Health Service
Student Health History, Student Immunization Records & Insurance Upload
Data Entry Instructions
412-396-1650
Step 1 – Go to the Duquesne University website on page at - http://www.duq.edu

Step 2 – Click on the link for DORI at the bottom of the page to open up the DORI Log on Page
**Step 3** – Log into DORI using your MultiPass User Name and Password

![DORI login page](image)

**Step 4** – Click on the ‘Go to’ button located at the top right of the DORI Homepage and select ‘Student’.

![Go to button highlighted](image)
**Step 5** – When the new page opens go to the left side of the screen and select the ‘Health Service Student Portal’. A new page should open.

**Step 6** – You should arrive at this page.
**Step 7** – **Health History and Patient Forms** – On the Health Service Student Portal scroll down to the bottom of the page and select the ‘**Health History and Patient Forms**’ Icon.

**Step 8** – Select the ‘**Student Health History**’ if international please select ‘**International**’
**Step 9** – Once the Health History Form Opens fill out the form completely and submit.

All questions with a ‘*’ must be answered in order for the form to submit.

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**Student Health History**

In the event that we would need to contact you, please provide your name, address, and phone number(s)

- Student Name: *
- Student Home Address: *
- Student Home Telephone Number: *
- Student Cellphone Number: *

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Please continue to the Immunizations Instructions on the next page.
**Step 10 – Immunizations** – From the ‘Home Screen’ of the Health Service Student Portal select the ‘Immunization’ tab and scroll down to select **Required-All students**. Please **enter the student immunization dates** in the corresponding area. Please enter all available immunization dates as some majors require additional immunizations.

**NOTE:** **ALL Students must have at least 2 MMR (Measles, Mumps, Rubella) immunization dates and 1 Meningitis immunization date (one dose on or after 16th Birthday) to attend school.** If additional immunizations are required, you will be contacted by your program of study.
**Step 11** – Once you have entered the Immunization date you will need to ‘Upload’ a copy of the **Duquesne University Immunization verification form** and make sure the form is signed by your physician. This can be done by taking a clearly legible photo(s) of the **Immunization verification form** with your phone and sending it to your email. Once the photo attachment is in your email account open it and save it to the ‘Desk Top’ for easy access.

**Step 12** – From the ‘Home Screen’ of the Health Service Student Portal select the ‘Upload’ tab and upload the **Immunization verification form** to the Portal as instructed. This is needed for Proof of the previously listed Immunization Dates entered.
**Step 13 – Insurance Upload**

To Upload a copy of your insurance card please select the Insurance tab from the list on the home page of the Patient Portal.

- **Step 14**

If we have your insurance on file, you will see it below. Please verify if the information is correct. If there is no information on file, please enter your information below by selecting the ‘Add New’ button.

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

  **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.
  3. **Enter dates of REQUIRED IMMUNIZATIONS** (from “Immunization” tab above).
  4. **Print and Upload** the DUIVF “Duquesne University Immunization Form” and have completed by your Physician for all newly admitted students (from above tab under “Patient Forms”)
  5. **INSURANCE CARD:** Please enter your card information (from the above tab) and 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)*
Step 15 - Please fill in the requested information. ‘Insurance’ is the default and only option available for the Insurance Company box. Additionally not all policies will have a Group Number or Effective/Expire Dates. You must select a ‘Policy Holder’ and fill in the appropriate information for the policy holder. Upon completion of the data entry, click the ‘Add’ button to submit the information.
**Step 16 – Upload a copy of your card.** Once you have entered the Insurance information, you will need to ‘Upload’ a copy of the Insurance Card. This can be done by taking a legible photo of both the front and back of the Insurance Card with your phone and sending it to your email. Once the photo attachment is in your email account, open it and save it to the ‘Desk Top’ for easy access. Next click the word ‘Front’ located under the UPLOAD CARD heading as indicated in the picture below. Do the same for uploading the back of the card by clicking ‘Back’.

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1- **Duquesne Immunization Verification Form Link:**

Please click the link above or log into DORI, click on the ‘Health Service tab from the list on the left side of the home page and then click on