Duquesne University

HEALTH SERVICES

412-396-1650

PORTAL INSTRUCTIONS

➢ COMPLETE Health History

➢ ENTER Immunization dates

➢ UPLOAD Immunization Form

➢ UPLOAD Medical Insurance Card
STEP #1:
Log into DORI www.duq.edu/DORI using your D.U. Multi-pass User Name & Password. Under the blue banner and CAMPUS tab, find SERVICES & INFORMATION, along the left margin.

STEP #2:
CLICK on the HEALTH SERVICES STUDENT PORTAL link to open the PORTAL LANDING PAGE.

Welcome to the DUQUESNE UNIVERSITY HEALTH SERVICE Student Portal!

Through this portal, please do the following:

1. Complete and submit your HEALTH HISTORY (from "Health History" tab above).
2. Print and have completed by your Physician the DUVF "Duquesne University Immunization Form" for all newly admitted students (from above tab under "Patient Forms").
3. Enter DATES of REQUIRED IMMUNIZATIONS (from "Immunization" tab above).
4. Upload the DUVF "Duquesne University Immunization Form" (after completion by student’s physician) - required for ALL newly admitted students; UPLOAD from above tab "UPLOAD".
5. INSURANCE CARD: From the "Insurance" tab above, please enter your health insurance card information. Do NOT add name of company, skip to Policy Number, Group Number, Effective/Expiration dates [if known] and after selecting "Add," upload an image of the FRONT and BACK of your insurance card. (IF AT ANY TIME YOUR INSURANCE POLICY CHANGES YOU MUST INFORM OUR OFFICE)

**Documents for uploading should be saved to a device so that they can be uploaded. Consider a FREE scanning apps [i.e. Cam Scanner] to upload right from your smart phone or tablet.

As a student, we welcome you to our Health Services! This Portal will be used to answer pre-appointment questionnaires; answer secure messages in your D.U. email from your health care provider in Health Service, and view upcoming appointments.
STEP #3:

Click on “Health History and Patient Forms” from options in the grey shaded banner.

A. The DUQUESNE UNIVERSITY IMMUNIZATION VERIFICATION FORM [DUIVF] can be accessed from this portal or from the website.

PRINT the DUIVF and take it to the medical provider who administered or maintains the student’s immunization record. The physician (or other medical provider) is asked to enter immunization dates and sign the form to confirm and verify immunization information.

B. The GENERAL STUDENT HEALTH HISTORY is for domestic students. Answer ALL questions and hit SUBMIT when completed. Responses are confidentially stored in the student’s electronic health record. There is NO physical exam requirement for entrance to the university.

C. The INTERNATIONAL STUDENT HEALTH HISTORY FORM is for international students. Answer ALL questions and hit SUBMIT when completed. Responses are confidentially stored in the student’s electronic health record. There is NO physical exam requirement for entrance to the university.
**STEP #4:** From the gray banner, select “Immunizations” and from the dropdown arrow, “Enter Dates.”

**STEP #5:**

Enter dates of required immunizations.*

ALL new students must show evidence of:

- **2 MMR Vaccines** (measles / mumps / rubella)
- **1 Meningococcal** (administered at age 16 or after)

*Some programs have additional immunization requirements that are due according to policy set by those academic areas, BUT are usually not due until experiential learning begins.
STEP #6: UPLOAD the completed and signed Duquesne University Immunization Verification Form. Select UPLOAD from the grey task bar and follow listed instructions.

Instructions

• ALL NEW STUDENTS entering classes for the FIRST TIME, PLEASE upload the completed DUQUESNE IMMUNIZATION VERIFICATION FORM.
• PLEASE MAKE SURE THAT YOUR NAME AND DATE OF BIRTH ARE ON ALL UPLOADED DOCUMENTS!
• From the drop-down alphabetized menu below, SELECT DOCUMENT YOU ARE UPLOADING. (NOTE: Not all selections pertain to all students - upload ONLY what you are REQUIRED BY YOUR PROGRAM / SCHOOL to do!)
• Then SELECT FILE (browse to your saved files on your device). File must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
• Documents (saved to your files) must be .txt or .pdf.
• Images (photo of a document) must be .gif, .tiff, .jpg, .jpeg.
• Click UPLOAD.

Documents available to be uploaded:
Chest Xray
Duquesne Immunization Verification Form

STEP #7:

ENTER medical insurance information and UPLOAD an image of the medical insurance card that the student will use while attending Duquesne University.*

* The university assigns a student health insurance plan [SHIP] that must be WAIVED if the student is covered by a comparable plan. The university uses an off-campus service to manage waiver out of / enrollment into the SHIP: https://www.duq.edu/work-at-du/human-resources-home/student-health-insurance

If we have insurance on file for you, you will see it below. Please verify if this information is correct.
If there is no information on file please enter your information below. Please leave top bar as "Insurance." DO NOT add the name of your company or attempt to use the drop-down menu.
Simply input information into all other fields, select "add," then upload a copy of the front and back of your insurance card.
STEP #8: Select the blue highlighted “ADD NEW” tab and complete all boxes:

If we have insurance on file for you, you will see it below. Please verify if this information is correct.
If there is no information on file please enter your information below. Please leave top bar as “Insurance.” DO NOT add the name of your company or attempt to use the drop-down menu.
Simply input information into all other fields, select “add,” then upload a copy of the front and back of your insurance card.

STEP #9: UPLOAD an image of the medical insurance card of the plan under which the student is covered.

This completes all portal-related tasks. Contact the office for questions: 412-396-1650.