

Etown College is committed to supporting all students' health and well-being. That starts with all new Etown students completing the following steps.

**You must complete this process by July 1 (fall students) or January 1 (spring students).**

1

**Contact your physician** to schedule an appointment for a physical. Don't wait until the last minute to do this! You can use a physical within the past 12 months of your college start date (after 8/1 of the prior year for fall students; after 1/1 of the prior year for spring students).

2

**Print out** the [Physical Examination Form](#) (for your physician to complete) and the [TB Screening Form](#) (which you should complete).

3

**At your doctor's appointment**, have your physician complete the Physical Examination Form. Ask your physician to print out your Immunization Record (you will upload these forms to our system). If you don't have your required vaccines (below), then you can get caught up at your appointment.

**Required Vaccines:**

- MMR vaccine – 2 doses with the first dose after age 12 months
- Tdap vaccine – 1 dose in the last 10 years
- Hepatitis B vaccine – 3 doses completed
- Polio vaccine – completed series, with 1 dose after age 4
- Varicella vaccine – 2 completed doses
- Meningococcal conjugate vaccine – 1 dose after age 16

4

**Go to our medical records system**, ATS, to create your account: [etown2.atsusers.com](http://etown2.atsusers.com). Even though this site says "Athletic Trainer System Athlete Portal Login" it is for ALL STUDENTS (not just athletes). **You will be able to complete this step beginning in May (new fall students) & November (new spring students).**

5

**Click Forgot Your Password** and enter your Etown email. A password reset link will be sent to your Etown email. Use that link to create a password. Your Student ID is your Etown ID number (to find that, log into your [Status Portal](#) & find it on your main page-top left).

6

**Log into ATS** ([etown2.atsusers.com](http://etown2.atsusers.com)) and **click on Athlete Information** (this is for all students, not just athletes).

**General tab:**

- Verify that the yellow boxes are correct; complete those that are blank
- Medical alerts/allergies/current medication: be as specific as possible (type NA if none)
- Allergies: please list allergen and reaction (hives/anaphylaxis/etc.)
- Current medication: please list medication, dosage, frequency, route
- Click *Save Athlete Information*

**Sickle Cell (only Athletes need to complete this section):**

- Please provide your sickle cell status. This can usually be obtained from your birth record. If you do not have that available, you can ask your primary care practitioner to order you a blood test.
- Fill in all boxes and upload a picture of your results
- Click *Save Sickle Cell Information*

**Vacc** – skip this tab, nothing to complete

**Immunizations/Paperwork** – skip this tab, nothing to complete

#### **Insurance:**

- Click *Add New Insurance*
- If your insurance company is not listed in the Company drop down list, click *Add a New Insurance Company* in the top left corner of the page and enter their information
- Complete the required information (yellow boxes)
- Click *Upload* (near the bottom of the page) and upload a picture of the front and back of your insurance card
- Click *Save*

Students can purchase health insurance through the College’s provider, First Student. You can find information on our [Student Health website](#).

- If you plan to purchase this health insurance, then please upload a picture of your current high school ID card or a recent photo of yourself. This can be updated when you finalize your health insurance through the College.

#### **Contacts**

- This information is populated from our student system. You will have a chance to update this information during your preliminary check-in via Jayweb before every semester.

**7**

**Click on the Forms tab** and complete the required forms. Choose a form from the drop-down menu and click *New*, complete the form, click *Save*.

#### **All new students are required to complete:**

- Insurance and Confidentiality
- Medical History Form

#### **Athletes are also required to complete:**

- Acknowledgment of provided healthcare
- Concussion Information Acknowledgment
- PHQ-9 (mental health questionnaire)
- Risk and Informed Consent
- Sickle Cell form – please upload test results from your physician

If you are not listed on your athletic team, please add yourself. Go to the General tab, look under Preferred Name to see current teams. Click Add New Team – Elizabethtown College (organization) – select your athletic team.

**8**

**Click on the eFiles tab** and upload your completed forms: Physical Examination form, TB Screening form, and Immunization Record. Make sure your forms are uploaded as a .PDF or .JPG file.

- Click *Upload Document*
- Type a description, choose the type, and then choose the file
- Click *Upload*

### **Questions? Contact:**

- Lori Hoffer – [hofferlori@etown.edu](mailto:hofferlori@etown.edu) | 717-588-1059 (student health nurse)
- Bruce Lynch – [lynchbg@etown.edu](mailto:lynchbg@etown.edu) | 717-361-1405 (assoc dean of students, student counseling & health needs)
- Emily Dietz – [dietze@etown.edu](mailto:dietze@etown.edu) | 717-361-1591 (head athletic trainer) *Student athlete questions*