Report COVID-19 Vaccines in MyChart and other options

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, UCR Health and COVID19 team.

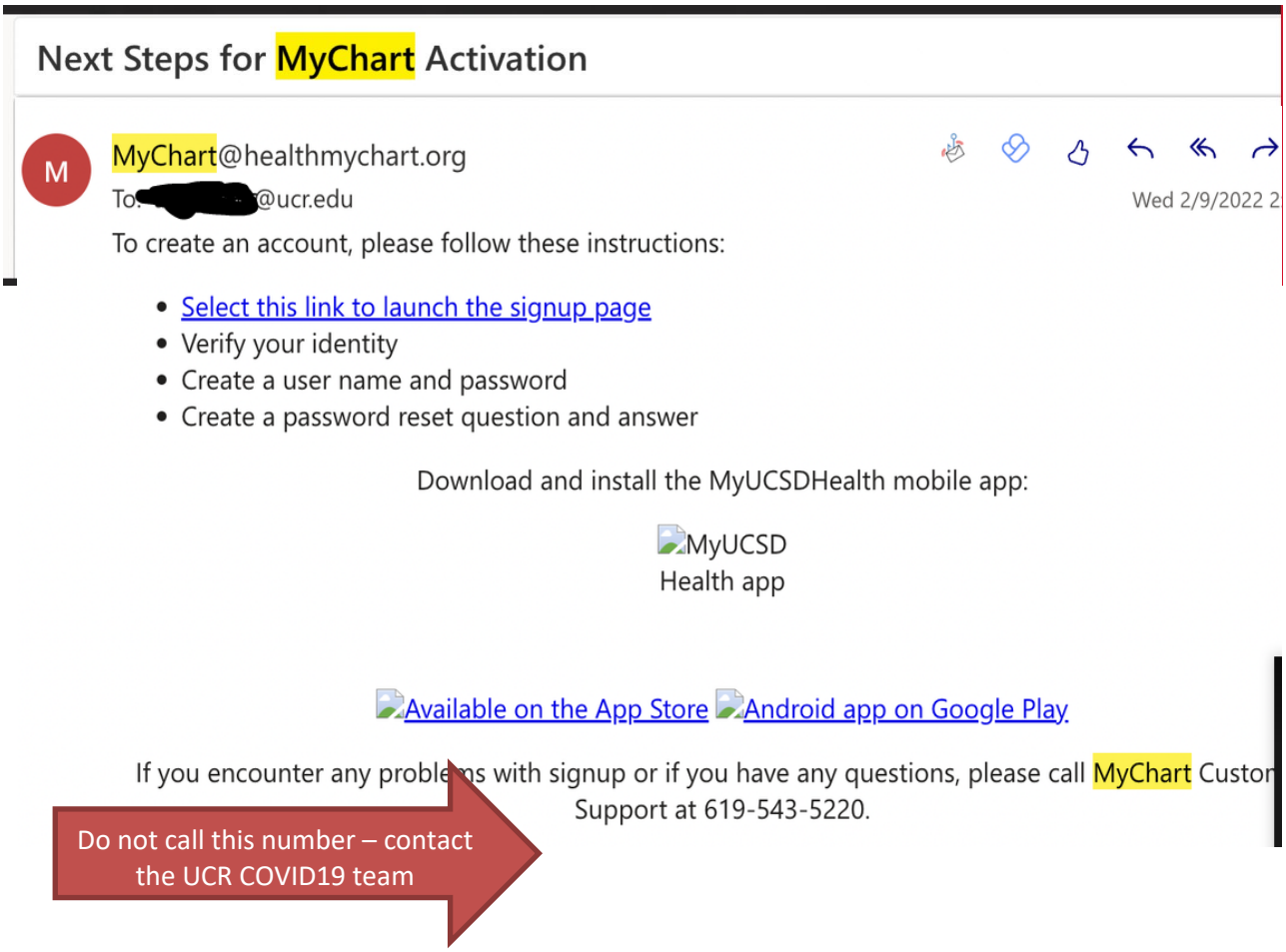
UCR employees may upload vaccine and booster records directly into the secure MyChart system.

Option 1- For those who received their vaccinations **outside the** UCR School of Medicine or UCR Health and UC Health System, please upload ALL COVID-19 vaccine doses by creating a new account.

If you are not a UCR Health patient or vaccinated on UCR Campus or UC health, you must create my chart account.

1. Check your e-mail, and you should have received a message from Mychart@healthmychart.org. The UCR COVID19 team has been sending messages to those that do not have an active my chart account in the past few weeks

   The message loos like this:



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2. If you have not received this message, please e-mail the COVID19 @ucr.edu and provide your first name and last name and the best number where they can contact you.

3. Have your employee ID number ready to provide it when the COVID19 team calls you.

4. The team will send you a link invitation, and you must follow the steps to create a UCR My Chart account.

    a. The link within the e-mail will ask you to verify your identity

    b. Create a user and password using your UCR e-mail format (i.e.*scottyb@ucr.edu*). This should be different from your UCR e-mail address and password for security purposes.

    c. Create a password reset question and answer –

    d. Once this is done, you have created a UCR My Chart account information

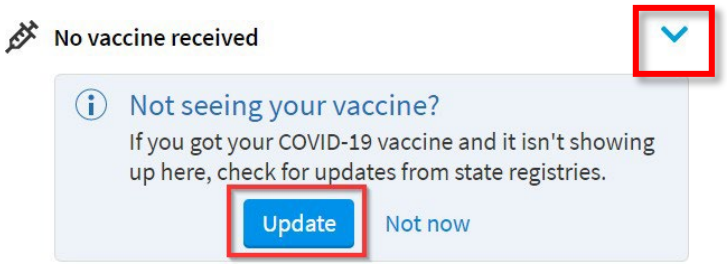
1. Navigate to https://mychart.ucrhealth.org/ucr/Authentication/Login.

2. Log in to MyChart (hint: your username is likely your UCR e-mail in this format: *scottyb@ucr.edu*). Use the "forgot username" or "forgot password" links if necessary. You may also call 844-827-6827 or e-mail COVID19@ucr.edu to speak with a member of the COVID management team.

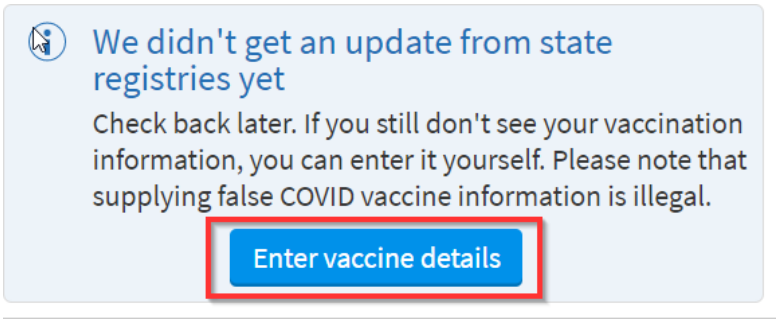
3. Once inside the portal, scroll to the section **Your Digital COVID-19 Vaccine Record.** There is also a shortcut at the top and an information section in "Explore More" – any of these will allow you to enter your vaccine information.

4. Click **View.**

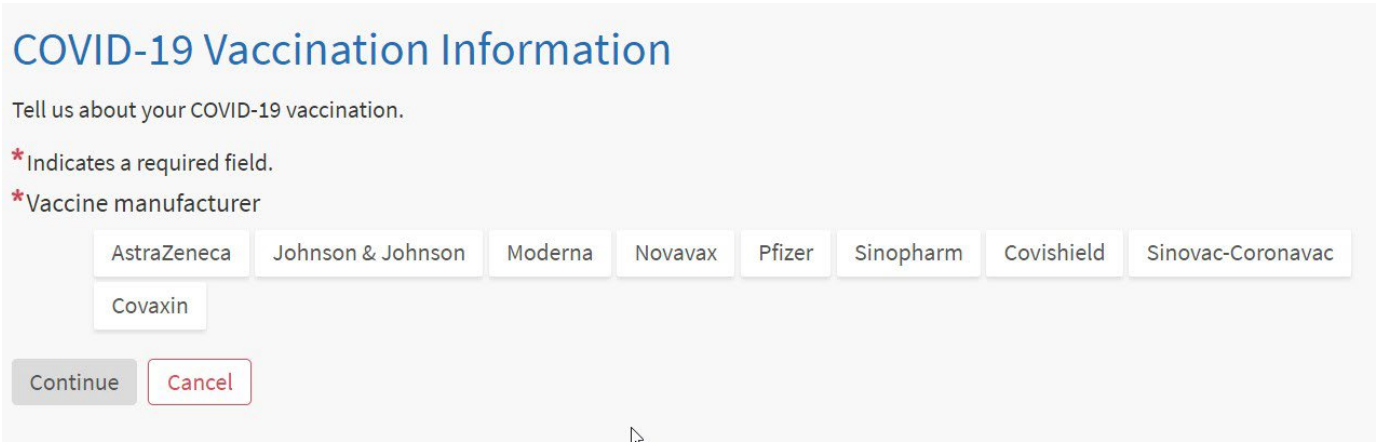
5. Click on the **arrow to the right** of any vaccine information. Click **Update** to check for updates. If you received your vaccine doses outside the UCR School of Medicine or UCR Health, you would likely need to enter the information for all doses.



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.



7. Click the vaccine manufacturer.



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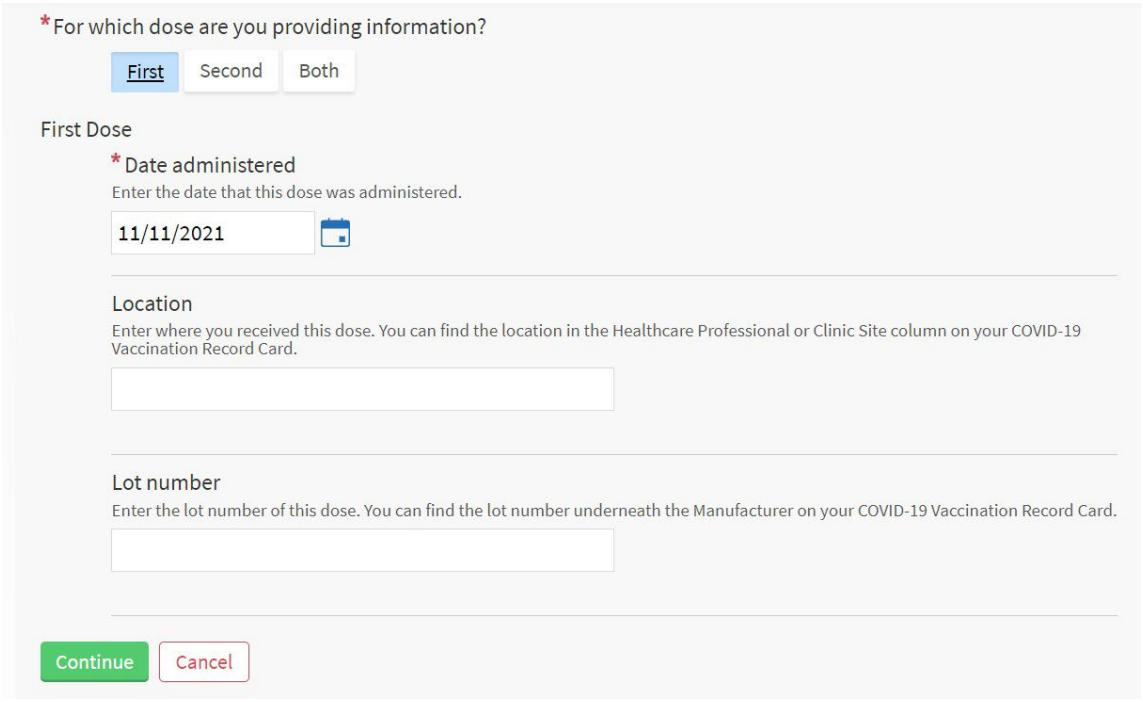
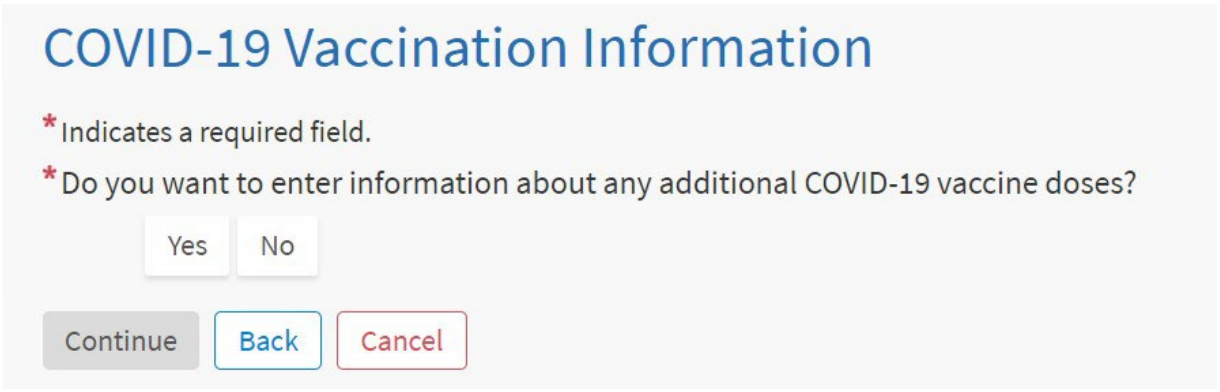
8. Indicate **Dose**, **Date administered**, **Location**, and **Lot number** as printed on the vaccine card, then click **Continue** to proceed to the next screen.



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



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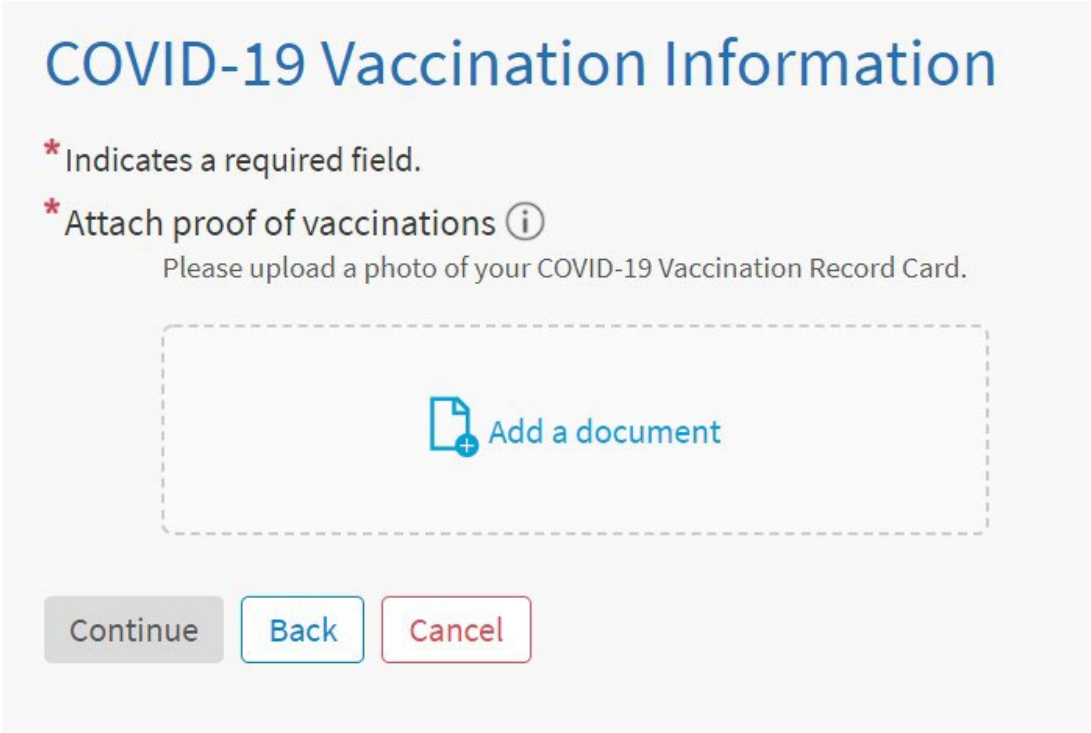
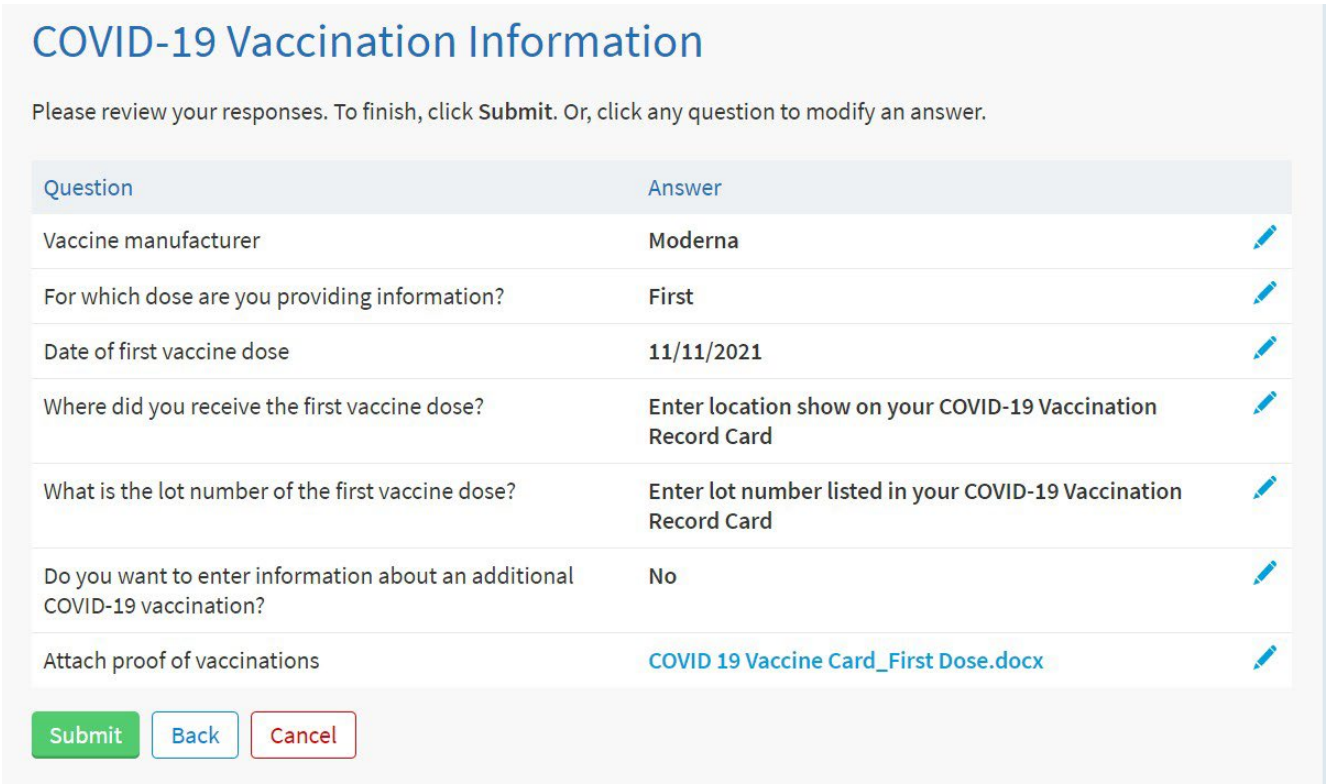
10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue.**



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



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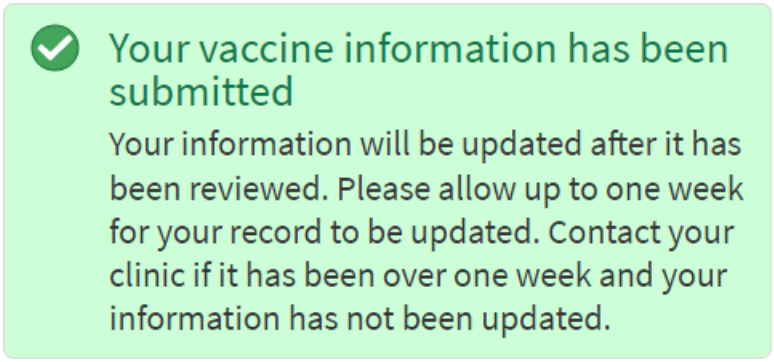
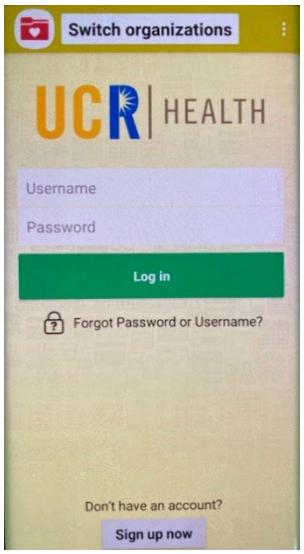
12. A version of the following message will display when finished.



From the Mobile App

1. If it is your first time using the MyChart app, you may download it 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 might 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 e-mail in this format: *scottyb@ucr.edu*). If necessary, use the "Forgot Password or Username" link. You may also call 844-827-6827 or e-mail COVID19@ucr.edu to speak with a member of the COVID management team.

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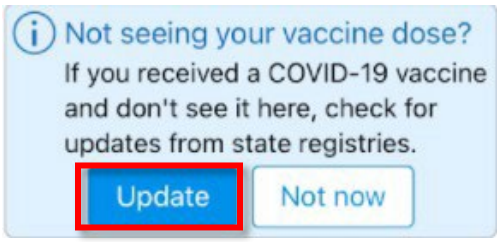
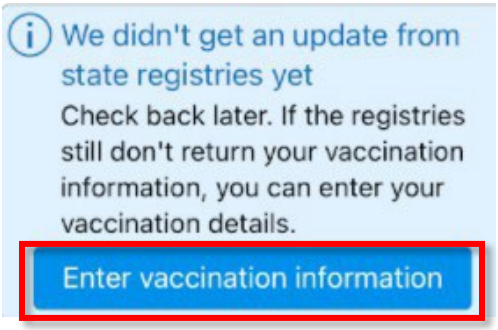
4. Once inside the portal, scroll to the **Your Digital COVID-19 Vaccine Record** section and click **View**.

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

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



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.



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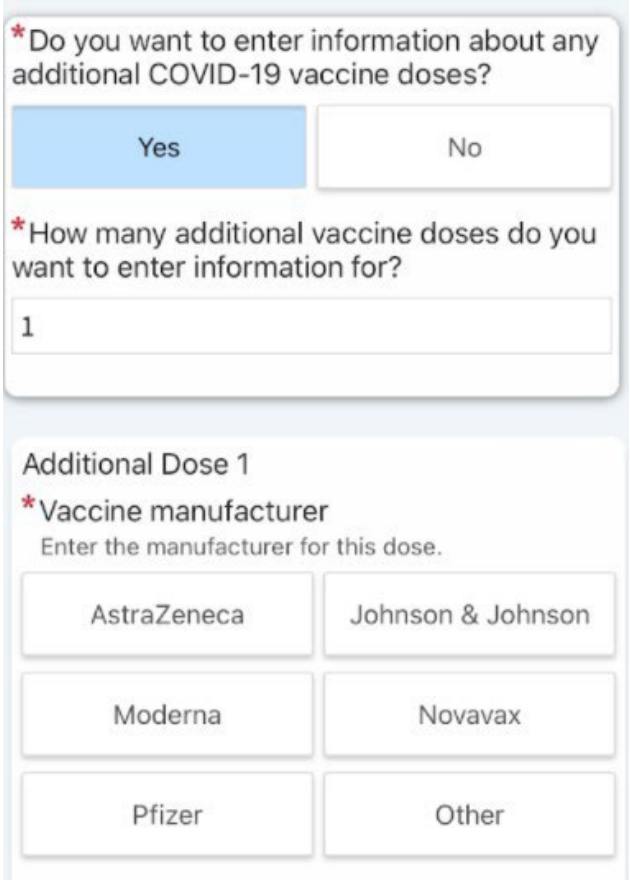
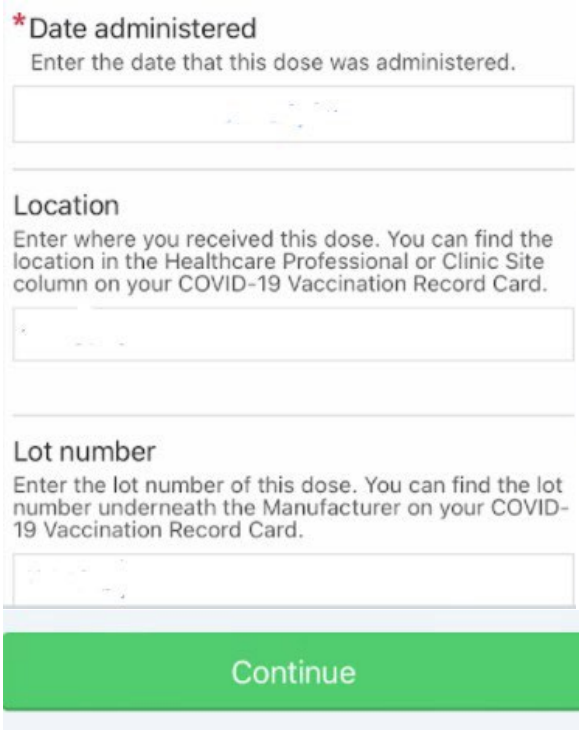
8. Answer the questionnaire, including clicking on your vaccine manufacturer.



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



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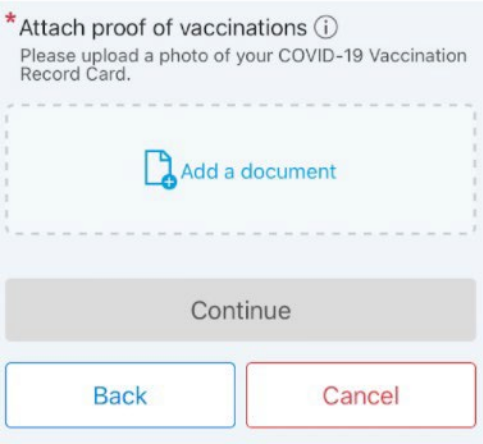
10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue.**



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.

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Option 2: If you received your COVID19 Vaccination as **a UCR Health patient, or if you received any of your COVID-19 vaccines from the UCR School of Medicine or UCR Health or UC Health, you may already have an active MyChart account. Below are instructions for accessing that account and updating your vaccine information. Having your vaccine card on hand will be helpful 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 e-mail in this format: *scottyb@ucr.edu*). Use the "forgot username" or "forgot password" links if necessary. You may also call 844-827-6827 or e-mail COVID19@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.**

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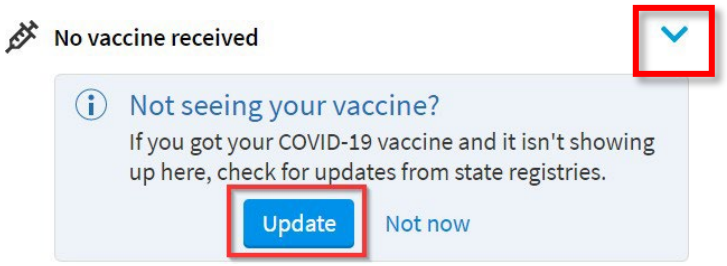
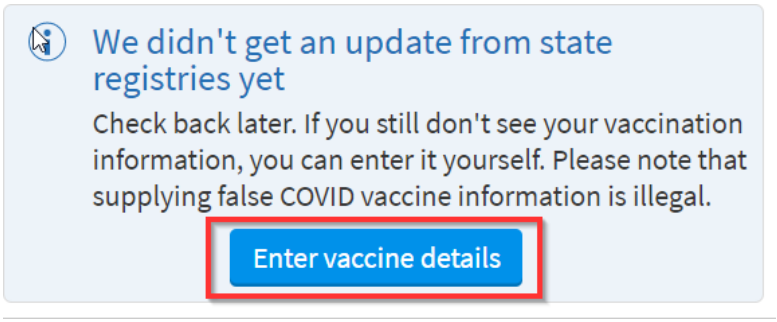
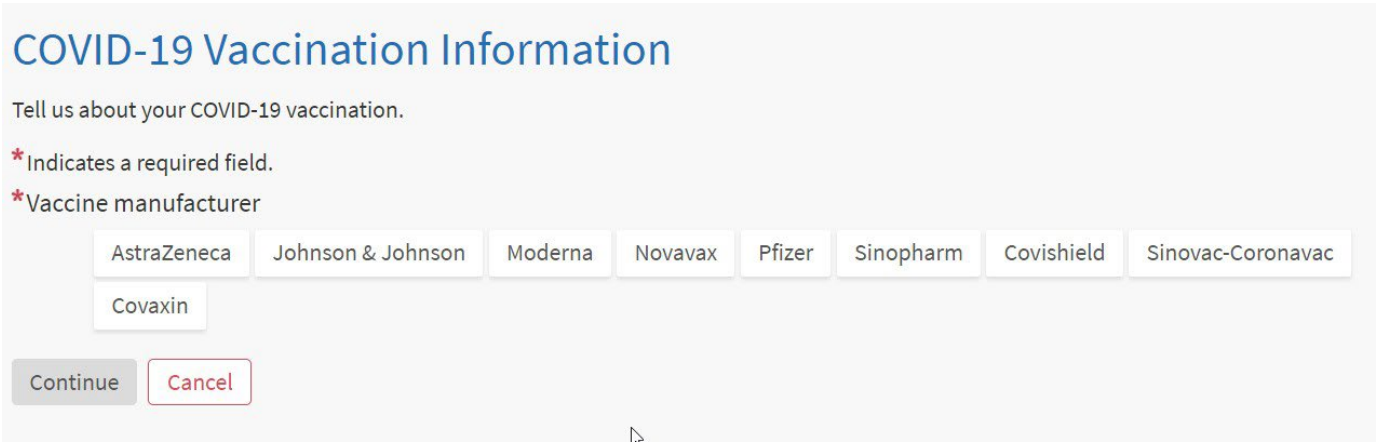
5. Click on the **arrow to the right** of any vaccine information. Click **Update** to check for updates. If you received your vaccine doses outside the UCR School of Medicine or UCR Health, you would likely need to enter the information for all doses.



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.



7. Click the vaccine manufacturer.



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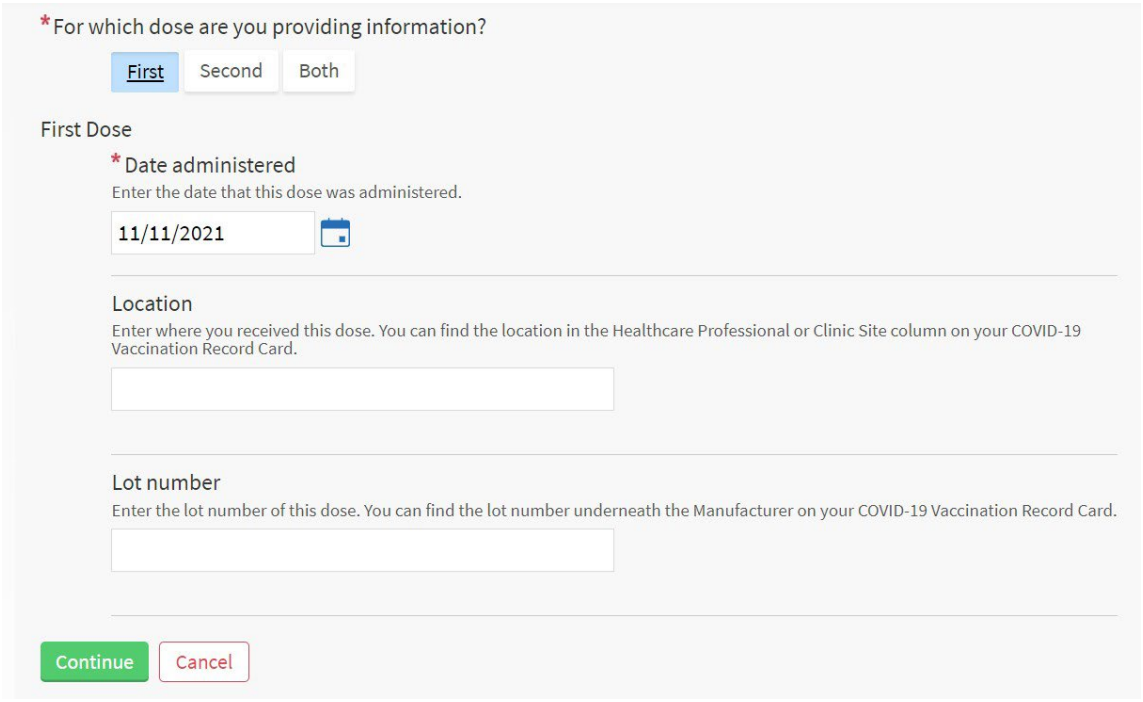
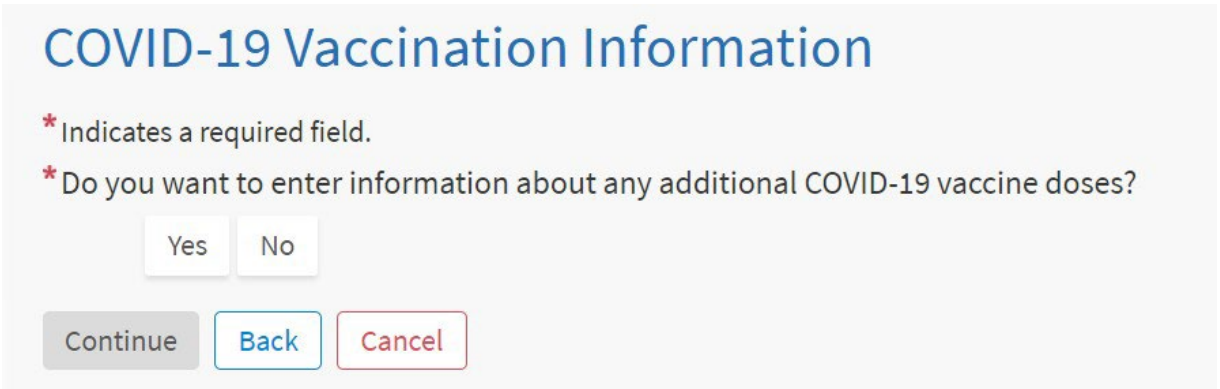
8. Indicate **Dose**, **Date administered**, **Location**, and **Lot number** as printed on the vaccine card, then click **Continue** to proceed to the next screen.



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



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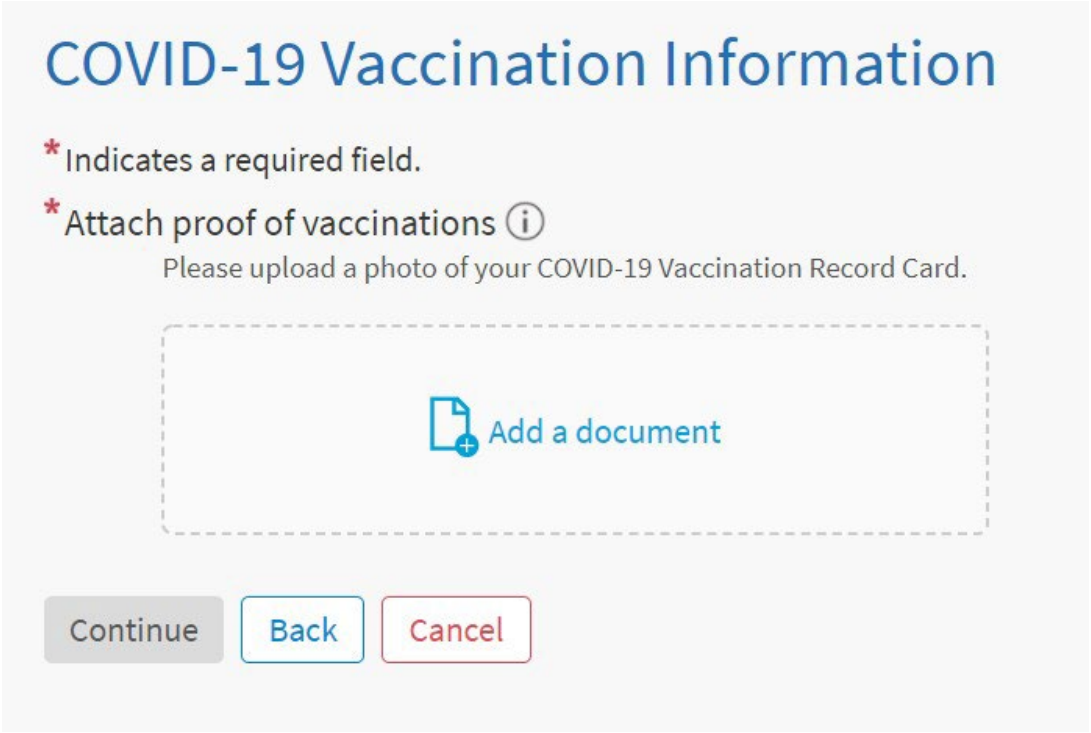
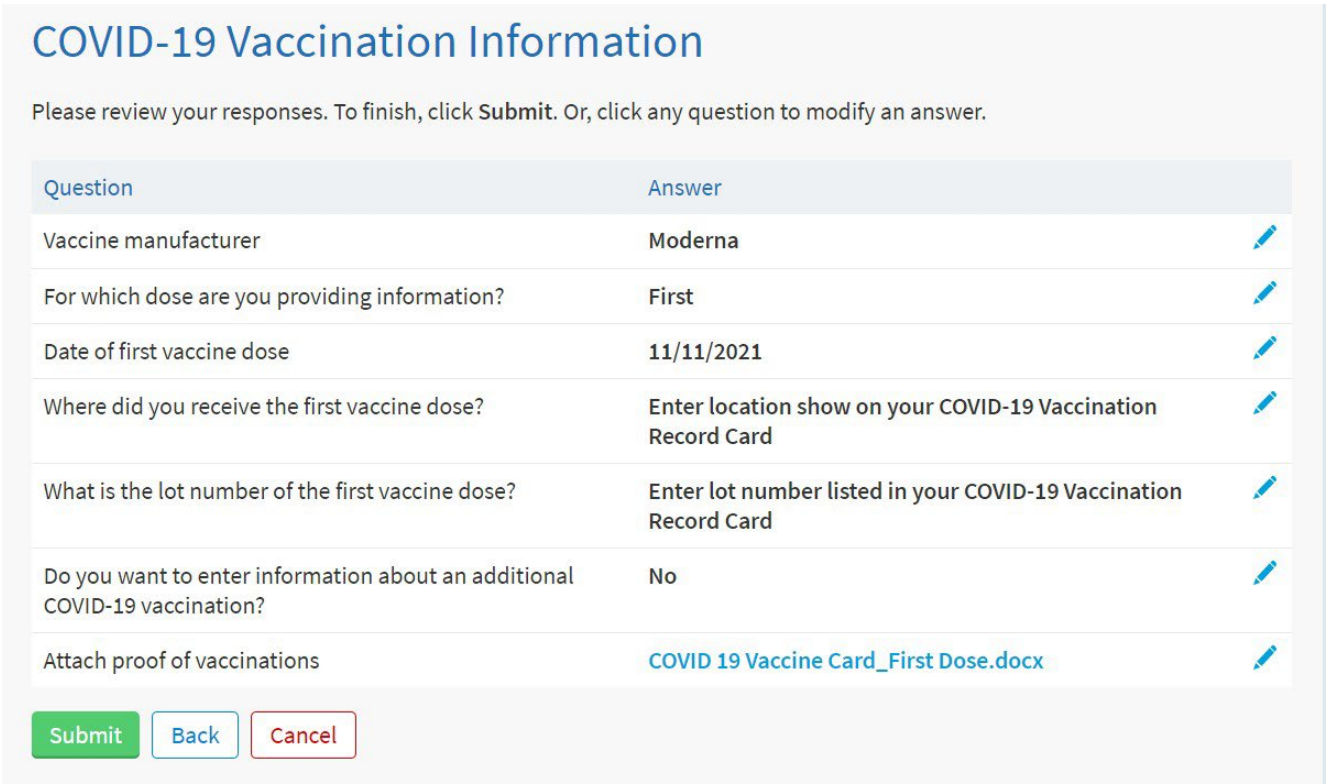
10. Click **Add a document** to upload a photo of your COVID-19 Vaccination Record Card, then click **Continue.**



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



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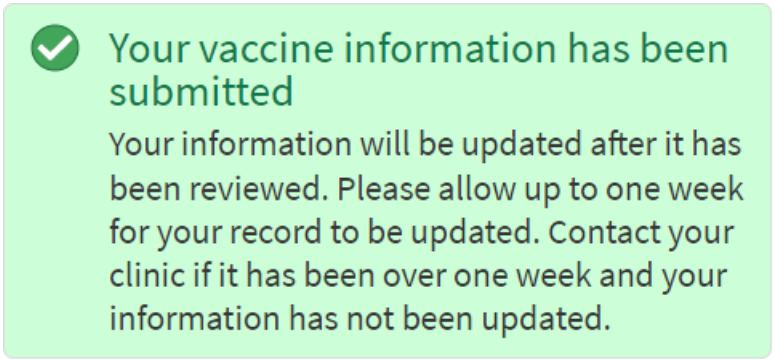

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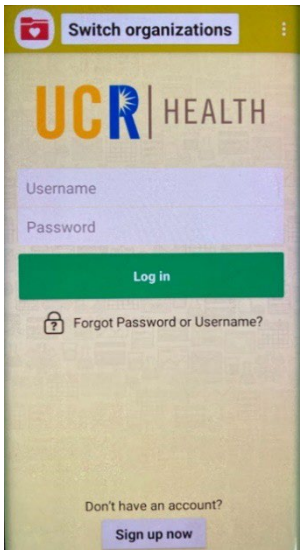

3. Log in to MyChart (hint: your username is likely your UCR e-mail in this format: *scottyb@ucr.edu*). If necessary, use the "Forgot Password or Username" link. You may also call 844-827-6827 or e-mail COVID19@medsch.ucr.edu to speak with a member of the COVID management team.

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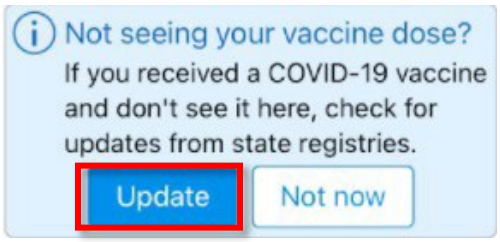
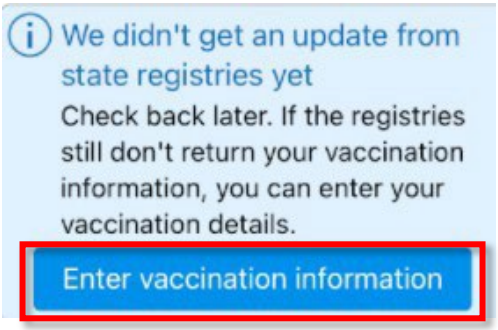
4. Once inside the portal, scroll to the **Your Digital COVID-19 Vaccine Record** section and click **View**.

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

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



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.



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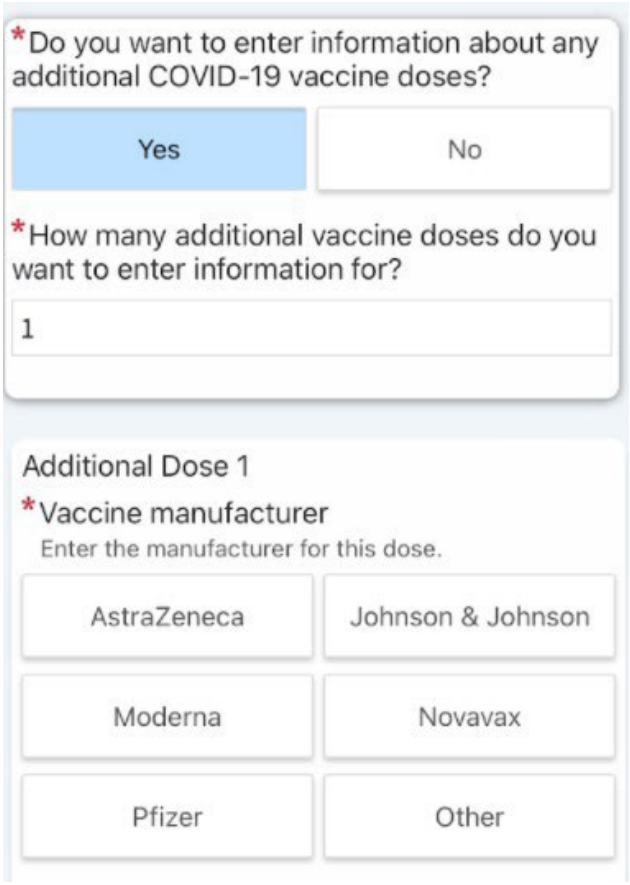
8. Answer the questionnaire, including clicking on your vaccine manufacturer.



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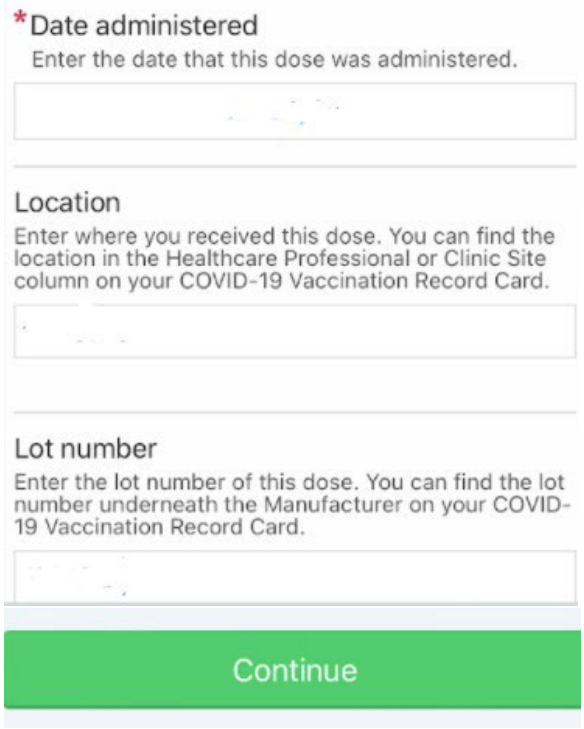
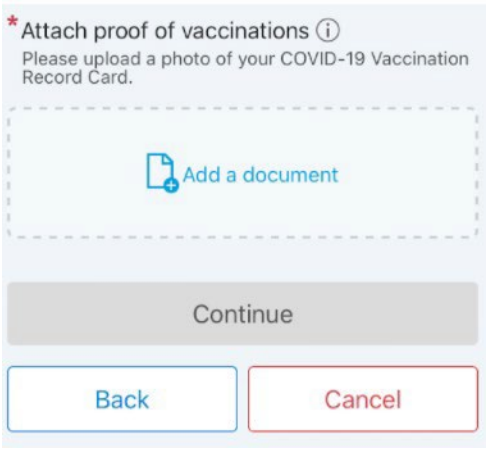
9. Indicate **the Date administered**, **Location**, and **Lot number** as printed on the vaccine card, then click **Continue** to proceed to the next screen.



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



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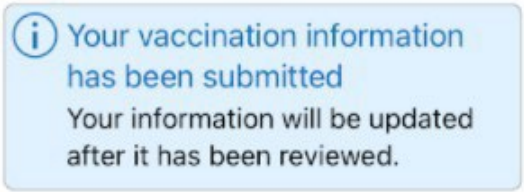

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Option 3 - Last Option:

If you do not want to submit or create my chart account, you can contact your campus HR Partners so they can provide you with directions.

If you have any concerns, please follow up with the COVID19@ucr.edu team; a zoom meeting will be required to view and document vaccine records.

Starting July 31, 2022, UCR will move to a new Point and Click system (PnC). This system is the leading Electronic Health Record System / Practice Management System (EHR/PMS) provider for college health and counseling. Student Health Services currently use this, other UC schools, and the Cal State system to keep track of your COVID19 records.

Once accounts are created by each employee, you will be able to upload your records. As we complete this project, UCR will send more information and details on how to upload your information.

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