

Report COVID-19 Vaccines in MyChart

Vaccination records for UCR employees will be stored in the HIPAA-secure Epic system (also called MyChart), which is managed in partnership between UC San Diego Health and UCR Health. UCR employees may now upload vaccine and booster records directly into the secure MyChart system. If you received your vaccinations outside of the UCR School of Medicine or UCR Health, please upload ALL COVID-19 vaccine doses, even if you previously submitted this information via the online form.


If you are a UCR Health patient, or if you received any of your COVID-19 vaccines from the UCR School of Medicine or UCR Health, you already have an active MyChart account. Below are instructions for how to access that account and update your vaccine information. It will be helpful to have your vaccine card on hand before starting this process.

From a Web Browser

From the Mobile App


From a Web Browser

1. Navigate to <https://mychart.ucrhealth.org/ucr/Authentication/Login>.
2. Log in to MyChart (hint: your username is likely your UCR email in this format: *scottyb@ucr.edu*). If necessary, use the “forgot username” or “forgot password” links. You may also call 844-827-6827 or email COVID19@medsch.ucr.edu to speak with a member of the COVID management team.
3. Once inside the portal, scroll to the section **Your Digital COVID-19 Vaccine Record**. There is also a shortcut at the top and an information section in “Explore More” – any of these will allow you to enter your vaccine information.
4. Click **View**.

 **Your Digital COVID-19 Vaccine Record**
Get secure access to your vaccination information when you need it with your COVID-19 Digital SMART Health Card. This digital tool offers a convenient way to store and share your vaccine record, while following state standards for security and privacy.



5. Click on the **arrow to the right** of any vaccine information. Click **Update** to check for updates. If you received your vaccine doses outside the UCR School of Medicine or UCR Health, you will likely need to enter the information for all doses.

 No vaccine received



i Not seeing your vaccine?
If you got your COVID-19 vaccine and it isn't showing up here, check for updates from state registries.

Update Not now

6. Click **Enter vaccine details** only if you do not see your vaccination information. The subsequent steps will vary slightly depending on whether you already have earlier vaccine doses listed in MyChart.

i We didn't get an update from state registries yet
Check back later. If you still don't see your vaccination information, you can enter it yourself. Please note that supplying false COVID vaccine information is illegal.

Enter vaccine details

7. Click the vaccine manufacturer.

COVID-19 Vaccination Information

Tell us about your COVID-19 vaccination.

* Indicates a required field.

* Vaccine manufacturer

- AstraZeneca
- Johnson & Johnson
- Moderna
- Novavax
- Pfizer
- Sinopharm
- Covishield
- Sinovac-Coronavac
- Covaxin


Continue **Cancel**

8. Indicate **Dose**, **Date administered**, **Location**, and **Lot number** as printed on vaccine card, then click **Continue** to proceed to next screen.

* For which dose are you providing information?

First Dose

* Date administered
Enter the date that this dose was administered.



Location
Enter where you received this dose. You can find the location in the Healthcare Professional or Clinic Site column on your COVID-19 Vaccination Record Card.

Lot number
Enter the lot number of this dose. You can find the lot number underneath the Manufacturer on your COVID-19 Vaccination Record Card.

9. Click **Yes** or **No** to report additional COVID-19 doses (i.e. your booster), then click **Continue**.

COVID-19 Vaccination Information

* Indicates a required field.


* Do you want to enter information about any additional COVID-19 vaccine doses?

10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue**.

COVID-19 Vaccination Information

* Indicates a required field.

* Attach proof of vaccinations ⓘ
Please upload a photo of your COVID-19 Vaccination Record Card.








 **Add a document**

Continue
Back
Cancel

11. Review and update information as needed. Click **Submit** after you confirm data is accurate.

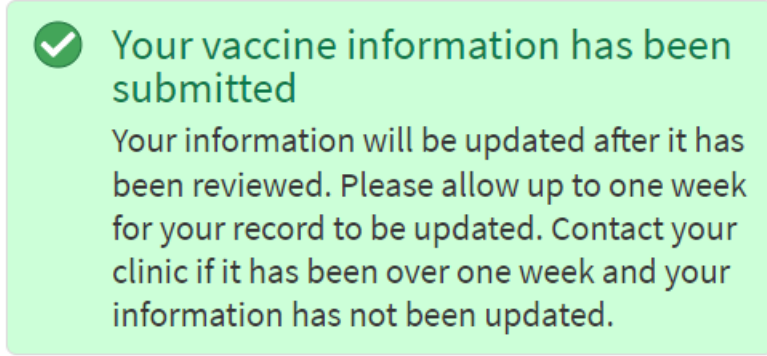
COVID-19 Vaccination Information

Please review your responses. To finish, click **Submit**. Or, click any question to modify an answer.

| Question | Answer | |
|--|--|---|
| Vaccine manufacturer | Moderna |  |
| For which dose are you providing information? | First |  |
| Date of first vaccine dose | 11/11/2021 |  |
| Where did you receive the first vaccine dose? | Enter location show on your COVID-19 Vaccination Record Card |  |
| What is the lot number of the first vaccine dose? | Enter lot number listed in your COVID-19 Vaccination Record Card |  |
| Do you want to enter information about an additional COVID-19 vaccination? | No |  |
| Attach proof of vaccinations | COVID 19 Vaccine Card_First Dose.docx |  |

Submit
Back
Cancel

12. A version of the following message will display when finished.



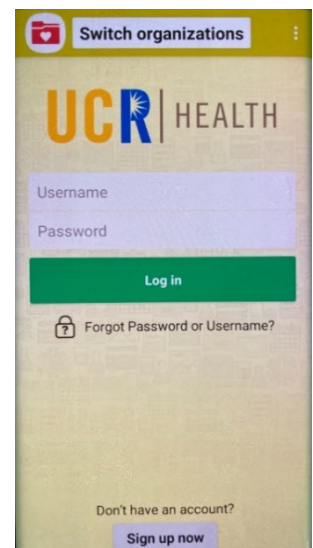
From the Mobile App

1. If it is your first time to use the MyChart app, you may download it for free from your phone’s application store.




2. After an introductory screen, there will be a list of healthcare providers. Scroll to near the bottom to click on “UCR Health.” If you downloaded the app in an earlier iteration, you may see that you are automatically sent to UC San Diego Health. UC San Diego is our partner, so this is not a problem, and does not impact the steps below.

3. Log in to MyChart (hint: your username is likely your UCR email in this format: *scottyb@ucr.edu*). If necessary, use the “Forgot Password or Username” link. You may also call 844-827-6827 or email COVID19@medsch.ucr.edu to speak with a member of the COVID management team.





4. Once inside the portal, scroll to the **Your Digital COVID-19 Vaccine Record** section and click **View**.

 **Your Digital COVID-19 Vaccine Record**


Get secure access to your vaccination information when you need it with your COVID-19 Digital SMART Health Card. This digital tool offers a convenient way to store and share your vaccine record, while following state standards for security and privacy.

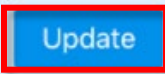
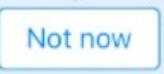


5. Click on **the arrow to the right** of any current vaccine information listed.


 **COVID-19 vaccination complete (2 of 3)** 

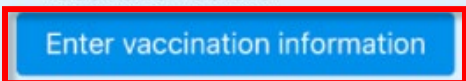
6. Click **Update** to enter your vaccine information.

 **Not seeing your vaccine dose?**
If you received a COVID-19 vaccine and don't see it here, check for updates from state registries.

7. Click **Enter vaccination information** if you do not see your booster information from the state registry. The subsequent steps will vary slightly depending on whether you already have earlier vaccine doses listed in MyChart.

 **We didn't get an update from state registries yet**
Check back later. If the registries still don't return your vaccination information, you can enter your vaccination details.



8. Answer the questionnaire, including clicking on your vaccine manufacturer.

* Do you want to enter information about any additional COVID-19 vaccine doses?

Yes

No

* How many additional vaccine doses do you want to enter information for?

1

Additional Dose 1

* Vaccine manufacturer

Enter the manufacturer for this dose.

AstraZeneca

Johnson & Johnson

Moderna

Novavax

Pfizer

Other

9. Indicate **Date administered**, **Location**, and **Lot number** as printed on vaccine card, then click **Continue** to proceed to next screen.

*** Date administered**
Enter the date that this dose was administered.


Location
Enter where you received this dose. You can find the location in the Healthcare Professional or Clinic Site column on your COVID-19 Vaccination Record Card.

Lot number
Enter the lot number of this dose. You can find the lot number underneath the Manufacturer on your COVID-19 Vaccination Record Card.

Continue

10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue**.

*** Attach proof of vaccinations** ⓘ
Please upload a photo of your COVID-19 Vaccination Record Card.

 **Add a document**

Continue

Back **Cancel**

11. You may not immediately receive a message noting your submission, but when you log in again to either the web or mobile application, you will receive a message noting that the submission was received.

