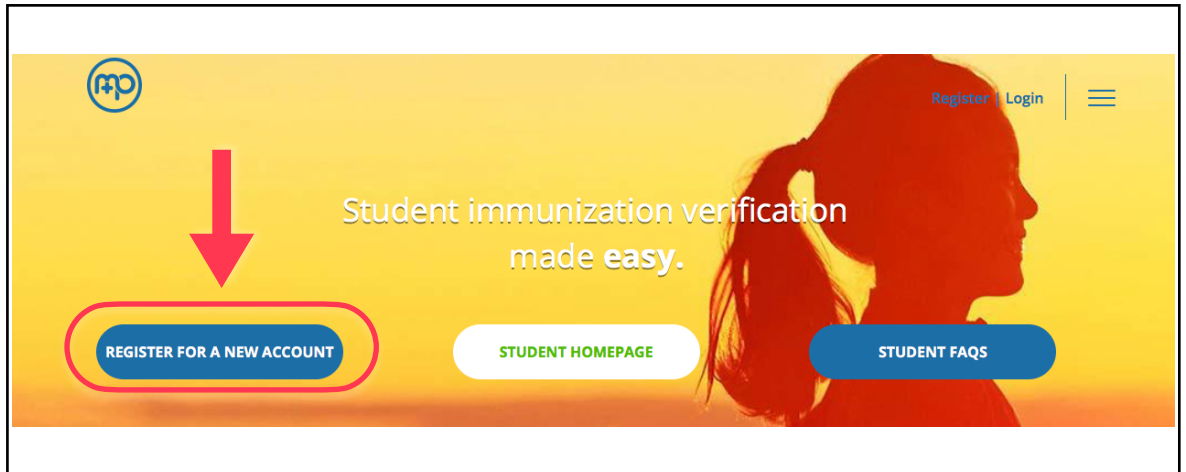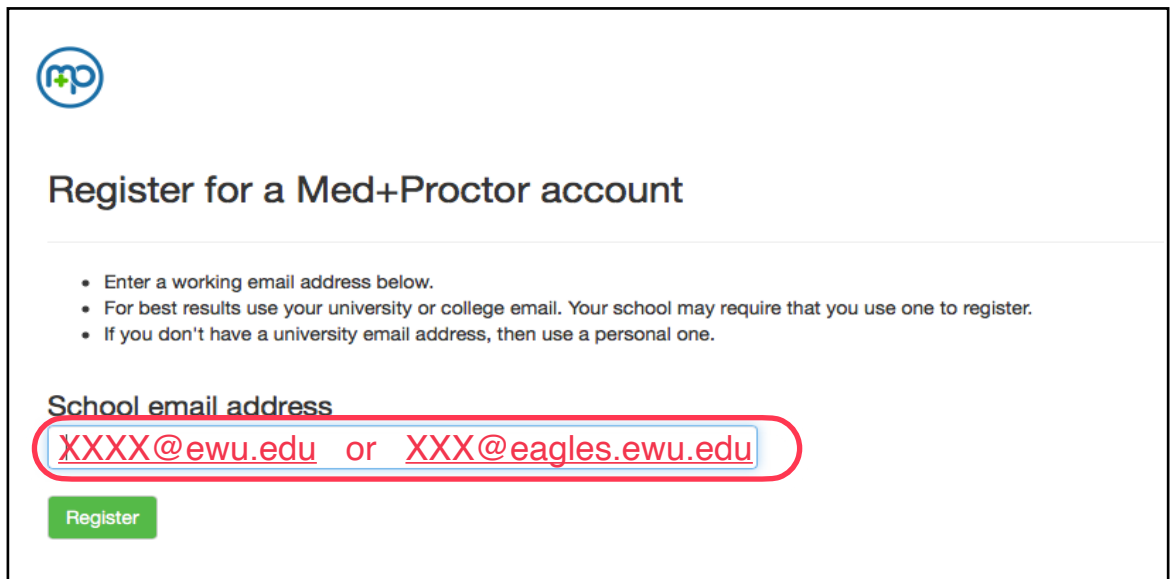# INSTRUCTIONS FOR SUBMITTING YOUR MMR IMMUNIZATION RECORDS USING MED+PROCTOR FOR STUDENTS & STAFF

1. Go to the Med+Proctor website & choose "Register". www.medproctor.com	

2. Register with your student or employee **EWU email address**. Med+Proctor will only work with an official Eastern Washington University email address.	

3. Select students or employee from the drop down menu. Click continue to fill out the next few pages of registration information including name, DOB, phone, password, personal and emergency contact information.	
4. Agree to the License Agreement by entering your full name and click continue.	

5. **IMPORTANT:** You may choose to purchase the $10.00 MP package for permanent access to your records. However, it is not required to submit your records to EWU.

   PLEASE CHOOSE THE GRAY BUTTON AT THE BOTTOM.

Ready to submit your documentation?

★ Submit your immunizations with M+P Pro!

Benefits

One-time, easy payment of $10.00
Priority Access to support staff and verification services.
Lifetime Access: Download and use your immunization forms anytime you need them.
Centralized, Secure Storage: All of your relevant health information in one location.
Access to the Association of American Medical Colleges (AAMC) form which is accepted nationwide.
Generate your complete health record with just one click! Great for transfer of health information to other organizations.

No, thank you. I do not want access to my documents later.

6. In document type, select "supporting document" if you are using any of the following: immunization records from a healthcare provider, public health department, state immunization registry, child immunization card, military immunization record, or positive titer results. Make sure it is a .jpeg of the document and click continue to upload.

Documents

Download Documents

Immunization Certificate

Exemption request form

Upload a Document

JPEG (.jpeg or .jpg) images are preferred.

Need to correct a document you have submitted? Simply select the document type and choose the corrected file in the form below.

Document Type *

Select a file *

Continue...

✓ Select
Immunization Certificate
Supporting Documentation
Covid Lab Results

7. If you are **UNABLE** to find your MMR immunization records, but your healthcare provider has a record, you can print off the **Immunization Certificate** form available on Med+Proctor's website and take it to your healthcare provider	**Download Documents** Immunization Certificate Exemption request form
8. If your healthcare provider has completed and signed the Immunization Certificate, in the document type select "Immunization Certificate", make a .jpeg of the document and upload file .	**Upload a Document** JPEG (.jpeg or .jpg) images are preferred. Need to correct a document you have submitted? Simply select the document type and choose the corrected file in the form below. Document Type * Select ✓ Immunization Certificate Supporting Documentation Select a file * Choose File no file selected Continue... You've uploaded 0 documents. Upgrade your account to view your documents!

9. Med+Proctor will notify you via email when your documents are approved. Review from Med+Proctor is fairly fast, so there is no need to pay $10 to expedite review.

Your record is being reviewed

Med+Proctor will notify you via email when your institution approves your submission.

Click below to expedite the review of your documents.

Expedite review - $10

Click here to submit another document

Immunization Certificate Example

INSTRUCTIONS

University:	**Eastern Washington University**		
Student:		DOB:	

✓ HOW TO COMPLETE THESE FORM(S):

- ☐ A licensed healthcare professional **MUST** complete and sign **THESE** forms. **ALL green sections are required.**
- ☐ **PRINT CLEARLY WITH DARK BLACK INK.** A computer will be reading your forms. Fill in circles completely.
- ☐ **NO** other forms of documentation will be accepted. (Blue Cards, Yellow Cards, State Immunization Records, etc. are NOT accepted)
- ☐ Do not fold, cut, or mark on the border lines of these forms.
- ☐ Include the Border Lines in your scanned images.
- ☐ Review your forms for completeness and accuracy. Double check **ALL** signatures. **MM/DD/YY date formats.**
- ☐ Consult your Healthcare Professional before receiving any of the following immunizations.

Your records are due by: First day of class

REQUIRED	**RECOMMENDED**	**OPTIONAL**
Required by regulation and /or policy to attend this university.	Recommended for your general well being but NOT required.	Optional information
Documents: Immunization Certificate **Immunization Dates:** MMR (2 doses OR Pos. Titer)	**Immunization Dates:**	**Immunization Dates:**

✓ UPLOADING YOUR FORMS:

- ☐ Review your forms for completeness and accuracy. **Double check ALL signatures.**
- ☐ Scan or photograph your documents as JPGs for upload. Be sure to include the border lines and fill the picture frame.
- ☐ Upload your completed forms to your account at medproctor.com.
- ☐ You may upload your additional documentation for storage and later retrieval. (blue cards, state records, etc.)
- ☐ Check your University Email account regularly for messages from MedProctor regarding incomplete information. You will be notified via email once your information is successfully verified.

BE AWARE:
  * Incomplete/Illegible writing and poor images will be rejected.
  * Completion of these forms by your due date will help expedite your registration process.

Do not upload this page.

Immunization Certificate Example

IMMUNIZATION CERTIFICATE

PRINT CLEARLY WITH DARK BLACK INK.
This form will be read by a computer.
Upload to medproctor.com

University: **Eastern Washington University**

Student:

DOB:

Green = Required
Blue = Recommended
Black = Optional

MMR Measles, Mumps, Rubella   **Required**

1st   MM DD YY

2nd   MM DD YY

REQUIRED - Immunization History Signature (Please clearly complete ALL and place office stamp at bottom of page.)

LICENSED CARE PROFESSIONAL SIGNATURE

NON-PARENTAL

PRINT LICENSED HEALTH CARE PROFESSIONAL FIRST AND LAST NAME

SIGNATURE DATE

OFFICE PHONE NUMBER

OFFICE STAMP