

DOLPHIN HEALTH PATIENT PORTAL INSTRUCTIONS

*This portal is new and still in the testing phase, so changes will periodically occur to optimize use.

1. Log into the Dolphin Health Patient Portal: <https://dolphinhealth.lemoyne.edu>
 - a. Safari browser does not work. Use Chrome, Microsoft Edge, etc.
2. Enter your Le Moyne Username and Password
 - a. If you have trouble with login, contact the IT Service Desk at 315-445-4579.
3. Enter your Date of Birth
 - a. If it is your first time accessing the portal, it may ask you to update profile information and add an emergency contact.

You are now on the home page of the health portal.

4. Click "Consent Forms, Input Immunizations & Packet Upload"
5. Click "Update" next to "Health Packet & Vaccines" and upload your full Health Packet & Immunization Record.
 - a. **PLEASE NOTE:** Uploaded documents are not automatically compliant/satisfied and need to be verified by health staff. Please allow 7-10 days after uploading for compliancy status to be updated, as our team has to carefully review all submissions. We will reach out to you via email or phone if additional documentation is required.
6. Click Update next to "Meningococcal FAD 2017+" and "Measles" to enter each of your vaccination dates for Meningococcal and MMR vaccines, respectively.
 - a. Only enter your MMR vaccines ONCE under Measles. Some students have separate Measles, Mumps, and Rubella vaccines, instead of the combined MMR. Only then would you use the "Mumps" and "Rubella" categories to enter each vaccine date.
 - b. ****If you do not have an up to date (within 5 years) Meningococcal vaccine, please see below for instructions on how to sign the Meningitis waiver.**
 - c. Health Profession Students ONLY: Please input additional vaccine and titer requirements as outlined in the PA/OT/Nursing Packet. Additionally, upload your Physical Exam separately under "Additional Items NOT required for clearance."
7. Click Update next to "Consent for HealtheConnections" and fill out the form.
8. Click Update next to "Consent for Treatment" and fill out the form.
 - a. In order to receive care from our center, this form must be completed.

After inputting your immunizations, please:

- Click "Health History" and add all allergies, medications, medical conditions, family history, hospitalizations, and surgeries/procedures. Even if you filled out the health packet with this information, you need to enter it into the portal.
- ****Click "Downloadable Forms" to fill out the Meningitis waiver, request for personal or medical exemption, and/or Consent to Treat a Minor Form (if you are under 18).**

For any questions, please reach out to health services by calling 315-445-4440 or by emailing healthservices@lemoyne.edu