

SAINT MARY'S SCHOOL

IMPORTANT: PLEASE SEE THE MEDICATIONS SECTION FOR IMPORTANT CHANGES IN PRESCRIPTION MEDICATIONS

Update: July 27, 2018

Dear Parents,

It is hard to believe it is already time to begin preparing for the 2018-2019 school year! With a little advanced planning and your assistance, we at Saint Mary's School Binder Health Center (BHC) can help make this a healthy and safe year for your daughters. **Please note we have had to make a change in our school pharmacy. Beginning immediately, BHC will be using Glenwood South Pharmacy instead of PersonalRx. Please register your insurance and credit card information with Glenwood Pharmacy by phone. Details are included in the Medication section found on page 7; registration information is found on page 8.**

This letter is being sent to help parents with three important things:

1. **MEDICAL RECORDS:** Learn to navigate **Magnus Health**, our online medical records website. Discover how to upload health records; and learn how to relay vital and current information for each student in this digital format.
2. **MEDICATIONS:** New information on our providing pharmacy, Glenwood South, how to register and submit prescriptions and medication policy.
3. **REQUIREMENTS:** Understand all requirements for medical forms, medication information, and health insurance.

STUDENT MEDICAL RECORDS

Saint Mary's School is partnered with **Magnus Health** Student Medical Record (SMR), an innovative company that allows health forms to be maintained in a secure online capacity. There are many benefits associated with this system:

- Less paper work for parents and nurses
- Most secure method of storing personal health records
- May be updated as needed to provide accurate, current information
- Immediate access for health care providers

Updated and accurate health forms are imperative for providing expedient and targeted healthcare and medication administration for your daughters. The Binder Health Center nurses must review and process each and every health form for every student **prior** to the start of school. *Please note that returning student records must also be updated annually.*

PLEASE CHECK YOUR MAGNUS ACCOUNT AND SUBMIT ANY INCOMPLETE OR REJECTED FORMS AS SOON AS POSSIBLE. WE MUST HAVE THESE COMPLETED AND UPLOADED BEFORE YOUR DAUGHTER ARRIVES

Our success in completing this lengthy and important process of reviewing all records can only be accomplished with your help. Please respect the required deadline.

How to Login to Your Magnus Health Account

- **New Families:**
 - May now login to Magnus through the Veracross/Axiom portal (accessed through Saint Mary's School website). You may use the button labeled returning families. Welcome!
 - You can also the Magnus website directly at <https://secure.magnushealthportal.com>
- **Returning Families:**
 - Parents will access Magnus through the Veracross parent portal (accessed through Saint Mary's website). Your Magnus username and password are the same as your Saint Mary's website/Veracross credentials.
 - You can access the Magnus website directly at <https://secure.magnushealthportal.com>

Tip: If you have children in multiple schools using Magnus, be certain to log out completely from one account before logging into another

Tip: Need extra help logging into Magnus? Call the Magnus help desk at 877-461-6831 and they will walk you through the login process.

Submitting Health Forms

Parents must upload all health forms directly to Magnus. Please do not hand deliver or mail any health forms directly to Saint Mary's School or Binder Health Center (BHC).

There are several reasons why all health forms must be submitted by the parent to Magnus Health:

- Health forms submitted by mail or by hand may, and often do, get misplaced or lost.
- Hand delivery or mail is not a secure method of transferring personal health information.
- We receive approximately 4,250 health records each year. We hire the professionals at Magnus Health to manage these records as we are not staffed to manage them at the BHC.
- BHC nurses are responsible for the health and wellness of all Saint Mary's students. Time spent managing records is time not spent providing safe and effective health care to the students.

How to Submit Forms to Magnus

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

- **Photo:** Take a picture of the form and upload the JPEG directly to Magnus. It's as easy as uploading a photo to Facebook!
- **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.
- **Mail or Fax:** Mail or fax forms directly to Magnus and they'll do it for you. Here's how:

- **Fax:**
 - *A cover page must be included with each individual document, with the cover page specifying the document it accompanies. This page tells Magnus exactly where to store that document.*
 - You can access this cover page by:
 - Clicking on the cog  next to the required document
 - Then click on “print page”
 - Fax cover page along with corresponding form to the fax number printed on the cover page
- **Mail:**
 - *A cover page must be included with each individual document, with the cover page specifying the document it accompanies.*
 - Send the cover page along with the corresponding form to the address on the cover page. See note above on printing cover page.

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
- The Magnus Help Desk: 1-877-461-6831 (Mon.-Thurs. 9 a.m.-6 p.m., Fri. 9 a.m.-5 p.m.)
- Magnus email: service@magnushealthportal.com
- “Live Chat” with the Magnus support team: within your Magnus account, select the “need help” button

REMINDER: UPLOAD ALL FORMS DIRECTLY TO MAGNUS!

Do not fax, email, or “snail mail” forms to BHC. Do not drop forms off at Saint Mary’s front desk or BHC. Do not hand deliver forms to the nurses. Never send forms in with your student). Do not arrive on opening day with forms in hand or you will be asked to upload them with our laptop before continuing with registration that day.

Required Health Forms Details

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
 - Changes in insurance
 - Changes in health status
 - Changes in demographics

Consent to Treat Form:

- Sign electronically
- *Your child may not start classes until this is signed!*

Physical Examination Form:

- Completed and signed by physician
 - All students must have a yearly physical examination documented and signed by the physician on the “Physical Examination” form located in the Magnus website.
 - Must indicate clearance for athletic/physical participation (item #18) or explain restrictions. **No student will be allowed to participate in any sports or activities without a current form indicating clearance for sports.**
- 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.

NC Immunization Form:

- Print and sign by physician
- **All immunizations must be current prior to school entry**
- Once immunizations have been approved, this form will not need to be resubmitted while at Saint Mary’s School

International Students Entry and ANNUAL Medical Requirements Form:

- Print and sign by physician.
- 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 OTC meds

- Print and sign by physician and parent.
- **No prescription, regularly-scheduled, over-the counter medication, or 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.
- This form must be resubmitted annually.

Over-the-counter (OTC) Medication Form:

- Print and sign by physician and parent.
- Nurses or dorm faculty are not permitted to give ANY OTC medications without the doctor and parent signed form indicating which medications are approved.

Prescription Medications per BHC Standing Orders

- Print and sign by physician and parent.
- Initial all medications permitted for your child.

Health Insurance Card:

- Must include back and front of card.
- **All students must show proof of health insurance prior to entering classes**, see health insurance section for details.
- Any student who does not have proof of insurance provided by July 15 will automatically be enrolled in our recommended school insurance policy form United Health Care and student's account will be billed.
- **Please remember to update this section when your insurance changes.** This is imperative for prompt medical attention!

Action Plans:

- Print and sign by physician.
- Your daughter's doctor must fill out any *applicable* action plan. In an emergency these documents are our guides to care!

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 5-10-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 of 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 M.D. Signature-Required Forms:

- Physical Examination Form
- N.C. Immunizations
- International Students Entry and Annual Medical Requirements
- Medication Administration Form
- Over-the-Counter Medication Form
- Prescription Medications per BHC Standing Orders
- Medical Action Plans (if applicable)
 - Asthma 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

**If purchasing insurance through Saint Mary's School, we will upload the information when it arrives*

MEDICATIONS

As of July 2018: Exciting new changes at the Binder Health Center!

In order to receive more personal and timely care, the Binder Health Center has chosen to go locally for our prescription provider. We are excited to announce that we are partnering with Glenwood South Pharmacy as our providing pharmacy.

Located just blocks from Saint Mary's School, Glenwood South Pharmacy has demonstrated an eagerness to serve the Saint Mary's community. Glenwood South now offers the single-dose packaging we require for the safety of our girls, and hand delivers the medications directly to the BHC. And, there is no additional cost for the school or parents. This personal service will shorten the wait time, reduce complications, and provide the personal attention only a small hometown pharmacy can give.

On an average day, the nurses at the BHC pass out nearly 100 regularly-scheduled prescription medications, 20 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. Glenwood South will streamline this process by managing all prescriptions as well as monitor need for refills. Glenwood South will directly call the doctor or parents if necessary with any concerns or requests for additional refills. This will minimize the chance of interruption in therapy and guarantee seamless medication administration. The proximity of Glenwood South will also allow for maximum flexibility should changes in medication or dosages be required. No more waiting for medications to arrive in the mail from a mail-order pharmacy or from parents.

A licensed pharmacist will oversee the packaging of all medications in small sealed plastic packets on a card with the student's name, detailed medication information and pictures, and times for when they are to be given. The pharmacy prepares a full month's worth in weekly cards for each student and the medications are delivered directly to the school monthly. The nurses use these packets to dispense the medications to your child assuring that each student receives the right medication at the right time.

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 medications to school. It is neither safe nor secure. By registering with Glenwood South, your daughter's medications will be waiting at the Binder Health Center when your daughter arrives at school.**

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.

Registering with Glenwood South Pharmacy

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 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: (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
- 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

Please provide the following information to your daughter's prescribing physicians:

- ePrescribing (most efficient and includes Schedule II, ADD meds):
 - NABP # 3466427
 - Pharmacy name: Payless Pharmacies, Inc., dba Glenwood South Pharmacy + Market
 - Pharmacy Address: 401 Glenwood Ave., Ste 101, Raleigh, NC 27603
- Fax: 919-615-0949
- Phone: 919-856-9502
- Mail: Glenwood South Pharmacy + Market
401 Glenwood Ave, Ste 101
Raleigh, NC 27603

Please remember that a physician signed "Medication Administration Form" (see Magnus) is required in order 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).

OPENING DAY OF SCHOOL

- Please make sure all prescription medications have been arranged through Glenwood South Pharmacy at least two weeks prior to the opening day of school
- DO NOT BRING ANY MEDICATIONS TO SCHOOL ON OPENING DAY EXCEPT THE FOLLOWING*:
 - Short term therapies
 - Asthma inhalers
 - Epi-pens
 - Over-the-counter medications given on PRN basis
 - Birth control pills

*These medications should be in their original packaging, in a zip-lock bag clearly marked with the student's full name. (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 with your student.

Short-Term Therapies

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 Medications

Below are details about how Over-the-Counter (OTC) medications are managed at Saint Mary's School:

- All medications including over-the-counter medications are kept in the Binder Health Center and are not allowed to be kept in dorm rooms (exceptions are: birth control pills, vitamins not containing iron, topicals, asthma inhalers, and Epi-pens)
- Binder Health Center keeps a limited supply of the OTCs listed on our OTC Administration Form
- Locked boxes in each dorm also contain a supply of common OTCs
- **Nurses may only dispense OTC meds that have been approved on the OTC Administration Form (must be signed by parent AND doctor)**
- Any OTC NOT listed on our OTC Administration form must be accompanied by a physician and parent-signed Medication Administration Form. Form must be submitted to Magnus.
- Any OTC that requires routine administration for over two weeks (even those listed on our OTC Administration Form) require a Medication Administration Form signed by physician and parent. Form must be submitted to Magnus.
- Any OTC that is NOT on our supervising physician's approved list requires a completed Medication Administration Form signed by physician and parent. Form must be submitted to Magnus before the medication can be administered. These medications will be supplied by the parent and dispensed by BHC.

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 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.

If you have not submitted proof of such a comprehensive, comparable, U.S.-based health insurance plan by July 15, you will automatically be enrolled in our student health insurance policy and payment will be billed to the student's account.

We have selected a high quality, mental health-inclusive student health insurance policy offered by United Health Care. Brochures on the Domestic and International policies can be accessed in the parent portal in the Saint Mary's School website at www.sms.edu under the Binder Health Center section.

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 paper work 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 students 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 if you would like to discuss any concerns about your daughter's health care. 919-424-4043

Sincerely,

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