



Dear Muhlenberg College Student and Family,

The health and counseling services staff warmly welcomes you to our college. Our offices offer a variety of services to help you maintain optimal health as you progress through your college career. Please feel free to contact us directly with any questions you may have.

Muhlenberg College Health and Counseling Services use an electronic health record, PyraMed Health. In preparation for your arrival to our campus, **you must submit health forms through the PyraMed Health Portal by June 15 (fall entry) or January 5 (spring entry)**. Please contact the Office of Student Health Services if you have any concerns about this.

To access the PyraMed Health Portal:

- First, access the Muhlenberg College [Application Portal \(muhlenberg-college.onelogin.com\)](http://muhlenberg-college.onelogin.com)
- Enter your Muhlenberg user name and password (supplied by Informational Technology)
- Click on the tile/icon for PyraMed Health Portal

In preparation for your arrival on campus, please read important information on the Muhlenberg website (www.muhlenberg.edu/healthforms) about:

- [Prematriculation Immunization Requirements](#)
- [Meningococcal Disease and Immunization](#)
- [Notice of Privacy Practices](#)
- [Student FAQ](#)

On that same website, please review the necessary steps for submitting required health information.

Required Health Information

- ✓ Complete all forms on "My Forms" tab on PyraMed Health Portal.
- ✓ Upload Immunization Record, Physical Exam Form, Health Insurance Card on "Document Upload" tab on PyraMed Health Portal.

1. Immunizations

- Upload your official immunization record on health care provider letterhead or the [immunization record](#) signed by your health care provider through "Document Upload" tab on PyraMed Health Portal.
- Refer to the [Prematriculation Immunization Policy](#) for information about required immunizations.

2. Medical History, Emergency Contacts, and Consent for Treatment & Communication Preferences

- All students must complete these three forms online through the "My Forms" tab on the PyraMed Health Portal.
- Consent for psychotherapy is only signed by the student at the time counseling services are initiated.

3. Health Insurance

- The College requires that all students have primary health insurance coverage.
- Both steps below must be completed to be compliant with our requirements.
 - Complete form online on "My Forms" of the PyraMed Health Portal.

- You may need to call the customer service number for your insurance in order to answer some questions about coverage in the Allentown area.
 - Upload copies of health insurance and prescription cards (front and back sides) through “Document Upload” tab of the PyraMed Health Portal.
- Students are responsible for the cost of services not provided by Muhlenberg Health and Counseling Services, such as radiology and laboratory services and any outside health care provider evaluations and/or counseling.
- Students must maintain current insurance information with health services. They, with help from their parent/guardian, should also understand their insurance plan coverage (e.g. referral information, laboratory information, in-network providers within Allentown area, etc.).
- Muhlenberg College does provide a limited accident insurance policy for all full-time traditional students, which is secondary to the student’s primary health insurance coverage and does not provide any coverage for illnesses. Contact the Office of Health Services as soon as an injury occurs for information on this.

4. Physical Exam Form

- **All students** must have a **physical exam within 12 months** of the first day of class.
- **Varsity athletes:** Per the NCAA Medical Handbook. A **physical exam is required within 6 months prior to the start of fall practice.**
- Print the [Physical Exam Form](#) from the health forms website (www.muhsenberber.edu/healthforms) for your medical provider to complete. Upload the completed form through the “Document Upload” tab PyraMed Health Portal.

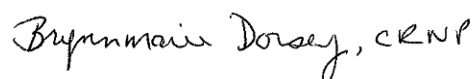
Please be certain that all health form information is completed by June 15 (for fall entry) or January 5 (for spring entry). You will be notified by "Messages" on the PyraMed Health Portal regarding any incomplete information. If you cannot complete your forms by the deadline, please notify The Office of Health Services. IN ORDER TO MOVE-IN TO YOUR RESIDENCE HALL, ALL HEALTH FORMS MUST BE COMPLETE.

Process for requesting accommodations, auxiliary aids and services for students with disabilities.

- Students with documented disabilities who request accommodations, auxiliary aids and services are encouraged to identify their needs to the Office of Disability Services as soon as possible after their decision to attend Muhlenberg has been finalized. For any questions, please call the Office of Disability Services (484-664-3825) or refer to their website (www.muhsenberber.edu/offices/disabilities).
- **Special Housing/Special Dining Services Requests** must be submitted to the Office of Disability Services along with the supporting documentation by the deadlines listed on the forms. Please consult the Office of Disability Services for specific information about the process and required documentation. Documentation of a disability does not guarantee that an application will be approved. Students with the most severe needs will be given first priority in securing special housing if the need/disability significantly impacts their ability to perform activities of daily living.

Please contact Health Services 484-664-3199 or Counseling Services 484-664-3178 should you have any questions or concerns. Welcome to Muhlenberg, we wish you success, happiness and good health!

Sincerely,



Brynmarie Dorsey, MSN, CRNP
Executive Director, Muhlenberg College Health & Counseling Services