## COM/Vet Medicine
## Student Instructions to Upload
## Documents for Leave of Absence

Campus Health has created a process to allow students in the College of Medicine, Tucson & Phoenix, and the College of Veterinary Medicine, to upload documents via the Campus Health electronic medical record (EMR) system via secure messaging.

The following steps provide instructions for completing this process:

1. Students must log into their Campus Health Portal by logging into **PatientLink**, which can be found on the CHS home page online: health.arizona.edu

2. Once they have accessed their portal, they can click on **Messages** and it will open their messages. To upload any documents, the student will begin a **New Message** and choose the Leave of Absence Form option.

Secure Message

**Select One**

○ I'd like to send a secure message to a Provider.
○ I'd like to send a secure message to a Counselor.
○ I'd like to submit an Away Rotation Form (College of Medicine)
○ I'd like to submit a Leave of Absence Form (COM/VetMed Only)
○ I'd like to request a referral for an Off-Campus Mental Health Provider.
○ I'd like to submit a Respirator Questionnaire.
○ I'd like to request a Release of Medical Records
○ COVID-19 Off-Campus Test Result Upload

**Continue**  Cancel

3. The next page will allow the student to upload any documents by clicking on **Add Attachment** and they can create a message and send.

4. The information and documentation will be received by Campus Health and completed by the designated staff member.

For any questions, please contact the nursing supervisor at 520-626-9796 or 520-621-6493.