off-campus service to manage waiver out of / enrollment into the SHIP: <https://www.dug.edu/work-at-du/human-resources-home/student-health-insurance>



**DUQUESNE UNIVERSITY**

Home Immunizations **Insurance** Health History and Patient Forms Messages Education Upload

If we have insurance on file for you, you will see it below. Please verify if this information is correct .  
If there is no information on file please enter your information below. Please leave top bar as "Insurance." DO NOT add the name of your company or attempt to use the drop-down menu.  
Simply input information into all other fields, select "add," then upload a copy of the front and back of your insurance card.

**Add New**

Insurances On File

**STEP #8:** Select the blue highlighted "ADD NEW" tab and complete all boxes:

UNIVERSITY

Home Immunizations Insurance Health History and Patient Forms Messages Education Upload

If we have insurance on file for you, you will see it below. Please verify if this information is correct .  
If there is no information on file please enter your information below. Please leave top bar as "Insurance." DO NOT add the name of your company or attempt to use the drop-down menu.  
Simply input information into all other fields, select "add," then upload a copy of the front and back of your insurance card.

Add New

### New Insurance

Share Insurance Information with SHS

**Insurance Company\***

**Policy Number \***

**Group Number**

**Policy Holder Information**

First Name

Last Name

**STEP #9:** UPLOAD an image of the medical insurance card of the plan under which the student is covered.

### Insurances On File

**INSURANCE**

Policy Number: ABC123

Effective date of coverage:

Entered: 6/11/2018

Group Number:

**Upload Card**

Front Back

This completes all portal-related tasks. Contact the office for questions: 412-396-1650.

