

# MaineHealth

## HOW TO SUBMIT COVID VACCINATION DOCUMENTATION 2023

Once you receive your COVID vaccination, you must send the documentation to Employee Health Services at [EHS\\_Vaccine@mainehealth.org](mailto:EHS_Vaccine@mainehealth.org) for processing.

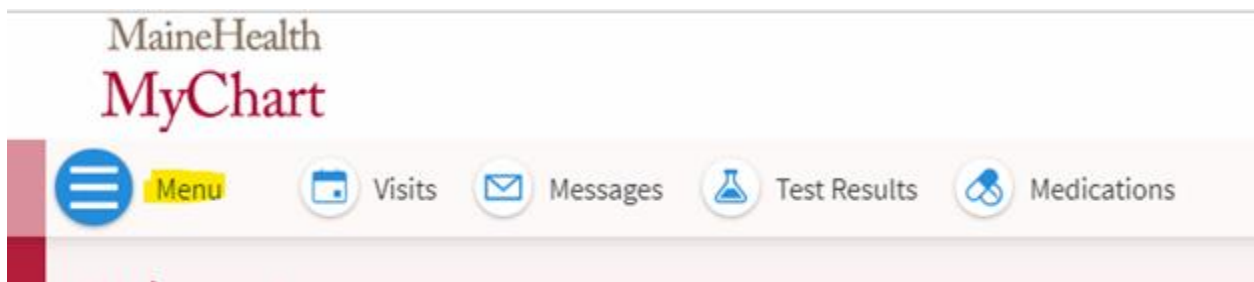
### To Submit a Scan or Photo:

1. Scan or take a picture of the vaccination document that you received. The documentation must contain:
  - Your first and last name
  - Your date of birth
  - Date vaccination was given
  - Name of entity providing the vaccination
  - Name of vaccine
2. Email the scanned document or photo of the above information to [EHS\\_Vaccine@mainehealth.org](mailto:EHS_Vaccine@mainehealth.org)

### To Submit a PDF from MyChart:

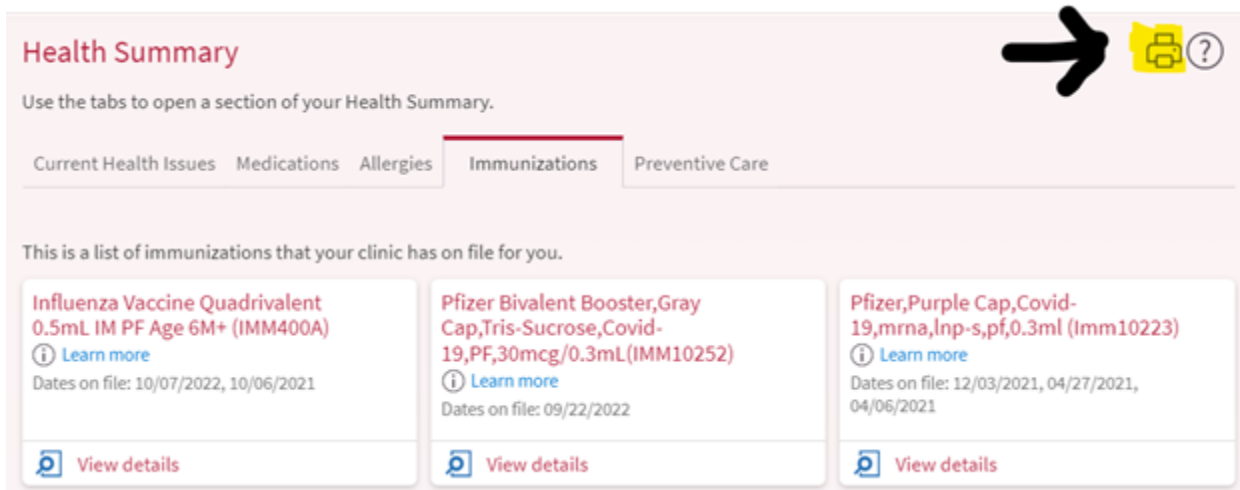
If your vaccination was documented in Epic, you can print and send the document from MyChart.

1. Log into the MyChart website at <https://mychart.mainehealth.org> on a computer. (This cannot be done from a mobile phone).
2. On the top left, click Menu.



3. From the drop-down, select Health Summary.
4. Select the Immunizations tab.

5. Click the printer icon.



**Health Summary**

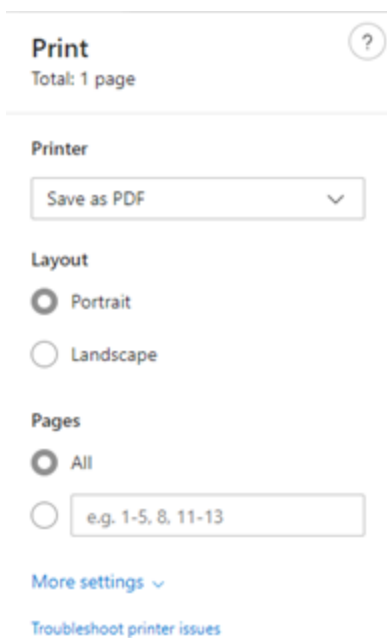
Use the tabs to open a section of your Health Summary.

Current Health Issues Medications Allergies **Immunizations** Preventive Care

This is a list of immunizations that your clinic has on file for you.

<b>Influenza Vaccine Quadrivalent 0.5mL IM PF Age 6M+ (IMM400A)</b> <a href="#">Learn more</a> Dates on file: 10/07/2022, 10/06/2021 <a href="#">View details</a>	<b>Pfizer Bivalent Booster, Gray Cap, Tris-Sucrose, Covid-19, PF, 30mcg/0.3mL (IMM10252)</b> <a href="#">Learn more</a> Dates on file: 09/22/2022 <a href="#">View details</a>	<b>Pfizer, Purple Cap, Covid-19, mRNA, Inp-s, pf, 0.3ml (Imm10223)</b> <a href="#">Learn more</a> Dates on file: 12/03/2021, 04/27/2021, 04/06/2021 <a href="#">View details</a>
--	---	---

6. In the print window, select Save as PDF.



**Print** ⓘ  
Total: 1 page

**Printer**  
Save as PDF ▾

**Layout**  
 Portrait  
 Landscape

**Pages**  
 All  
 e.g. 1-5, 8, 11-13

[More settings ▾](#)  
[Troubleshoot printer issues](#)

7. Title the file “[your name] immunizations” e.g. “Jane Smith immunizations”
8. You can now email that PDF to Employee Health. COVID vaccinations should be sent to [EHS\\_Vaccine@mainehealth.org](mailto:EHS_Vaccine@mainehealth.org)