

Dartmouth College Health Service Student Portal

Uploading an Insurance Card

- 1) Take a picture of each side of your insurance card and save.
- 2) Login to the Health Service student portal at <https://healthservices.dartmouth.edu>.
- 3) Once logged in, click on the "Insurance Card" link on left of page.

OpenCommunicator Brenny Test

Home

Profile

Appointments

Consent Forms

Referrals

Handouts **6 Unread**

Messages

Letters

Forms **7 to Complete**

Insurance Card

Survey Forms

Medical Records

Immunizations

Immunization Upload

Log Out

Home for Brenny Test

You last logged in: 6/30/2022 11:30 AM [Log Out](#)

Welcome to Dick's House On-Line Services

Attention to all incoming students who are submitting their entrance forms....

Please be sure you are completing all the online forms and uploading the **TB Screening form** with your immunization records. Please upload all documents to "record".

Select from the following options or use the menu on the left.

Check-in or Schedule an Appointment

Send a Secure Message

Complete a Survey

Edit My Profile

Select one of the following additional options from the menu on the left to access...

CONSENT FORMS- complete your consent forms.

FORMS- complete your medical forms.

HANDOUTS- access materials sent by your provider.

MEDICAL RECORDS- view your medical records.

[\[Advanced Options\]](#)

You are seeing this link because your patient record is configured as a testing record.

[Version: 12.11.5653]

- 4) Click on the "Add New Card" link.

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Home

Profile

Appointments

Consent Forms

Referrals

Handouts **6 Unread**

Messages

Letters

Forms **7 to Complete**

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Survey Forms

Medical Records

Immunizations

Immunization Upload

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Insurance Cards for Brenny Test

Please scan and upload images of the front and back of your insurance card. We accept the following file types: PNG, GIF, JPEG, JPG. Show Deleted

Add New Card

Deleted	Added On	Added By
	6/30/2022 11:54 AM	Patient
	6/30/2022 11:37 AM	Patient

Showing 1 to 2 of 2 entries Show 100 entries Previous 1 Next

- 5) Enter the insurance information in the appropriate fields.
- 6) Once information is entered, click “Upload Front Image”. Follow the portal prompts to locate the card image and select it. Once selected a verification box will appear showing a picture of the uploaded card. If the image is readable, click the “Looks Good” button for the portal to accept the image.
- 7) Follow the same process for uploading the back of the card, being sure to click the “Upload Back Image” button.
- 8) Once both sides of the insurance card have been uploaded, click the blue “Save” button at the bottom of the page.

The screenshot shows a web form titled "Add Insurance Card" with a close button (X) in the top right corner. The form contains several input fields and two upload buttons. A red box highlights the entire form area. Another red box highlights the "Upload Front Image" and "Upload Back Image" buttons. A third red box highlights the "Save" button at the bottom right of the form. The form fields are as follows:

- Member Name:** Brenny Test
- Member ID:** XYZ123456789
- Group Number:** 12345
- Plan Provider:** Unknown
- Plan Type:** Employer
- Copay:** 30.00
- Full Address:** 123 Whatever St, Somewhere, ZZ 12345

- 9) Once the card has been saved, you have the ability to view the card by clicking on the date uploaded.
- 10) While viewing you will have the ability to edit the insurance information that was entered, or delete the card completely.

If you have any questions or need assistance, please contact the Patient Accounts Office.

Email: Dicks.House.Patient.Accounts@Dartmouth.edu

Phone: (603) 646-9439