How to complete your Respirator Questionnaire-Initial and Renewal

University Health Center
University of Maryland

Step 1

Call the University Health Center to register as a new patient

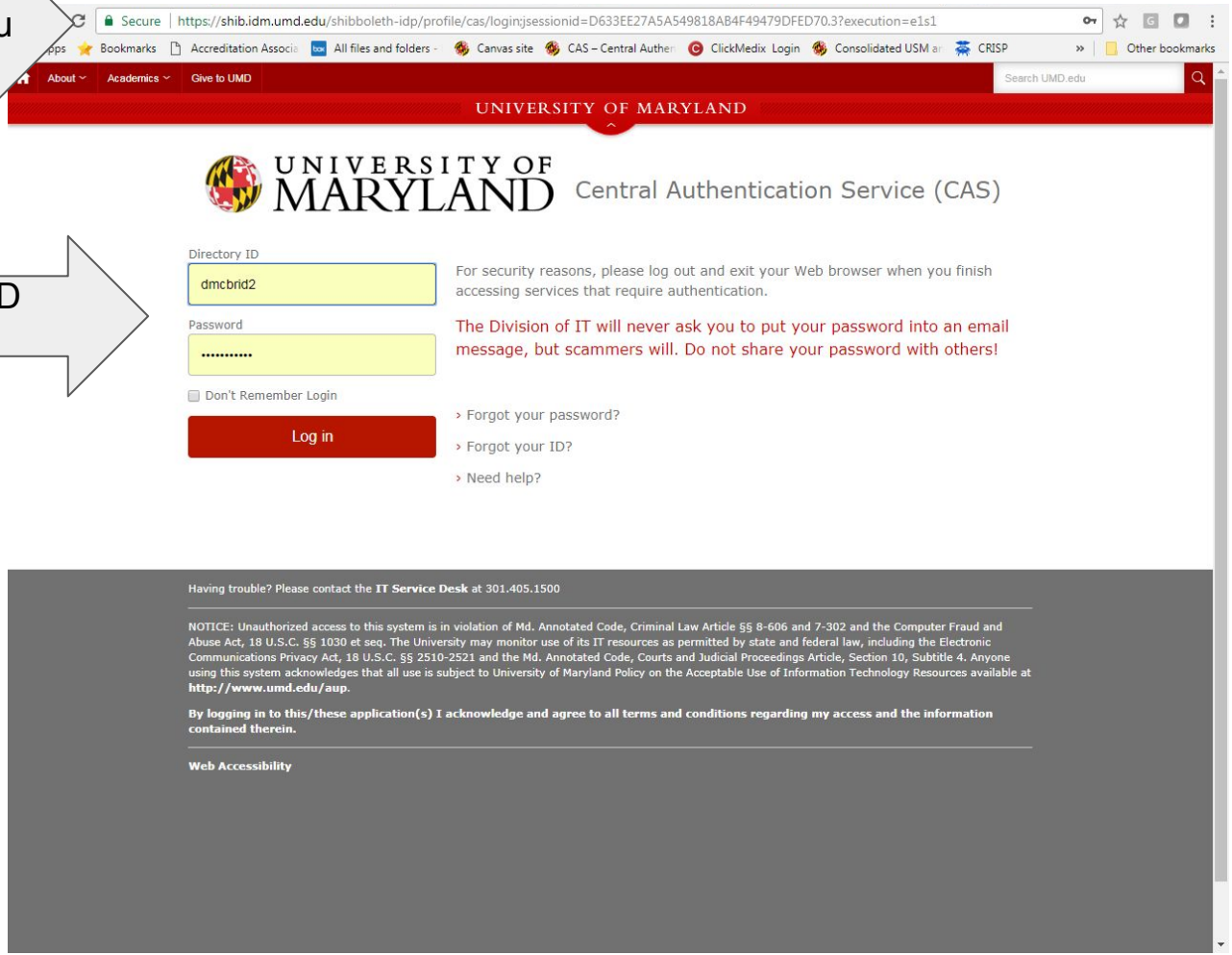
- Call 301-314-8180 and say “I need to register to submit a Respirator Questionnaire”
- Have your Department KFS number available at the time of the call
- The registration staff will activate your access to our patient portal, MyUHC
- If you have previously registered as a patient and have accessed the portal, you do not need to “re-register”.
- Even if you have previously registered, you must call to have your Respirator questionnaire activated in the system (we call this “making an appointment for a Respirator Questionnaire.

Step 2

Visit MyUHC to complete your **respirator questionnaire** electronically

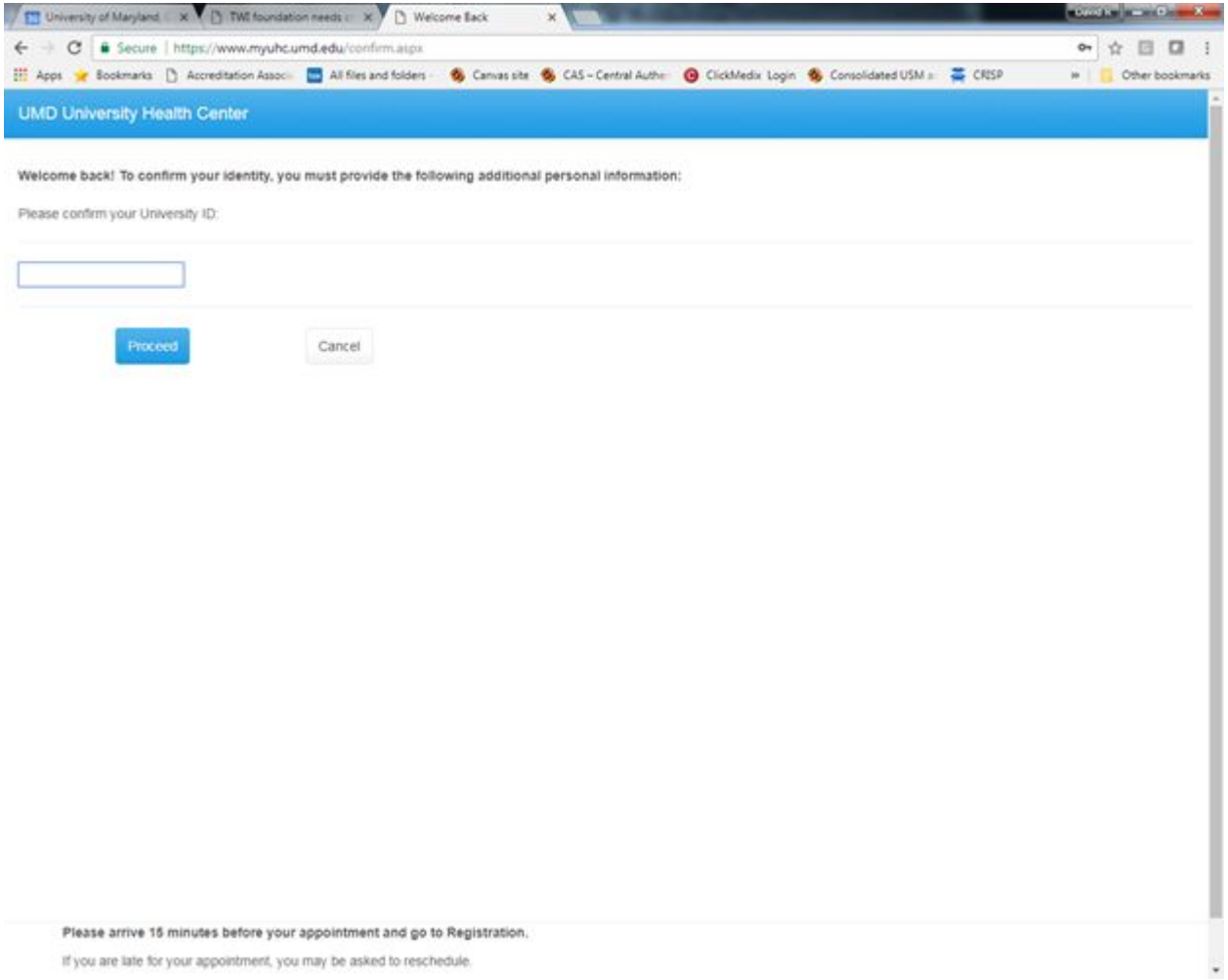
- Go to myuhc.umd.edu
- Enter your Directory ID and Password
- Enter your University ID Number

myuhc.umd.edu



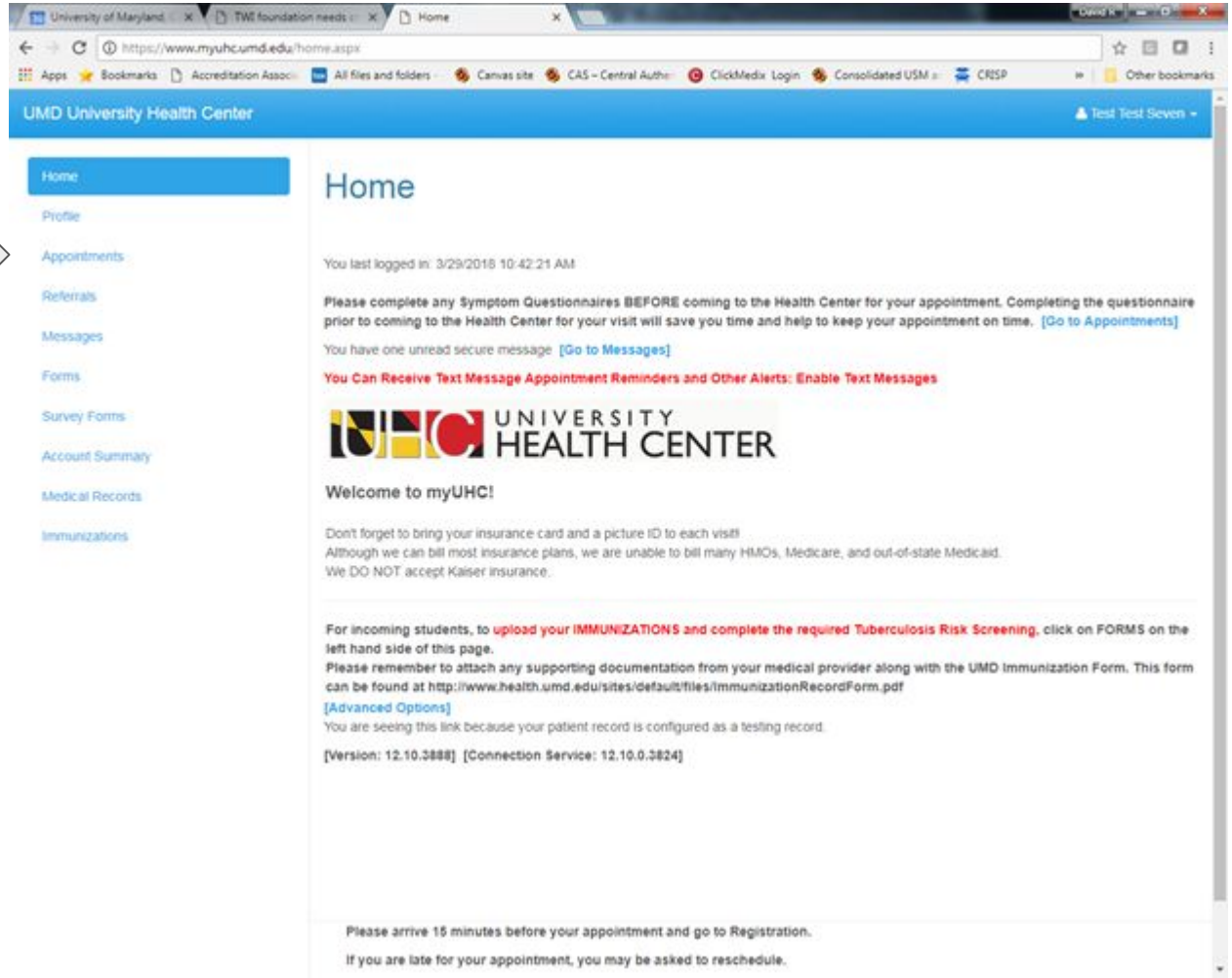
Directory ID and PW

University ID #

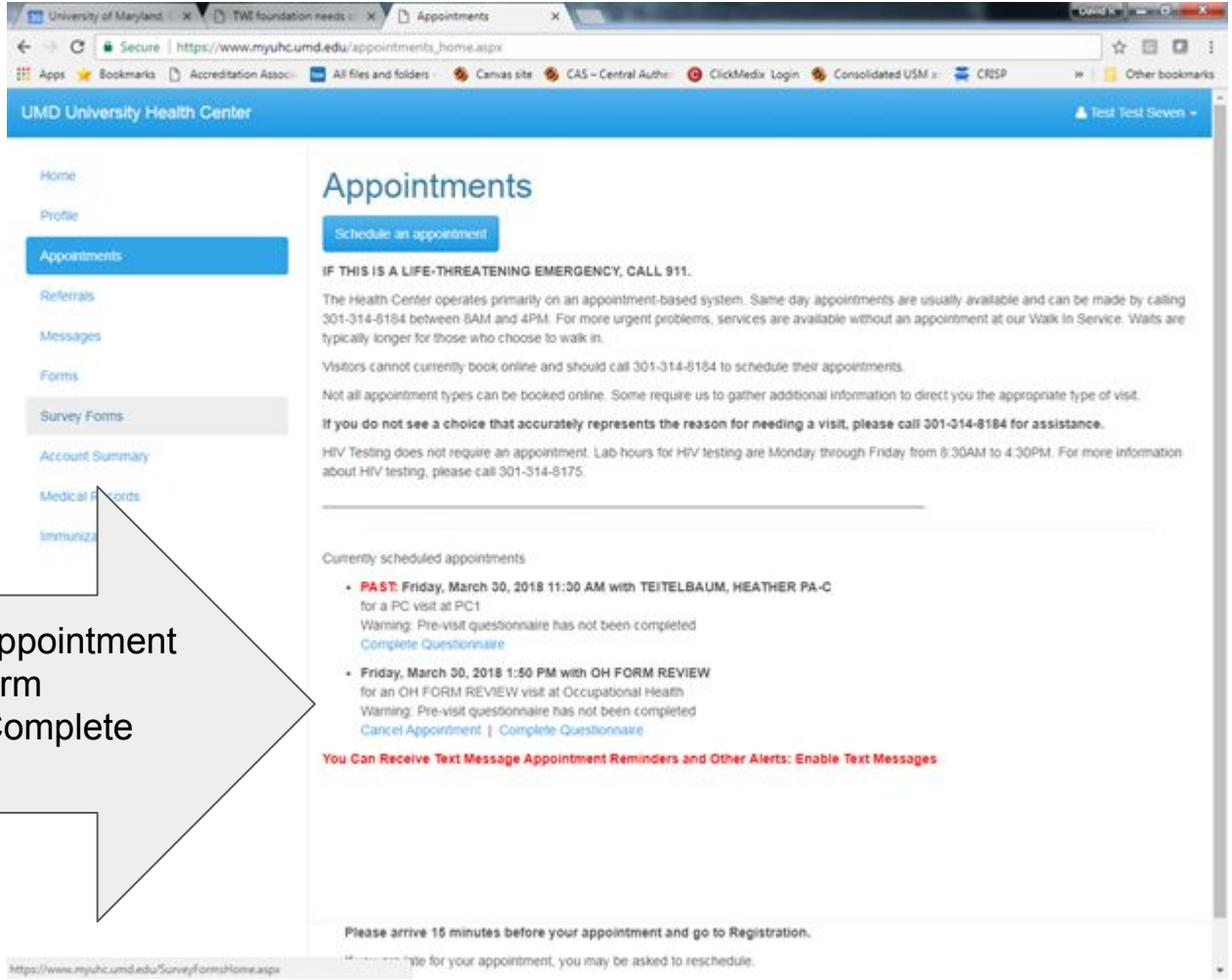


Click “appointments”

We know that you don’t have an “appointment” per say, but this is the verbiage that we use within our system.

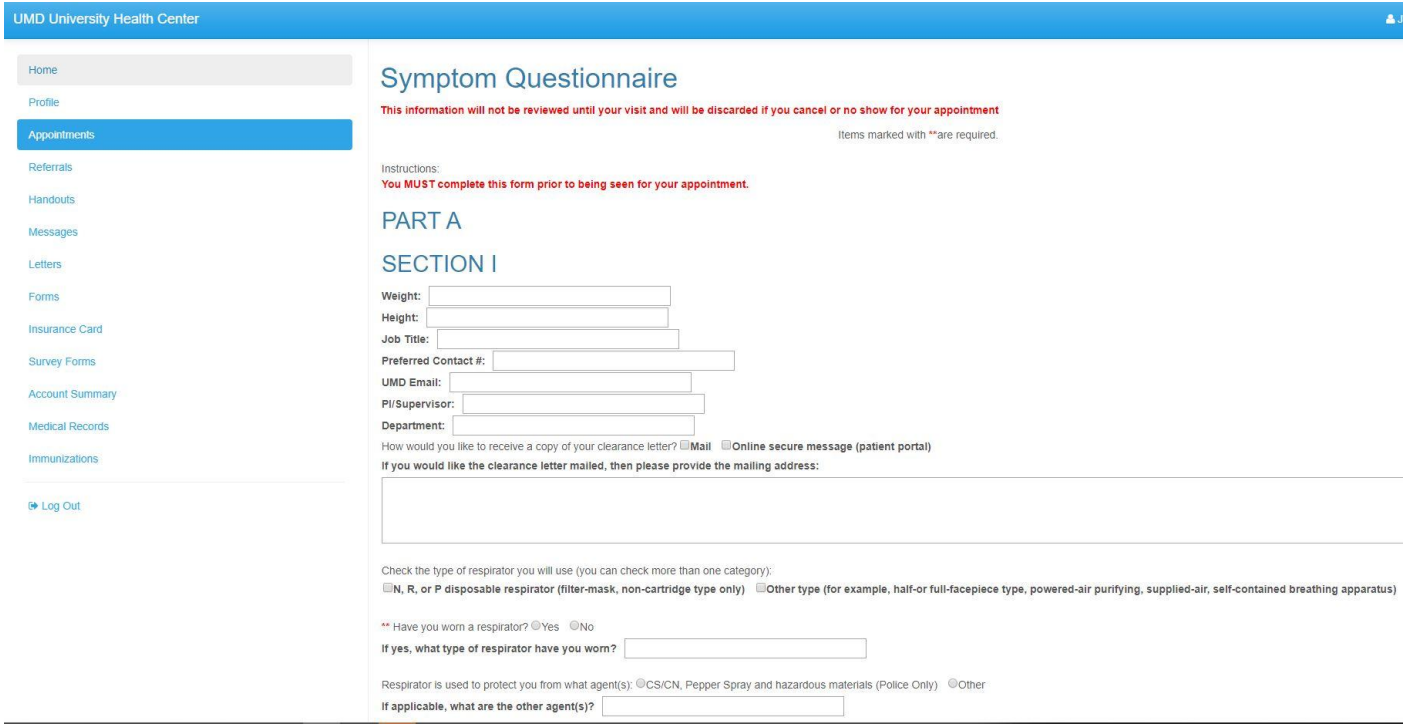


You will see an appointment that says “OH Form Review”, Click “Complete Questionnaire”

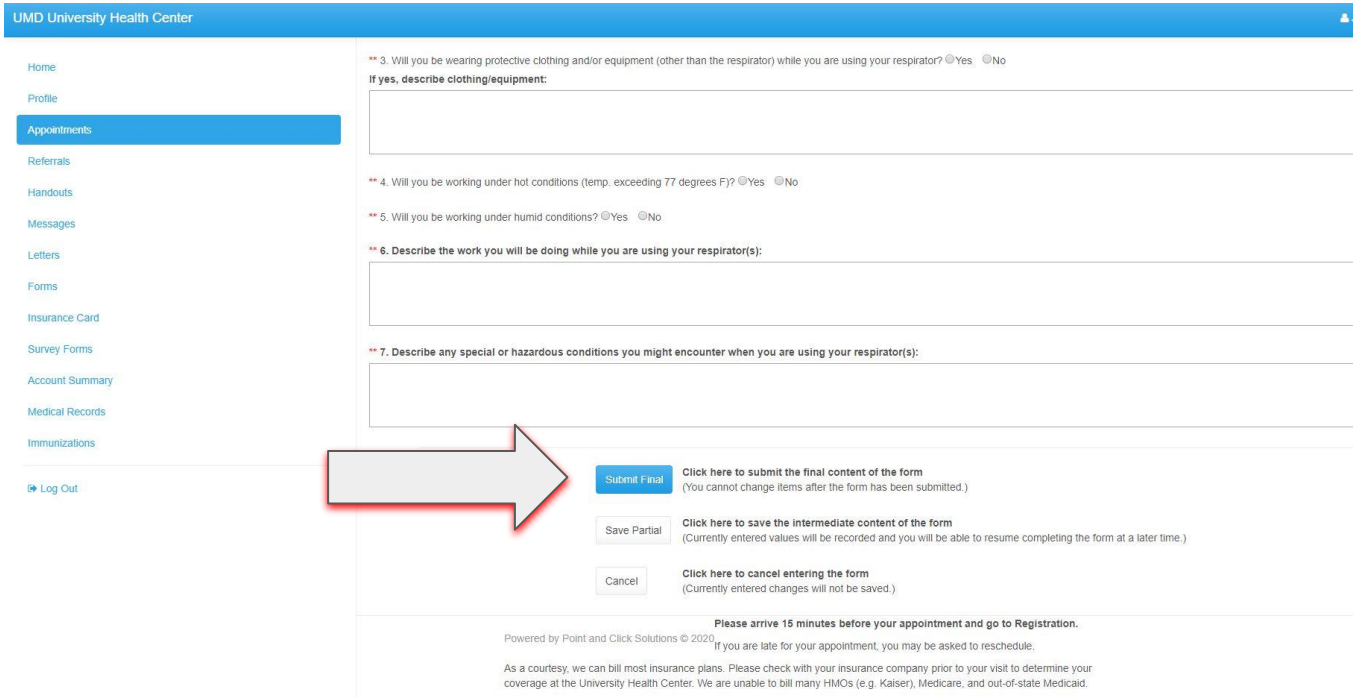
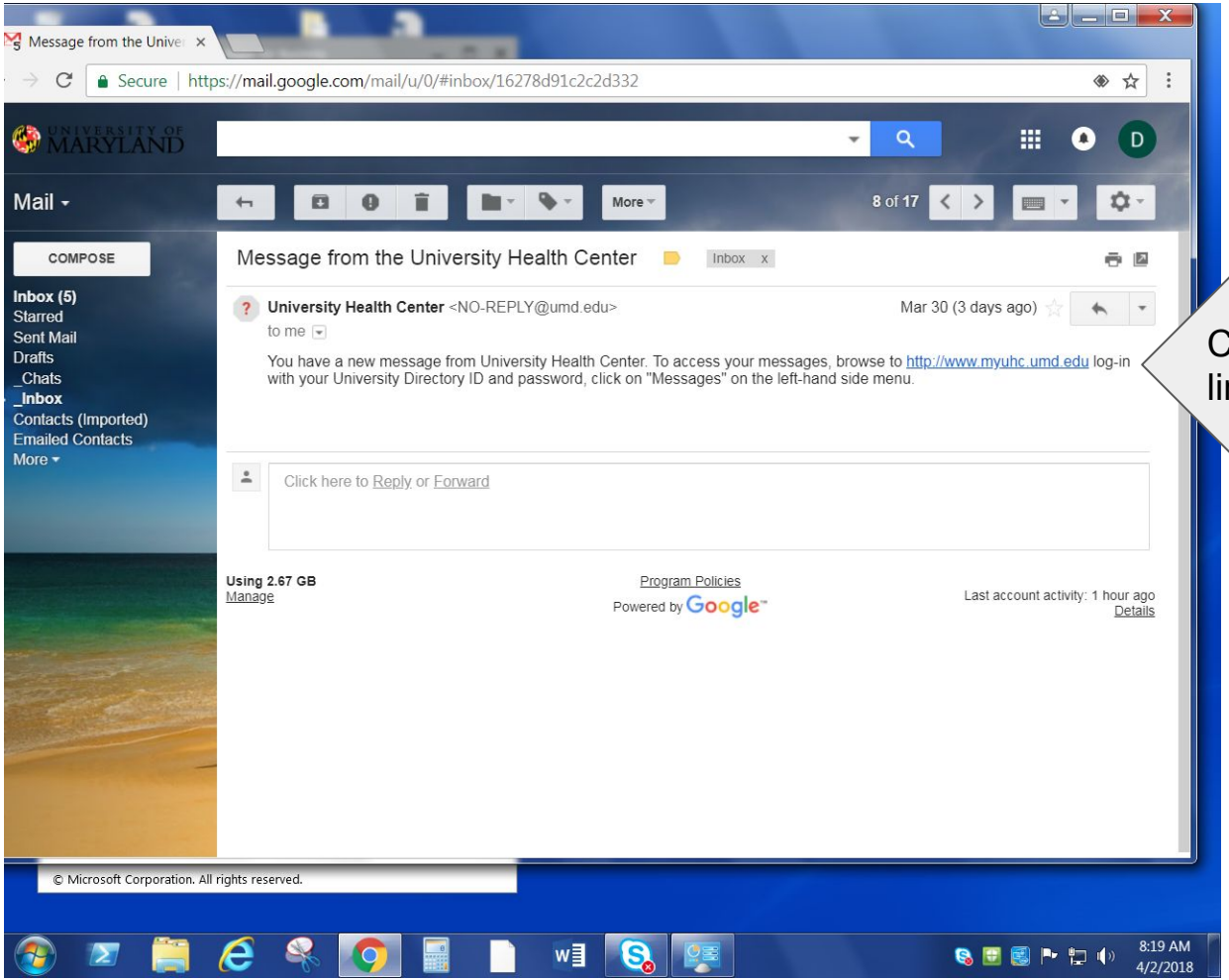


Complete the questionnaire

Unfortunately, our system is not able to save old responses and present them to you. As such, the complete questionnaire must be completed initially and on renewal.



At the bottom of the questionnaire, click “Submit Final”. You can “Save Partial” if you need to come back to the form later.



In several days (within 7 business days), you will get an email saying "**you have a message from the UHC**". Follow the link, **open the message**, that will be your Respirator Clearance, or instructions about what additional steps you need to take to gain clearance. Print this, keep a copy and give a copy to your PI. The message remains in the portal if you have to access it in the future.