

**Instructions for accessing and uploading health forms:**

All health forms, immunization records, and medical/religious exemption request forms must be submitted electronically in the Health Services Patient Portal. Please do not mail, fax or email health forms.

1. To access the **Health Services Patient Portal,** log in to Roger Central at <http://rogercentral.rwu.edu/> ; select Academics > Student Planning > Health Services Patient Portal in the drop-down menu.
2. In the patient portal, click on the **Forms** tab to access required health forms. The Health History and TB Risk Screening forms are completed electronically. The Emergency Contact form must be printed out, completed, and uploaded in the **Upload** tab
3. Submitting the immunization record and COVID-19 vaccine card is a 2-step process:

Step 1 - Click on the **Immunization** tab and manually enter each vaccination date

Step 2 - Click on the **Upload** tab, scroll to the bottom and select

immunization record option in the drop-down.

1. The following forms must be uploaded:

* Emergency Contact and Consent
* Immunization Record (*Note: you do not have to use the immunization form provided in the portal, you can submit an immunization record from your health care provider)*
* COVID-19 vaccine card – upload this form under ‘immunization record’ option in the drop-down (*Note: there is no COVID-19 specific document option*)
* Physical Exam (*Note: you can use the physical exam form provided by your health care provider*)
* COVID-19 Vaccine Exemption Request if indicated

**COVID-19 Vaccine Exemption Request:**

Students who, for medical or religious reasons, decline to get the COVID-19 vaccine must submit the [RWU COVID-19 Vaccine Exemption Request form](https://www.rwu.edu/sites/default/files/downloads/reopening-roger/rwu-medical-religious-COVID19-vaccine-exemption-request-form-6-11.pdf) **by July 7, 2021**. Medical exemption requests must be completed and signed by the student’s medical provider. Upload this form under ‘immunization record’ option in the drop-down. Students will be notified of exemption approval status on or before July 16, 2021.

**RWU Student Health Insurance:**

All students are automatically enrolled in and billed for the RWU student health insurance plan. If a student is already covered under a comparable health insurance plan, they can waive the University plan. To waive, go to <https://www.universityhealthplans.com/secure/waiver.cgi?group_id=392> and select Waiver Form from the menu. **The deadline to waive is August 15th**. If you do not waive by the deadline, you are assuming full-responsibility for paying the annual premium of $2,321. Before waiving the University insurance plan, please review your existing policy to ensure you are covered for medical care in Rhode Island.

Contact Health Services at 401-254-3156 or [health@rwu.edu](mailto:health@rwu.edu) if you need further assistance.