



Salve Regina University Health Services

Miley Hall, Garden Level

P: 401-341-2904 F: 401-341-2934

Dear Salve Regina Student and Family,

The health services staff warmly welcomes you to our university. Salve Regina Health Services uses an electronic health record, PyraMed Health. **In preparation for your arrival to our campus, all incoming domestic and international students are required to submit health forms through the PyraMed Health Portal by July 1.**

Listed below are the required documentation for submission and steps on how to access the PyraMed Health Portal.

<u>Required Health Services Forms</u>	<u>How to Access PyraMed Health Portal</u>
<p><b>1. Required Immunizations</b></p> <ul style="list-style-type: none"> <li>Two doses of Measles, Mumps, Rubella (MMR)</li> <li>Three doses of Hepatitis B</li> <li>A Tdap within the last 10 years</li> <li>Two doses of Meningitis (MCV4)               <ul style="list-style-type: none"> <li>Meningitis B is <b>not</b> a substitute</li> </ul> </li> <li>Two doses of Varicella</li> </ul> <p>Immunization records <b>must be signed</b> by a medical provider. Further information about required vaccines can be found (website)</p> <p><b>2. Tuberculosis Screening Form</b></p> <p><b>3. Physical Exam Form</b></p> <ul style="list-style-type: none"> <li>All students must have a physical exam within 12 months of the first day of class. We understand that yearly physicals are insurance-based, please submit your most recent physical. Updated physicals can be submitted once they are available.               <ul style="list-style-type: none"> <li><b>Varsity athletes:</b> Per the NCAA Medical Handbook. A physical exam is required <b>within 6 months</b> prior to the start of fall practice.                   <ul style="list-style-type: none"> <li>Print the Physical Exam Form from (website) for your medical provider to complete. Please note that a physical form from the provider’s office is accepted.</li> </ul> </li> </ul> </li> </ul> <p><b>4. Copy of Insurance Card (front and back)</b></p> <p><b>5. Consent for Treatment Form</b></p> <p><b>6. Medical History Form</b></p>	<ul style="list-style-type: none"> <li>Portal access will not be available until <b>May 8<sup>th</sup></b> (and/or buffer date)- confirm with IT</li> <li>Salve Credentials will be needed for sign-on</li> <li><b>Log-in/Form Submission Steps</b> <ol style="list-style-type: none"> <li>Go to (url/salve portal url)- confirm IT</li> <li>Type-in Salve Credentials</li> <li>Click on “My Forms” tab</li> <li>Fill out forms</li> <li>Once completed, click on “Document Upload” tab for submission</li> </ol> </li> </ul> <p>Please note that you will have a “pending” notification until all forms are properly submitted.</p> <ul style="list-style-type: none"> <li>You will be notified via “Secure Messaging” for any missing information. A notification will be sent to your Salve e-mail if you have a secure message.</li> <li>You can access Secure Messaging on the “My Messages” tab on the PyraMed</li> <li>Forms can be downloaded on the Health Services website/portal? (url)- confirm</li> <li><b>NO FORMS WILL BE ACCEPTED BY FAX, MAIL, OR E-MAIL, ALL FORMS MUST BE SUBMITTED ON THE PYRAMED HEALTH PORTAL</b></li> </ul>

For questions or concerns regarding any of the required health forms, please refer to the Health Services website (url) or contact the office of Health Services at 401-341-2904 or e-mail us at [healthservices@salve.edu](mailto:healthservices@salve.edu)

Sincerely,

**Sharon Q. Capuano, Director, FNP-BC, MSN**