

Pace University & Mediat Compliance Services

COMPLIANCE SERVICES QUICK REFERENCE SHEET FOR STUDENTS

Mediat Compliance Services(MCS) is Pace University's partner for automating immunization compliance and verification process. Every member of the Pace Community enters their own immunization information into a secure on-line patient portal. This information is verified and approved by a health administrator at Mediat and all compliance communications will come from Mediat through secure messaging, a tool used for communicating with you about personal health information.

Requirements

- New York State Law (Public Health Laws 2165 and 2167) requires that all students entering college present a certificate of immunization that documents that the student has received all immunizations required by law. While your state or country of origin may have different immunization requirements, you must comply with New York State Department of Health laws and Pace University's requirements.
- Students must be fully compliant with immunization requirements to physically access Pace University campuses

Accessing the Compliance Services Management System

1. Using any browser on a computer or mobile device, go to: <https://www.pace.edu/patientportal>
2. **If logging in for the first time**, choose Pace University as the **Home Organization** in the dropdown menu. Then click **Select**.
3. Log in to the Patient Portal using your Pace username and password
4. Enter code provided in the DUO Mobile app to proceed

Access Problems

- To troubleshoot issues with DUO or logging in with your Pace credentials visit adam.pace.edu or call ITS at 914-773-3333

Entering Immunization Records on the Compliance Services Management System

1. Select **Immunizations** then **Enter Dates**
2. Scroll down to type your immunization history information into the fields provided (enter the dates of your immunization on the immunization tab) before uploading forms:
 - a. **Please remember to enter the date each vaccine was administered.** Please do not enter today's date, as it is not a valid date.
 - b. Once you hit **submit** you cannot change manually entered information. You can only upload additional documents moving forward.

Uploading Immunization Documents

1. After entering your information, you MUST upload a copy of the original documents, lab results, or other supporting documents signed by your health care provider by clicking on the **Upload** button on the top menu bar.
2. Examples of supporting documents include:
 - a. Student Immunization Form for illegible or non-English records
 - b. Medical Exemption Forms for NY DOH immunization requirements
 - c. Medical Exemption Forms for COVID requirements
 - d. Religious Exemption Form for NY DOH immunization requirements
 - e. Religious Exemption Form for COVID requirements
 - f. Meningococcal Meningitis Vaccination Form
 - g. Vaccination records
 - h. COVID-19 Vaccination card
 - i. COVID-19 PRC ONLY test results.
3. Documents that are uploaded directly must be in one of the following formats: .gif, .png, .tiff, .tif, .jpg, .jpeg, .txt, or .pdf. **Microsoft Word files such as .doc, .docx, or .docm formats are not accepted.**
4. Please make sure that your file name consists of only alpha and numeric characters. **NO SPECIAL CHARACTERS OR EXTRA SPACES ARE ALLOWED.**
 - a. Examples of **ACCEPTABLE** file names:
 - i. JaneSmithRecords.jpg
 - ii. 123456.bmp
 - b. Examples of **UNACCEPTABLE** file names:
 - i. Jane Smith Records. Jpg (Unacceptable due to spaces between words)
 - ii. ImRecord#1.bmp (Unacceptable due to special character "#")

5. Select the document type to upload in the **Choose document you are uploading** dropdown menu.
6. Click on **Select File** to locate the document for upload.
7. Click **Upload** to complete the process.

If you have any questions, send a secure message from the Messages button above, or email us at complianceservices@medicat.com.

What to Expect After Submission

- Uploaded documents are available immediately for review by the Medicat Staff.
- It typically takes 5 business days to process immunization records.
- Once records have been successfully reviewed and matched, you will be notified by email.

Checking your Status

- Log into the patient portal, select "immunization" then "view history" from the top navigation menu and you can view your status.
- Check your email and secure message area of the Patient Portal. Medicat will be contacting you with any questions or status update.