

Checklist and Instructions

HEALTH AND IMMUNIZATION REQUIREMENTS CHECKLIST AND INSTRUCTIONS

ALL required health information MUST be received by July 15th.
Students may not register for COOT until this information is received

Please use the following checklist as a guide to ensure that you have met all the Health Center requirements for entrance to Colby. All requirements must be completed by July 15. Please use this **Checklist** to ensure that you submit all of the required information. Have a safe and healthy summer. We look forward to your arrival on campus.

Please submit all paperwork at one time by completing On-line in or uploading through the [Student Health Portal](#).

- 1. On-line Medical History Form
- 2. On-line Immunization Record entry
- 3. Copy of Immunization Record (Upload through Student Health Portal)
- 4. Completed Physical Examination Form (Upload through Student Health Portal)
- 5. Colby Student Health Insurance: Enroll or Waive (Enroll through Insurance website directly)
- 6. Copy of Health Insurance Card (Upload through Student Health Portal)
- 7. Authorization to Treat a Minor Form (if applicable, upload through Student Health Portal)

Instructions for completing requirements

Items one and two are forms to fill in online. Items three, four, six and seven require uploading completed documents through the Student Health Portal.

To log in to your online [Student Health Portal](#). At the login screen enter your Colby College username and your password. Click on Login.

Once logged in, if you wish to enter a Gender Identity and/or Preferred Pronouns:

- Click on your name at the top of your portal screen
- Click on Edit Your Profile
- Scroll down to the second of half of the page to click on those options you wish to choose.

** Please note that you cannot update your address or phone number from this page as it is fed from Colby's main database.*

1) Colby College Online Medical History Form

Click on [Student Health Portal](#)

At the login screen enter your Colby College username and your password. Click on Login.

Click on Forms and choose Colby College Medical History Form.

Please check that your browser's pop-up blocker is turned off. When some questions are answered 'yes,' a new question may appear asking for additional information. Upon completion click on Submit.

2) Online Immunization Record entry

Required immunizations

Two measles, mumps, rubella (MMR)

Meningococcal (ACWY) – one dose at age 16 or older

Tdap or TD booster within last 10 years (Tdap is preferred)

To learn more about meningitis and the vaccines, consult the [CDC website](#)

Click on [Student Health Portal](#).

At the login screen enter your Colby College user name and your password. Click on Submit.

On your to do list, click on Immunizations. To submit immunization information, first select "Required".

Under each immunization click in the date field and type the date mm/dd/yyyy that the immunization was administered.

Repeat the process for immunizations listed under the "Recommended" and "Covid vaccine" tabs.

Please review the data carefully before you click Submit.

Once you click submit, you will not be able to edit the data. You may however, go back and enter additional immunizations if needed.

A physician's copy of your immunization record is required for verification.

For items Three, Four, Six, and Seven, please upload directly through the [Student Health Portal](#) using your computer or mobile device. From your [Student Health Portal](#) home screen, click on Upload, choose the appropriate form from list, and Select File. This gives you access to your immunization records or insurance information anytime you need them.

All required forms, submission of online personal health information, and proof of all required immunizations must be received by July 15. We work closely with the COOT program to ensure you have a safe and fun trip. As a result, your ability to register for COOT may be affected if these requirements are not met.

3) Copy of Immunization Record

Upload your physician's immunization record directly through the Student Health Portal. From your home screen click on Upload, choose **Immunization Record**, and Select File.

Copy of record is required for verification of online information.

Required immunizations

Two measles, mumps, rubella (MMR)

Meningococcal (ACWY) – one dose at age 16 or older

Tdap or TD booster within last 10 years (Tdap is preferred)

* International students must use our [Immunization Record Form](#). Please download the form, print it, and take it to your physician to complete.

4) Physical Examination Form

Please print the [Physical Examination Form](#) and have it completed by an M.D., D.O., P.A., or N.P. It may not be completed by a family member. Upload your completed form to us directly through the Student Health Portal. From your home screen click on Upload, choose Physical Exam Form, and Select File.

The Colby Health Center form must be completed and signed by your healthcare provider. No other physical exam form will be accepted. The physical exam must have occurred within the last 12 months, or after April 1 if student will be a [Varsity or Rugby Club Athlete per NCAA](#). Print and sign this form. From your Student Health Portal home screen click on Upload, choose [NCAA](#) and Select File.

5) Online Student Health Insurance Enroll or Waive*****

*Every student must enroll or waive the [Colby Student Health Insurance option \(SHIP\)](#) even if you have your own Insurance. You will be asked to complete annually. Please go to the Wellfleet Colby Student website: [Student Health Insurance Enroll and Waive](#) to complete the enroll/waive process.

6) Copy of Health Insurance Cards

Include a photocopy of the front and back of your medical/prescription insurance cards for our records. Please include subscriber name and date of birth as our local hospital requires this information. Students should carry their insurance cards when they come to campus.

Please upload a copy of your insurance cards to us directly through the Student Health Portal. From your home screen click on Upload, choose Insurance Card, and Select File.

*International students are required to purchase the school sponsored health insurance, therefore do not need to submit insurance cards.

7) Authorization to Treat a Minor Form

If you will not be 18 years old by Aug. 28, 2020, please download [Authorization to Treat a Minor](#) form, print it, have you parent/guardian complete and sign the form, and upload it with other paperwork.

Upload your Authorization to Treat a Minor Form directly through the Student Health Portal. From your home screen click on Upload, choose Authorization to Treat Minor, and Select File.

Please allow up to one week for Colby to process your information once we have received it.

If you are unable to upload your forms using the Student Health Portal, please send them to:

Colby Health Services
4460 Mayflower Hill Dr.
Waterville, ME 04901

You may also fax forms to 207-859-4475

If you have any questions, please contact the Health Center at (207) 859-4460 or healthservices@colby.edu.