

SAINT MARY'S SCHOOL

Important Information Concerning Requirements for Medical Records, Immunizations, Medications, and Health Insurance

Please note: ALL students are now required to have Meningococcal Immunization. Check you records.

April 2019

For the health and safety of your daughters, each family is required to submit directly to Magnus Health the necessary health forms. This letter is being sent to help parents complete and upload to Magnus Health, four important categories of health requirements before July 15, 2019. In this letter you will find information on:

1. STUDENT MEDICAL RECORDS:

- a. Learn to navigate **Magnus Health**, our secure, online medical records website.
- b. Discover how to access and upload health records; and learn how to relay vital and current information in digital format.

2. IMMUNIZATION RECORDS:

- a. Know that State Law requires that every student must be compliant with all immunization requirements to attend classes.
- b. Make sure your daughter is current with all requirements including the meningococcal vaccine. *Please note that NC immunization requirements for the meningococcal immunization have changed to include ALL students.*

3. MEDICATIONS:

- a. Understand what forms must be signed by parent and doctor for your daughter to be given *any* medication, prescription or over-the-counter.
- b. Learn how to set up an account with the school's providing pharmacy, which must supply all prescription medications.

4. HEALTH INSURANCE:

- a. View instructions for uploading to Magnus required Health Insurance information.
- b. Review recommended Health Insurance options for International Students. *Please note that we cannot offer insurance for domestic (US) students through Clifford Allen this year.*

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
- Provides 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. *Please note that returning student records must also be updated annually.* The Binder Health Center nurses must review and process over 4,000 health forms **prior** to the start of school. *Please do your part by submitting directly to Magnus in a timely manner.*

PLEASE CONTINUE TO CHECK YOUR MAGNUS ACCOUNT THROUGHOUT THE SUMMER AND SUBMIT OR RESUBMIT ANY INCOMPLETE OR REJECTED FORMS AS SOON AS POSSIBLE. THESE FORMS MUST BE COMPLETED, UPLOADED AND APPROVED BEFORE YOUR DAUGHTER ARRIVES.

Our success in completing the lengthy and important process of reviewing all records can only be accomplished with your help. Please respect the required deadline, July 15, 2019.

How to Login to Your Magnus Health Account

- **New Families:**

- Until you become a “Current Family” in late July, you may temporarily access the Magnus Website:
 - You will receive a welcome email from Magnus with a username and a link that will take you to into your Magnus account.

Please note that this link will expire after 7 days for security reasons. If you are unable to login and update your password the first 7 days, please contact Magnus Health Parent Help Desk at 877-461-6831 and they will reset your password. A password reset is accessible for 1 hour after the link is resent.

- Once you are in your daughter’s Magnus account, you can hover over your name and select “change credentials” where you can update your password.
- After your initial login you can go directly to the Magnus Website at <https://secure.magnushealthportal.com> or
 - Go to the SMS website www.sms.edu
 - Click on “Quick Links” at the top
 - 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 SMS which will also be your permanent credentials for Magnus. You will then have the option to access Magnus as a “Current Family”, see below.

- **Current Families:**

- Parents will access Magnus through the Veracross parent portal (accessed through Saint Mary’s website, www.sms.edu). Your Magnus username and password are the same as your Saint Mary’s website/Veracross credentials. Forgot your Veracross credentials? Call the SMS help desk at 919-424-4004.
- You can also 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

Health Forms are Submitted by Parent Directly to Magnus


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). We cannot be responsible for any forms mailed to or left at the school. They will be returned with a request to submit to Magnus.

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 to SMS are not secure methods 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 will do it for you. Here's how:
 - **Fax to Magnus:**
 - *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:
 - Selecting 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:
 - Clicking on the cog  next to the required document in Magnus
 - Then click on "print page"
 - The fax number is on the cover page
 - Fax cover page along with corresponding form to the fax number printed on the cover page.
 - **Mail to Magnus:**
 - *A cover page must be included with each individual document, with the cover page specifying the document it accompanies.*
 - You can access this cover page by:
 - For instructions to access cover page, see above on this page under Fax
 - The mailing address is on the cover page
 - Send the cover page along with the corresponding form to the address on the cover page.

How NOT to Submit Forms to Magnus

- Do not mail to SMS or BHC
- Do not hand deliver to anyone at the school
- Do not send the forms to school with your student
- Do not arrive on opening day with forms in hand
- **Any forms received in the above ways will be returned with a request that they be uploaded by parent**

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.

Details about Required Health Forms 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
 - 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 demographics: 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!*

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 indicate clearance for athletic/physical participation (item #14) or explain restrictions. **For their safety, 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:

- Download; print; complete and **sign by physician**; upload to Magus
- **All immunizations must be current prior to school entry**
- Please check for updates yearly as NC requirements are changing
- NOTE: This year Meningococcal immunization is required for ALL students

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 OTC 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 dose.
- 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 doctor 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

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. Domestic Insurance cannot be offered through the school this year.
- **Please remember to update this section when your insurance changes.** This is imperative for prompt medical attention!
- The school will not be responsible for expenses incurred because current insurance was not available in Magnus

Action Plans:

- 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!

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 **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 Pla
 - 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 100 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 student's 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 small sealed plastic packets with the student's name, detailed medication information, and times for when they are 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 contact 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 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 SMS
- 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

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 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 start of school.
- **DO NOT BRING ANY MEDICATIONS TO SCHOOL ON OPENING DAY EXCEPT THE FOLLOWING*:**
 - Current short-term therapies
 - Asthma inhalers
 - Epi-pens
 - Prescribed (beyond our approved OTC meds) over-the-counter medications given as needed
 - Birth control pills
 - Any medications which you have not confirmed as delivered to SMS from Glenwood South Pharmacy

*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.

We have selected a high quality, mental health-inclusive International student health insurance policy offered by United Health Care. Brochures on the 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 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 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