

GENERATING SHC RECEIPT

Step 1: Select “Appt. Scheduling” tab → click “View Appts.”

The screenshot shows the American University Student Health Center website. The navigation bar includes links for Home, My Profile, Messages, My Forms, Appt. Scheduling (selected), Document Upload, and Log Off. A red box highlights the 'Appt. Scheduling' dropdown menu, and a red arrow points to the 'View Appts.' option. The main content area features a heading 'Welcome to the Student Health Portal' and text about telemedicine visits and immunization records. Below this are sections for Important Information, Upcoming Events, and Related Links.

AMERICAN UNIVERSITY
Student Health Center

OFFICE of CAMPUS LIFE

Home My Profile Messages My Forms **Appt. Scheduling** Document Upload Log Off American University

Schedule Appt.
View Appts.

Welcome to the Student Health Portal

Telemedicine Visits are available for the following visit reasons: Cold symptoms, cough, Covid concerns, Diarrhea, Fever, Nausea/vomiting, and ADHD refills for students who previously received medication from the health center. Please call 202-885-3380 option 2 and then option 2 to schedule an appointment.

To submit your immunization records under the "My Forms" section, select the "Immunization History" and complete the form with the dates of your vaccinations from your immunization record. Once the form is submitted, please use the Document Upload link to upload a scanned version of your immunization history signed by your medical provider.

Important Information
Please submit your

Upcoming Events
• COMING SOON!
Must bring Student ID

Related Links
• Health Center Home

Step 2: In the appointment window click “Previous”

The screenshot shows the American University Student Health Center website. The navigation bar includes links for Home, My Profile, Messages, My Forms, Appt. Scheduling (selected), Document Upload, and Log Off. The main content area features a heading 'Appointments' and a table of upcoming appointments. A red box highlights the 'Previous' button, and a red arrow points to it.

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Appointments

Upcoming **Previous**

Date	Time	Status	Provider Name	Reasons
02/27/2026	8:00 AM	Cancelled	Kathleen Groff	ABDOMINAL PAIN

Step 3: Select “Action” next to the appointment → select “Receipt”

The screenshot shows the American University Student Health Center website. The navigation bar includes links for Home, My Profile, Messages, My Forms, Appt. Scheduling (selected), Document Upload, and Log Off. The main content area features a heading 'Appointments' and a table of appointments. A red box highlights the 'Previous' button, and a red arrow points to it. Another red box highlights the 'Action' dropdown menu next to the appointment on 06/03/2025, and a red arrow points to the 'Receipt' option.

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Student Health Center

OFFICE of CAMPUS LIFE

Home My Profile Messages My Forms **Appt. Scheduling** Document Upload Log Off American University

Appointments

Upcoming **Previous**

Date	Time	Status	Provider	Reasons	Documents
11/20/2025	8:20 AM	Cancelled	Ariel White	FATIGUE	
09/08/2025	11:00 AM	No Show	David Reitman	ABDOMINAL PAIN	
06/03/2025	3:20 PM	Active	Sarah Wagstaff	ABDOMINAL PAIN	
04/23/2025	2:00 PM	Cancelled	Elizabeth Kvochak	ABDOMINAL PAIN	
03/19/2025	3:00 PM	Cancelled	Anne Milam	ABDOMINAL PAIN	
03/19/2025	2:20 PM	Cancelled	Anne Milam	ABDOMINAL PAIN	
02/17/2025	9:20 AM	Cancelled	Adrienne Richey	ABDOMINAL PAIN	

Action
Receipt
Encounter Summary

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Step 4: PDF is generated

The screenshot shows the 'View Appointments' page on the American University Student Health Portal. A red box highlights a download notification for 'AppointmentReceipt.pdf' (79.5 Kb) in the top right corner, with a red arrow pointing to it and the text 'PDF generated'. Another red box highlights a 'Download multiple files' dialog box in the top left. The main content area displays a table of appointments.

Date	Time	Status	Provider	Reasons	Documents
11/20/2025	8:20 AM	Cancelled	Ariel White	FATIGUE	
09/08/2025	11:00 AM	No Show	David Reitman	ABDOMINAL PAIN	
06/03/2025	3:20 PM	Active	Sarah Wagstaff	ABDOMINAL PAIN	Action
04/23/2025	2:00 PM	Cancelled	Elizabeth Kvochak	ABDOMINAL PAIN	

Step 4: Receipt available for download / print

The screenshot shows the generated receipt PDF. The top right corner of the PDF viewer has a red box highlighting the download and print icons, with a red arrow pointing to them. The receipt content includes the American University Student Health Center address, contact information, patient details, and an account summary table.

RECEIPT

American University
Student Health Center
4400 Massachusetts Ave, NW
Washington, DC 20016

FEDERAL TAX ID:
PHONE: (202) 885-3380

Encounter ID: 564496
Provider: Sarah Wagstaff
Provider NPI:

Student ID:
First Name:
Last Name:
DOB:

Account Summary

Service Date	Service Code	Units	Fee	Adj.	Patient Resp.	Patient Paid	Balance
06/03/2025	99213	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Patient Balance Due: \$0.00 Other Balance Due: \$0.00

1 - Generalized abdominal pain (R10.84)