

<https://webchartnow.com/rrh/webchart.cgi?f=layout&module=Patient+Portal>



Log in to the portal using your workday username and log in you will be directed to the page below.  
Select message center.

WELCOME TO THE [WORKREADY EMPLOYEE HEALTH PATIENT PORTAL](#) —  
PLEASE SELECT FROM THE MENU BELOW.

**WORKREADY**

A screenshot of the portal's main menu. The 'Message Center' option is highlighted with a red rectangular box. The menu items are: Message Center, My Appointments, Failed Daily Pass/Symptomatic, COVID Test Results/RTW Guide, Medical Exemption Test Results, Annual Health Review, Respirator Fit, and Other Health Resources. To the right of the menu is a photograph of four healthcare workers in a hallway, all wearing face masks.

Then select the additional forms tab.

A screenshot of the 'MESSAGES' section of the portal. The 'additional forms' tab is highlighted with a red rectangular box. Below the tab is a table header with columns: UNREAD, DATE, SENDER, SUBJECT, and UNREAD ONLY | SHOW ALL.

You will then be brought to a page to add your booster status select COVID Booster Status

ADDITIONAL FORMS	
COVID Booster Status	<a href="#">begin</a>
Immunization Record	<a href="#">begin</a>
Influenza Vaccination Authorization Form	<a href="#">begin</a>
Influenza Vaccination Exemption Request	<a href="#">begin</a>

You will choose yes if you are wishing to input your COVID booster

COVID Booster Status	
Have you received your COVID Booster?	<input checked="" type="radio"/> Yes <input type="radio"/> No

You will need to scroll to the bottom and you will see add an immunization. Select that link.

<a href="#">ADD AN IMMUNIZATION</a>	
COVID Booster Vaccination Documentation (File type of JPG, PNG, or PDF)	<input type="text" value="Choose file"/>
<a href="#">Save for later</a>   <a href="#">Cancel</a>	<input type="button" value="SUBMIT"/>

You will then be instructed to input you booster information. All COVID immunization start with the word COVID, select the appropriate vaccination for the booster you received and the date which you received it. You will then select save.

<a href="#">ADD AN IMMUNIZATION</a>	
<input type="text" value="Immune System"/>	<input type="text" value="Date of immunization"/>
<input type="text" value="Comments"/>	<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>
COVID Booster Vaccination Documentation (File type of JPG, PNG, or PDF)	<input type="text" value="Choose file"/>

You will then be asked to upload a picture/ file with proof of your immunization select the paper icon and upload your file. Then select submit, to submit proof of booster.

[ADD AN IMMUNIZATION](#)

\*Required Field

Date of immunization



CANCEL

SAVE

COVID Booster Vaccination Documentation (File type of JPG, PNG, or PDF)

Choose file



[Save for later](#) | [Cancel](#)

SUBMIT