HOW TO SUBMIT BOOSTER DOCUMENTATION
If NOT received at Houston Methodist Employee Health

If you received your booster from any location outside of Houston Methodist Employee Health, you must have your vaccine records as a PDF, PNG, or JPG file. If you only have a paper copy of your vaccine card, you can have it scanned or use your smartphone to take a picture of it and save it as a JPG file. The documentation must include:

- Employee name
- Date of birth
- Date booster was given
- COVID Vaccine manufacturer and lot #
- Location of booster vaccine

You have three options for submitting your documentation to Employee Health:

Option 1: Using Your Computer on the Houston Methodist Network
- Go to the Houston Methodist intranet page and log in to MARS
- Click on the Employee Health Portal tile
- Log in to the Employee Health portal using the same password as your MARS log in
- Click Other Health Resources
- Scroll down and click on COVID vaccine documentation upload
- Click on the box that says choose file
- Select the file with your information and click Submit

Option 2: Use Your Mobile Device Anywhere
- Do you have mobile access? If not you must FIRST register while at WORK from a DESKTOP or LAPTOP. Once at work on a computer, visit **https://it.houstonmethodist.org/register-your-smartphone/.**
- If you are already signed up for MOBILE access, then enter the Employee Health Portal by visiting **http://houstonmethodistcareers.org/txt/203/.** You can also text **HM Employee Health** to **45991** to access your Employee Health Portal.
- From the portal, click on Other Health Resources
- Scroll down and click on COVID vaccine documentation upload
- Click on the box that says choose file
- Select the file with your information and click Submit

Option 3: Drop Off a Printed Copy at HR Front Desk
- Verify the information listed above is documented and be sure to include your employee ID number

HOUSTON Methodist®
SUGAR LAND HOSPITAL

MKTG012022