



HARDIN-SIMMONS

U N I V E R S I T Y

MedProctor Instructions

Congratulations for taking a step to join the Hardin-Simmons University family! Now that you have finished your admission process, you can submit your final documents! Prior to campus arrival, HSU requires all international students to submit the Medical and Liability Questionnaire form and acquire the following vaccinations:

- Meningitis
- Measles, Mumps, and Rubella (MMR)
- Tuberculosis Screening

HSU partners with a company called MedProctor to verify and manage these important health records. Here are the steps to follow for completing these requirements:

STEP 1 – Register for MedProctor

Visit the MedProctor website at <https://secure.medproctor.com/Account/SignIn> . You will need to register as a new user with your HSU school e-mail address. Please contact your admissions counselor if you are not able to locate this information.

Once registered, you can either select to have full access to view your uploaded medical records in the future or opt-out to simply upload the required documents.

STEP 2 – Download the Medical Liability Questionnaire Form

Once logged-in, go to the “Download Documents” section on the home page. Select “Medical and Liability Questionnaire” form, download and complete the form.

You will be automatically enrolled into the HSU International Insurance plan, therefore you can leave the section blank that requests for your insurance provider information.

If you need assistance completing this form, please contact your local healthcare provider.

STEP 3 – Obtain the Meningitis, MMR Vaccinations and Tuberculosis Screening

Contact your family doctor or a nearby clinic/hospital to acquire the Meningitis, MMR, and Tuberculosis screening. You will need to request for the shot and Tuberculosis screening records from the physician, in order to later upload to MedProctor.

***VERY IMPORTANT:** In order for MedProctor to verify your vaccination records, please ask your physician to sign, stamp and authenticate the first page of your vaccination documents. It must have a clear name of the physician, title, address, and an official

stamp of the office. Failure to submit required documents will prohibit you from enrollment at Hardin-Simmons University.

STEP 4 – Upload Required Documents to MedProctor

Locate the “Upload a Document” section of the home page.

- 1) Upload your Meningitis, MMR, and Tuberculosis vaccination and screening records in the upload portal
- 2) Upload the Medical and Liability Questionnaire in the upload portal

If you have any issues uploading your forms, contact MedProctor at help@medproctor.com. A live agent chat is ready to assist students and can be reached through the website. We are so excited for you to finally join the HSU family!