

# What is MY UHCS?

**My UHCS** is an interactive portal that allows you to schedule health appointments, receive test results, communicate securely with your provider, request prescription refills for UHCS-prescribed medications via secure messaging, check your UHCS billing account, and more! Check out the tutorials below to get started today!

## Logging in

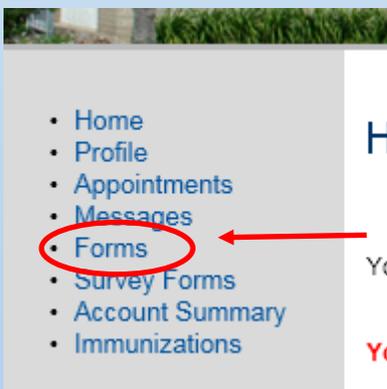
1. To log in, simply visit the UHCS website:

<http://uww.edu/uhcs>

2. Click on the “My UHCS “ button from the right side of the screen.
3. Enter your university-assigned Net-ID and password. Press “Proceed”.
4. Confirm your date of birth. Press “Proceed”.
5. You’re now in the My UHCS Portal!



## Required Forms



1. Before you are able to send or receive secure messages, schedule an appointment, or otherwise use MY UHCS, you must first complete two forms: Notice of Privacy Practices & Consent for Treatment.
2. Click “Forms” from the menu on the left.
3. Complete “Notice of Privacy Practices” & Consent for Treatment.”
4. NOTE: you must only complete these forms once.

## WANT TO SPEED UP YOUR INITIAL VISIT?

We **highly recommend** you complete the Health History, Immunizations, & Insurance Information forms, located in Forms from the menu on the left.

If you do not complete this information, **please arrive 20 minutes early** for your first appointment to complete the forms on site.

# Schedule a health appointment

1. Select "Appointments" from the menu on the left.
2. Click "Schedule an Appointment" button.
3. Follow the prompts to set up your appointment.

## Appointments

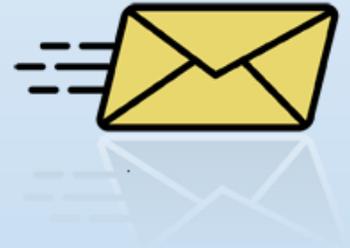
Schedule an appointment

Save time at your first appointment! Fill out forms (under "FORMS" in the left menu). If you

**NOTE:** If the web is not showing any suitable times for your appointment, or you feel your needs are more urgent, please call UHCS directly to arrange an alternate time. Same-day appointments are sometimes available. Please note that UHCS is not an emergency facility. If it is an emergency please call 911.

# sending messages

1. Select "Messages" from the menu on the left.
2. Click "New Message." Select from the following options:
  - \* **I want to send a message to the Nurse**—send a message securely to a nurse, who will contact you for follow up as needed.
  - \* **I want to send a message regarding my student bill**—send a message to UHCS's billing office.



## other My UHCS features

- Home
- Profile
- Appointments
- Messages
- Forms
- Survey Forms
- Account Summary
- Medical Records
- Immunizations

**Home:** Return to home page

**Profile:** Add your contact information (such as telephone number, local address, etc.) and select whether you would like to receive test message reminders for upcoming appointments at UHCS.

**Messages:** Send or receive messages from your UHCS provider, OR request a prescription refill for your medication prescribed from a UHCS provider (see above for details), OR ask about billing.

**Forms:** Complete required consent and other health forms

**Survey Forms:** Respond to a survey sent by a provider

**Account Summary:** Review charges accrued from a recent visit to UHCS

**Medical Records:** View Lab results

**Immunizations:** View your current Immunizations.

My UHCS Menu