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**Important Information Concerning Submission of Required Medical Documents through Magnus Health Submission of Required Medical Documents through Magnus Health**

Note:

* ALL health forms must be submitted to Magnus Health by July 15
* Nurses will NOT accept emailed, mailed, or hand-delivered forms.
* Once your forms have been submitted, please monitor your emails from Magnus to check the status of each form.
* If a form has been rejected, you will receive an email with an explanation. Please resubmit the corrected form.

Dear Saint Mary’s Families,

This letter is to help you understand the medical records required by Saint Mary’s School (SMS) including immunization records, health insurance, consent forms, medication forms, and annual physical exam. All records are submitted through a secure website, Magnus Health. Instructions for accessing and uploading forms to Magnus are included. **All forms should be uploaded no later than July 15, 2021.** All Binder Health Center (BHC) information, including this letter, can be found at [www.sms.edu](http://www.sms.edu) by clicking on “Quicklinks” at the top right of the page, then on “Binder Health Info.” Any additional questions may be directed to nurses@sms.edu.

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**How to Access Magnus Health**

**New SMS Families:**

***Until you receive your SMS Veracross username and password you may access Magnus this way:***

* You will receive a Welcome Email from Magnus with a username and a link to set up your password.

*Please note that for security purposes, this link* ***will expire after seven days*** *of receiving it in your mailbox. If you are unable to login and update your password in the first seven days, you may reset your password by:*

* + *Clicking on “reset password” on the expiration notice. A reset password email will be sent to you.* ***NOTE, this link will expire in one hour***
	+ ***Or*** *you may contact* *nurses@sms.edu* *and request**another welcome email which will give you a* ***new seven-day window*** *to create your password*
* Once the email is opened you may create a password
	+ Click on the Orange Link, “Create Password”
	+ Click on the Blue Link, “Click here to access your account”
	+ Click on the pop-up box “Accept Terms and Conditions”
	+ Close out the video
	+ Hover over your name at the top of the page to change your password
	+ Leave the username blank (this is the username you received in the email)
	+ Create a new password

After your initial login you can access Magnus:

* Directly at [mymagnus.com](https://secure.magnushealthportal.com) or
* Go to the Saint Mary’s website at [www.sms.edu](http://www.sms.edu)
	+ Click on “Quicklinks” at the top right
	+ Click on “Parent Registration Information”
	+ Click on “Binder Health Center information”
	+ Click on “New Family Login”
	+ Login with the temporary Username and Password you created
* In late July, you will receive a Veracross username and password from Saint Mary’s which will also be your permanent credentials for Magnus. You will then have the option to access Magnus as a “Current Family.” See below.

**Returning SMS Families,**

***Once you have received your Veracross username and credentials:***

* Visit [mymagnus.com](https://secure.magnushealthportal.com) or
* Go to the Saint Mary’s website [www.sms.edu](http://www.sms.edu)
	+ Click on “Quicklinks” at the top right
	+ Click on “Parent Registration Information”
	+ Click on “Binder Health Center information”
	+ Click on “Returning Family Magnus Login”
	+ Your Magnus username and password are the same as your Saint Mary’s website Veracross credentials
	+ Forgot your Veracross credentials? Contact the SMS Help Desk at helpdesk@sms.edu or 919-424-4004.

**How to Submit Forms to Magnus Health**

*Below are the many user-friendly options for submitting your forms in Magnus:*

* Download the form from Magnus
	+ Parent or doctor fills out form (physician forms are listed below)
	+ Be sure to include ALL required signatures from parent, and/or physician, and/or student
* Multiple options for submitting completed forms to Magnus:
	+ **Photo**: Take a picture of the form and upload the JPEG directly to Magnus online. It’s as easy as uploading a photo to Facebook! Get your daughter to help you
* **Scan**: Scan each document to your computer as a PDF and upload it directly to Magnus. Don’t have a scanner? Any Kinkos or Mail Center will have all the equipment and help that you need.
* **Fax:** forms directly to Magnus and they will do it for you. Here’s how:
	+ **Fax to Magnus**:
		- *The associated cover page must be included with each individual document.* This page tells Magnus exactly where to store that document.
		- You can access this cover page by:
			* Select the print blank forms option
			* You can then select the forms that you need to print and then choose if you want to print the blank forms, print the cover page, or print the form and the cover page at that time. OR:
			* Click on the cog next to the required document in Magnus
			* Then click “print page”
			* The fax number is on the cover page
		- Fax cover page with corresponding form to the fax number printed on the cover page
* **Use the NEW Magnus (PHR) App:**

*This mobile app allows you to submit your forms directly from any “smart” device at no cost. No more scanning…no more faxing. Simply take a photo of your forms and upload directly to your Magnus account. This app allows you to complete all requirements, fill in health data, and receive notifications from the school.*

* + - How to download and setup the PHR App:
			* Log into Magnus [mymagnus.com](https://secure.magnushealthportal.com)
			* Hover over your name within Magnus (top left of screen)
			* Choose “Change Credentials”
			* Create a username and password (this will be used for PHR mobile App only)
			* Download the “Magnus Mobile V2” App from the Apple Store or the Google Play Store, and log in using your newly created username and password
* **How NOT to Submit Forms to Magnus**
	+ Do not mail to Saint Mary’s School or Binder Health Center
	+ Do not hand deliver to anyone at the school
	+ Do not send the forms to school with your daughter
	+ Do not arrive on opening day with forms in hand
	+ Forms received by the above routes will be returned

**How to Get Help with Using Magnus**

*The support team at Magnus is very helpful so don’t hesitate to reach out to them for assistance!*

* The Magnus Health support page: [www.magnushealth.com/support/parents](http://www.magnushealth.com/support/parents)
* The Magnus Help Desk: 1-877-461-6831 (Mon-Fri 7am-6pm)
* Magnus email: service@magnushealthportal.com
* “Live Chat” with the Magnus support team: within your Magnus account, select the “need help” button
* Your Magnus username and password are the same as your Saint Mary’s website/Veracross credentials
* Forgot your Veracross credentials? Contact the SMS Help Desk at helpdesk@sms.edu or call 919-424-4004

**Details About the Required Health Documents Located in Magnus**

 **Vital Health Record**:

* An electronic form you fill out completely and **update annually.** Also update this form throughout the year with any changes! Examples of changes/updates may include:
* Changes in medications: we need to know what medications your child is taking even for day students in case of emergency
* Changes in insurance: *school is not responsible for charges incurred because provided health insurance is not current*
* Changes in health status: we need to know of any health concerns or changes
* Changes in health care providers
* Changes in demographics: this enables us to contact you swiftly, and is required by health care providers

 **Consent to Treat Form**:

* Parent signs electronically
* This form is VITAL for acquiring timely health care. *Your child may not start classes until this is signed*!

**Three YES/NO Questions:** answer electronically

**Physical Examination Form**:

* Download; print; complete and sign by physician; upload to Magnus
	+ All students must have a *yearly* physical examination documented and signed by the physician on *our* “Physical Examination” form located in the Magnus website
	+ Must answer the last question, Clearance (for athletics).  **For their safety, no student will be allowed to participate in any sports or activities without a current form indicating clearance for athletics**
* We understand that due to insurance issues, some physicals will need to be done at different times of the year. The following guidelines, which are set forth by our supervising physician, will assist you in meeting this requirement:
	+ If student has no chronic conditions and has had a physical within 12 months of our submission date, the student’s doctor may:
		- Complete physical form and submit with the date of the most recent physical OR
		- Schedule an inter-periodic visit to complete the form with the date of the most recent physical
	+ If student HAS a chronic condition, the physical exam must:
		- Meet the requirements listed above AND
		- Have a problem-focused assessment within six months of submission date
* An electronic reminder will be issued by Magnus two months before the next physical is due. A one-month grace period will be given. After the grace period expires, the student will be restricted from all activities and athletics until the physical exam is updated

North Carolina Immunization Form:

* Download; print; complete and sign by physician; upload to Magnus
* **All immunizations must be current prior to school entry**
* Please check for updates yearly as N.C. requirements are changing
* NOTE: A second Meningococcal (booster) is now required by age 17 or before entering senior year, whichever comes first
* NOTE: Annual flu vaccination is required this year, by October first. SMS annual flu shot clinic will be held in September
* NOTE: A new line has been added for dates of the COVID-19 vaccination. Please upload a picture of the card under the immunization requirement

*If your daughter is fully vaccinated for COVID-19, please share this information as it will impact quarantine and testing guidelines!*

**Annual Tuberculosis Testing Requirement for International Students Form:**

* Download; print; complete and sign by physician; upload to Magnus
* Proof of **yearly tuberculosis testing** is indicated here
* This requirement must be met **prior to travel** to the school

**Medication Administration Form**: required for all prescription meds and prescribed over the counter meds

* Download; print; complete and sign by physician and parent; upload to Magnus
* **No prescription medication, or regularly scheduled over-the-counter medication, or as-needed over-the-counter medication beyond those indicated in the separate Over-the-Counter Medication Form will be administered without this form**
* A new form will be required for each new medication or medication change, such as a dose change
* This form must be resubmitted annually

**Over the Counter (OTC) Medication Form:**

* Download; print; complete and sign by physician and parent; upload to Magnus
* Indicate any medications NOT PERMITTED
* Nurses or dorm faculty are not permitted to give ANY OTC medications, including Tylenol and Advil, without the physician and parent signed form indicating which medications are approved

**Permission for Urgent Medications Form:**

* Download; print; complete and sign by physician and parent; upload to Magnus
* These are prescription medications which may be administered per our supervising physicians standing orders
* Initial all medications permitted for your child

**Action Plans**:

* These forms are NOT required if your daughter does not have any of the designated health conditions
* For those which are applicable, download, print; complete and sign by physician; upload to Magnus
* Your daughter’s doctor must fill out any *applicable* action plan. In an emergency these documents are our guides to care!

**Additional Forms for Student Athletes:** Required only if participating in athletics or sports

* NCISAA Pre-participation Physical Form: Fill out, parent and student sign, take with you for physical exam; upload to Magnus
* NCISAA Consent to Participate Release Form: Read, parent and student sign, upload to Magnus
* Student Parent Concussion Form: Read, parent and student sign, upload to Magnus

**Health Insurance Card Form:**

* Upload to Magnus picture of *Front and Back* of card.
* **All students must show proof of health insurance prior to entering classes**, see health insurance section for details.
* Any International Student who does not show proof of US based health insurance by July 15 will automatically be enrolled in our recommended school insurance policy from United Health Care and student’s account will be billed. We will not know until July if domestic insurance can be offered this school year.
* **Please remember to update this section when your insurance changes.** This is imperative for prompt medical attention, and to avoid being billed for the entire amount.
* The school will not be responsible for expenses incurred because current insurance information was not available in Magnus.

**Once your forms have been submitted, please monitor your emails from Magnus to check the status of each form.** You will receive an email, with explanation, if a form has been rejected. If a form is rejected, please resubmit the corrected form.

**REMINDER: We cannot stress enough the need to submit all forms by the
DEADLINE OF JULY 15.**

**There is a five to 10-day delay between submission and processing of all forms. In addition, the nursing staff requires time to familiarize ourselves with medical information, and to brief the faculty and staff on any significant medical issues/allergies, prior to the start of school. Therefore, until the forms are submitted AND processed AND approved, your student may be restricted from classes, activities, sports, and medication administration. Also, do not forget to update health, medication, and insurance information throughout the year!**

**Required Health Forms Checklist**

**Electronic Forms (completed directly in Magnus):**

* + Vital Health Record (complete electronically)
	+ Consent to Treat (sign electronically)
	+ Flu Shot Permission (answer yes or no)
	+ Release Medications for Off-Campus Trips (answer yes or no)
	+ Keep Certain Medications in Dorm (answer yes or no)

**Download, Print, and Take These Forms to Your Doctor for Signature**

* + Physical Examination Form
	+ N.C. Immunizations Form
	+ Annual Tuberculosis Testing for International Students Form
	+ Medication Administration Form
	+ Over-the-Counter Medication Form
	+ Permission for Urgent Medications Form
	+ Medical Action Plans (if applicable)
		- Asthma Action Plan
		- Migraine Headache Action Plan
		- Diabetes Action Plan
		- Seizure Action Plan
		- Insect Sting Allergy Action Plan
		- Food Allergy Action Plan

**Insurance Card:**

* + Front and back of card
	+ Prescription card front and back, if separate from insurance card

**MEDICATIONS**

**To receive more reliable, personal, and timely service; the Binder Health Center partners with a local pharmacy, Glenwood South Pharmacy, to supply all student’s prescription medications.**

On an average day, the nurses at the BHC pass out over 120 regularly scheduled prescription medications, 60 as-needed prescription medications, and numerous over-the-counter medications. The magnitude of this responsibility requires that medications be handled in a standardized and well-coordinated manner. Using a single provider for all prescription medications streamlines this process making it possible for us to meet all our students’ needs.

Located just blocks from Saint Mary’s School, Glenwood South Pharmacy is dedicated to excellent service to the Saint Mary’s community. Glenwood South meets the following requirements necessary to safely provide medications for our students:

* A licensed pharmacist oversees the packaging of all medications in single dose sealed plastic packets with the student’s name, detailed medication information, and times to be given. The nurses use these packets to dispense the medications to your child assuring that each student receives the right medication at the right time
* Monitors need for refills and contacts doctors and/or parents if new prescriptions are needed
* Hand delivers medications directly to the BHC, multiple times a day
* With a single phone call, parents can set up an account so that insurance is automatically billed
* All services are provided at no additional cost to the school or parent
* This personal service increases medication safety, shortens wait time, minimizes the chance of interruption in therapy, reduces complications, and provides the personal attention only a neighborhood pharmacy can give

Our commitment to your daughter’s safety and wellbeing makes the use of Glenwood South as provider for your daughter’s medications **mandatory**. The benefits of single-dose packaging are evidence-based and consequently the industry standard for boarding schools. Benefits include:

* decreased interruption in medication administration due to missed refills
* increased safety in medication distribution because each student’s morning, afternoon, dinner, and bedtime doses are prepackaged and labeled accordingly
* increased efficiency and safety in sending meds home for off campus days as meds are already in prepackaged and labeled packets

**PARTICIPATION IN THIS PROGRAM IS MANDATORY FOR ALL STUDENTS TAKING
REGULARLY SCHEDULED MEDICATIONS.**

***Please do not hand deliver or mail medications to the school, as this is not safe practice.***

**Registering with Glenwood South Pharmacy**

Glenwood South will create an account for each parent with your insurance information. They can also “future adjudicate” any medications needed to ensure insurance coverage for those medications even if you recently filled the prescriptions at home. **Please, *do not* hand deliver or mail medications to school. It is neither safe nor secure**. By registering with Glenwood South Pharmacy, your daughter’s medications will be waiting at the Binder Health Center when your daughter arrives at school.

**We encourage all parents of boarders to register with Glenwood South Pharmacy, even if your daughter does not take regularly scheduled medications.** This is because, throughout the year, any short-term therapies will also be filled by Glenwood South. If you have pre-registered, your insurance will automatically be billed.

**Please register and inform your physicians at least two weeks prior to start of school.**

**Registration at Glenwood South Pharmacy: (It takes less than 3 minutes!)**

* All parents should call Glenwood Pharmacy at 919-856-9502
* Tell them:
	+ You are with Saint Mary’s School
	+ When your daughter is arriving at Saint Mary’s
	+ What medications she will be taking
* Provide the following information:
	+ Parent name, address, and phone
	+ Health insurance information including pharmacy benefit card if separate
	+ Credit card with authorization to charge co-pays
* Allow two weeks between registration and arrival at school to provide time for prescription transfer, filling, and delivery
* Confirm delivery of prescribed medications prior to leaving for SMS

**Provide the following information to your daughter’s prescribing physicians:**

* E-prescribing (most efficient and includes Schedule II, ADD meds):
	+ NABP # 3466427
	+ Pharmacy name: Payless Pharmacies, Inc., dba Glenwood South Pharmacy + Market
* Fax: 919-615-0949
* Phone: 919-856-9502
* Mail: Glenwood South Pharmacy + Market

401 Glenwood Ave, Ste 101

Raleigh, NC 27603

*Note: Please remember that a physician signed “Medication Administration Form” (see Magnus) is required for the BHC to administer any medications, with the exception of short-term, over-the-counter medications as approved in the physician and parent signed “OTC Permission Form” (see Magnus).*

**Medications for Arrival at School**

* Please make sure all prescription medications have been arranged through Glenwood South Pharmacy at least two weeks prior to start of school.
* DO NOT BRING ANY MEDICATIONS TO SCHOOL ON OPENING DAY **EXCEPT** THE FOLLOWING\*:
* Current short-term medications
* Asthma inhalers
* Epi-pens
* Prescribed over the counter medications
* Birth control pills
* Any medications which you have not confirmed as delivered to Saint Mary’s from Glenwood South Pharmacy
* Guidelines for medications YOU bring to school:
	+ Medication should be in their original packaging with the original label
	+ Medications should be in a zip-lock bag clearly marked with the student’s full name
	+ All medication labels should match the physician orders indicated on the submitted Medication Administration Form. (A “Medication Administration Form” should already be uploaded in Magnus or medication cannot be administered).
	+ The medication should be hand delivered by the parent to the nurse during registration
	+ **Please do not send medications to school with your student**

**Short-Term Medications**

Occasionally, medications are prescribed for a short period of time such as antibiotics. Glenwood South will fill these. If the student is at home when the medication is filled the remaining quantity may be delivered to the BHC upon student’s return to campus. Please remember a physician signed “Medication Administration Form” is

required.

**Over the Counter Medication Policy**

In an attempt to identify a more effective way to promote over the counter (OTC) medication safety, the SMS administration along with our supervising physician have reviewed our data, along with current boarding school practices, and determined that it would be best to allow certain OTCs on dorm. This will be allowed only with parent permission and supervision and education from the Binder Health Center. Following are the conditions under which a student may have possession of certain OTCs on campus.

* Parents must check “yes” to a new question in Magnus. “I agree to allow my daughter to keep on dorm those OTCs which have been parent and physician approved in the Magnus “Over-the-Counter medication form.”
* Students will only be allowed to keep those OTCs that are approved by their parent and doctor on the Magnus “Over the Counter Medication” form.
* Students must bring all OTCs to the Binder Health Center and receive medication education including indication, dosage, timing, contraindications, side effects, and when to consult a nurse or doctor.
* After receiving education, the medication will receive a sticker of approval and be allowed in the dorm room.
* Any medications found in a student’s possession or dorm without this sticker will be confiscated. Repeated offenses may incur disciplinary action and loss of privilege.

**HEALTH INSURANCE**

Out of concern for the health and welfare of all our students, Saint Mary’s School requires that every student be covered by a US based comprehensive injury and sickness plan, one that meets the high cost of medical services and is accepted by local health care providers. Please note we cannot accept medical insurance policies issued in a foreign country or from a company outside of the United States.

We have selected a high quality, mental health-inclusive international student health insurance policy offered by United Health Care. Brochures in English and Chinese on the international policies can be accessed on the Saint Mary’s School website at [www.sms.edu](http://www.sms.edu). Click on “Quicklinks” at the top of the page and then click on Binder Health Center Info. Here you will also fine the sign-up link listed below. The cost is $1995 for the 10-month school year or $2,225 for 12 months.

To sign up for this international student health insurance, click on this link also located in the SMS website: <http://caaenroll.com/?school_id=75fd07a1-fd70-293c-cf63-58d26b390fbb>

Due to legislative action, we are not currently able to offer domestic student health insurance. If this does become available, a brochure and link will be published in the Binder Health Information page at [www.sms.edu](http://www.sms.edu) by clicking on “Quicklinks” at the top of the page, then on Binder Health Info.

**CONCLUSION**

Finally, I would like to thank all of you in advance for diligently completing these requirements in a timely manner. This small amount of time and effort invested upfront will be rewarded in many ways:

* Maximized safety and wellness for our students.
* Less paperwork and requirements throughout the school year.
* Automatic tracking of medications and need for refills.
* Each year the process will become easier due to familiarity and because only updates will be necessary.
* You can access your student’s records at any time, even after they have graduated.
* The Binder Health Center will have more time to focus on health-and-wellness promotion and education for your daughter.
* Peace of mind that the best evidence-based practices are being facilitated to provide the optimum care for you daughter.

Please contact the Binder Health Center at 919-424-4043 or nurses@sms.edu, if you would like to discuss any concerns about your daughter’s health care.

Sincerely,

Sharon Holmes, RN
Director of Binder Health Center
Saint Mary’s School