

Medicat Compliance Services



COVID-19 TEST RESULTS SUBMISSION

Students, faculty and staff should enter their own COVID-19 Test Results into the Pace University's Patient Portal. This information is verified and approved by a health administrator who can track compliance or lack of compliance and report back through secure messaging.

This sheet is a quick guide with instructions and guidance on the process.

Accessing the Pace University Patient Portal

1. Using any browser on a computer or mobile device, go to:
<https://www.pace.edu/patientportal>
2. You will login using your Pace University user ID and password.
3. **ACCESS PROBLEMS:** If you encounter login problems email Pace ITS Help Desk:
pacehelpdesk@pace.edu

Uploading COVID-19 Test Results Documents

1. Make sure to save your SPRING COVID-19 Lab Test Results to a location on your computer that you can easily browse to.
 - a. Documents that are uploaded directly must be in one of the following formats: .gif, .png, .tiff, .tif, .jpg, .jpeg, .txt, or .pdf.
 - i. Microsoft Word files such as .doc, .docx, or .docm formats are **not accepted.**
 - b. Please make sure that your file name consists of only alpha and numeric characters in the file name. **NO SPECIAL CHARACTERS OR EXTRA SPACES ARE ALLOWED.**
 - c. Examples of **ACCEPTABLE** file names:
 - i. JaneSmithRecords.jpg
 - ii. 123456.bmp
 - d. Examples of **UNACCEPTABLE** file names:
 - i. Jane Smith Records. Jpg (Unacceptable due to spaces between words)
 - ii. TestResult#1.bmp (Unacceptable due to special character "#")
2. Once logged into the Pace University Portal, select the Upload tab.

****University Health Care Office Locations****

New York City Campus: 1 Pace Plaza, 6th Floor East

Pleasantville Campus: Paton House, Ground Floor (stone building behind Alumni Hall)

Available Now

Telehealth and Mental Health Virtual Visits via Zoom for Healthcare

Welcome to Pace University Patient Portal

- From the Upload tab, scroll down until you see the dropdown labeled "Choose document you are uploading:".

Documents available to be uploaded:

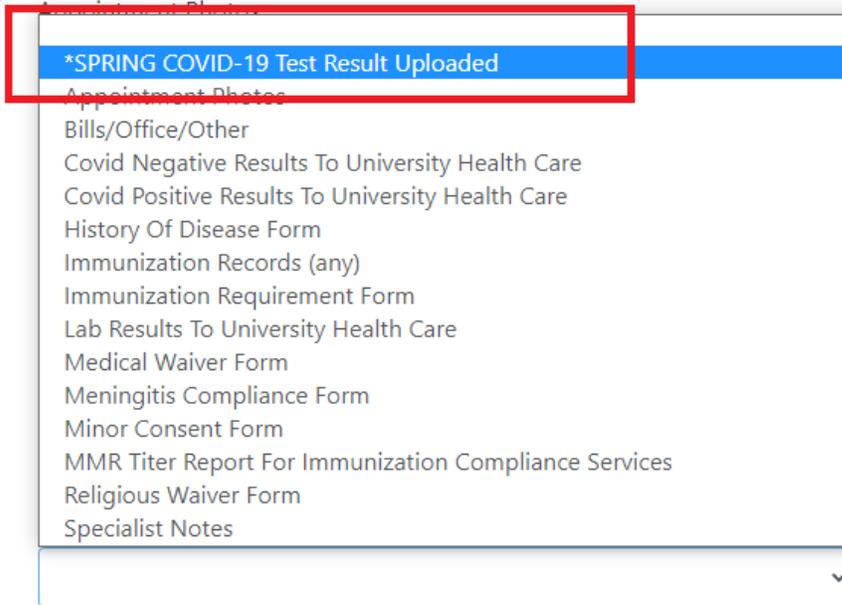
*SPRING COVID-19 Test Result Uploaded
Appointment Photos
Bills/Office/Other
Covid Negative Results To University Health Care
Covid Positive Results To University Health Care
History Of Disease Form
Immunization Records (any)
[Immunization Requirement Form](#)
Lab Results To University Health Care
Medical Waiver Form
Meningitis Compliance Form
Minor Consent Form
MMR Titer Report For Immunization Compliance Services
Religious Waiver Form
Specialist Notes

Choose document you are uploading:

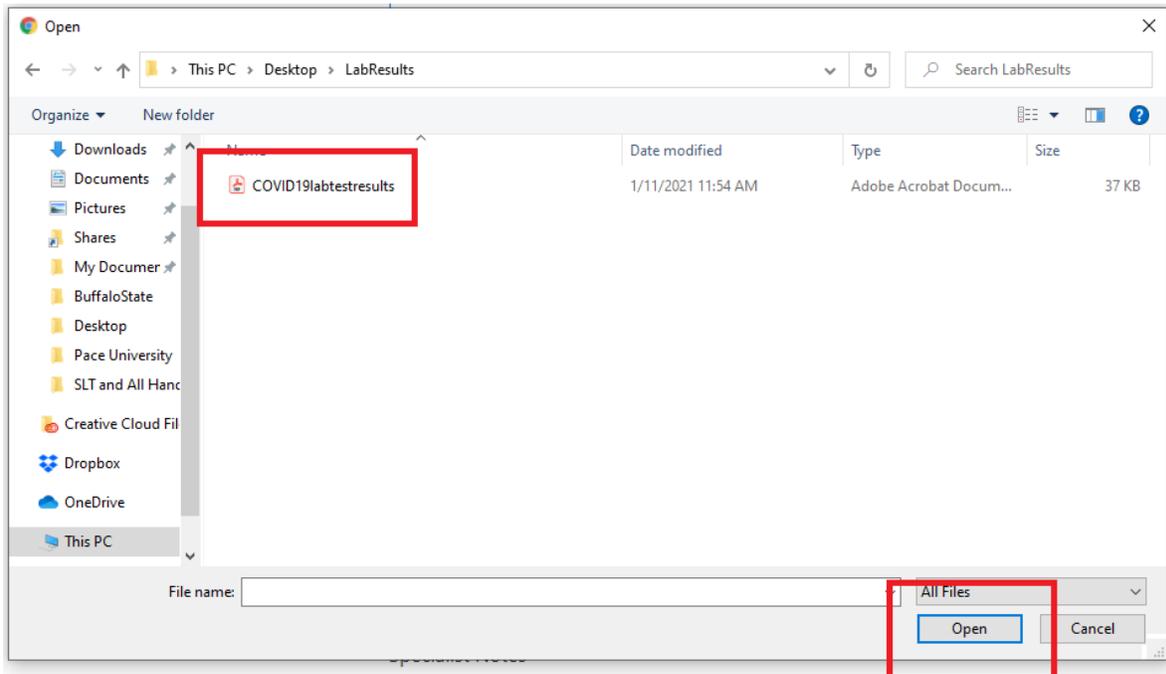
- Choose "**SPRING COVID-19 Test Result Uploaded**" from the dropdown (it will be the first item in the list.) **You MUST choose this option in order for your test results to be verified.**

Documents available to be uploaded:

*SPRING COVID-19 Test Result Uploaded

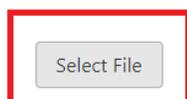


5. Choose the “Select File” button to browse out and attach your test results. Once you locate your document, select it and then select “Open” to attach.



Choose document you are uploading:

*SPRING COVID-19 Test Result Uploaded



6. You will see the file name once selected and you will choose “Upload” to finalize the upload process.

Choose document you are uploading:

*SPRING COVID-19 Test Result Uploaded

Change COVID19labtestresults.pdf X

Upload

Documents already on file

Document Upload received on 2/23/2018

7. You can verify that your document was successfully uploading by the confirmation that displays under “Documents already on file”. You can also select the “View File” option to verify the correct document was attached.

Select File

Documents already on file

SPRING COVID-19 Test Result Uploaded received on 1/11/2021

[View File](#)

What to Expect After Submission

- Uploaded documents are available immediately for review by MCS Staff.
- It can take up to 72 business hours to process COVID-19 Test Results.
- Once records have been successfully reviewed and matched, you will be notified.
- If you have questions about your status, you can email complianceservices@medicat.com. Please allow 1 business day for a response.