

SAINT MARY'S SCHOOL

Important Information Concerning Submission of Required Medical Documents through Magnus Health

- ALL health forms must be submitted to Magnus Health by July 15
- SMS will not accept emailed, faxed, 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 is 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). Each year, the Binder Health Center (BHC) nurses review and process over 5000 health forms. The magnitude of this process demands that submission of all records be standardized. Therefore, all families must submit medical records through Magnus Health, an on-line and secure health records management service. Instructions for accessing and uploading forms to Magnus are presented here. Health forms should be uploaded no later than July 15, 2021 to allow time for processing, review, and corrections prior to the start of school. Binder Health Center (BHC) information, including this letter, can be found by going to the BHC page of the SMS website, [sms.edu](https://www.sms.edu), or by clicking on <https://www.sms.edu/student-life/binder-health-center-info>. Any additional questions may be directed to Magnus Parent Help Desk at 1-877-461-6831 (Mon-Fri 7am-6pm) or email nurses@sms.edu

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How to Access Your Magnus Health Account

- **New 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 Magnus Helpdesk at 1-877-461-6831 or 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 or
 - Go to the BHC page of the Saint Mary’s website at:
 - <https://www.sms.edu/student-life/binder-health-center-for-portals-clone>
 - 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.

- **Current Families and All Families after Receiving Your Veracross Username and Credentials. Options for Logging into Magnus Health:**

- Directly at mymagnus.com or
- Go to the BHC page of the Saint Mary’s website at:
 - <https://www.sms.edu/student-life/binder-health-center-for-portals-clone>
 - 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, downloaded with the form, 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
 - 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**
 - 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
- 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 permanent 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
- Forgot your Magnus temporary Username and Password? Contact the Magnus Help Desk at 1-877-461-6831

Details About the Required Health Documents Located in Magnus

A checklist of forms is included on page 7

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 updates on new 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
 - Please be sure that your emergency contact information is always current!

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 Forms, two separate pages. **For each page:**

- 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" forms located in the Magnus website
 - **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. You must indicate "YES to flu shot" in Magnus to participate
- NOTE: A new line has been added for dates of the COVID-19 vaccination.

If your daughter is fully vaccinated for COVID-19, you may choose to share that by uploading a picture of the card into the immunizations section

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

- Athletic Pre-participation Medical Questionnaire Forms, Page 1 of 2 and Page 2 of 2:
 - Page one: answer questions and submit
 - Page two: answer questions, **parent and student sign**, and submit
 - Submit page 1 and page 2 separately to Magnus
 - Take both pages with you for HCP to review during physical exam
- NCISAA Consent to Participate and Release Form: Read, **parent and student sign**, upload to Magnus
- Student- Athlete & Parent/Legal Guardian Concussion Statement
 - Read page one
 - Page two: Parent and student fill out, sign, and submit

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 Student Insurance is not currently available due to legislations
- **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 is not 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)
- Permission for Self-administration of Certain Medications

Download, Print, and **Take These Forms to Your Doctor for Signature, some require parent signature**

- Physical Examination Forms:
 - Page one
 - Page two
- N.C. Immunizations Form
- Annual Tuberculosis Testing for International Students Form
- Medication Administration Form
- Over-the-Counter Medication Form
- Permission for Urgent Prescription Medications Form
- Medical Action Plans (submit ONLY for applicable conditions)
 - Asthma Action Plan
 - Migraine Headache Action Plan
 - Diabetes Action Plan
 - Seizure Action Plan
 - Insect Sting Allergy Action Plan
 - Food Allergy Action Plan

* Athletes remember to also take the Pre-participation forms (below) to doctor for review

Additional forms for Student Athletes: Download, print, read, **Student and Parent sign**

- Athletic Pre-participation Medical Questionnaire Form
 - Page one
 - Page two
- NCISAA Consent to Participate and Release Form
- Student-Athlete & Parent/Legal Custodian Concussion Statement

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.

Every day the nurses at the BHC administer 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 safely 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 student with your insurance information and credit card. 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. Not preregistering may result in delays of medication delivery.

Please register and provide pharmacy information to your physicians at least TWO WEEKS prior to start of school to ensure medications are available upon your daughters arrival.

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

- All parents of Boarders 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
- Please confirm delivery of prescribed medications prior to leaving for SMS

Provide the following information to your daughter's prescribing physicians:

- An SMS "Medication Administration Form" to be used for each prescribed medication
- Glenwood South Pharmacy contact information
 - 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 prescription label
 - Medications should be in a zip-lock bag clearly marked with the student's full name
 - All prescription 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, or directly to the Binder Health Center
 - **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. Note we cannot accept medical insurance policies issued in a foreign country or from a company outside of the United States.

Please confirm prior to arrival that your insurance policy covers your daughter in North Carolina.

For international students, we have selected a high quality, comprehensive, and mental health-inclusive international student health insurance policy offered by United Health Care. Brochures on this policy can be found in English, Chinese, Korean, and Spanish on the Saint Mary's School website at www.sms.edu. Click on "Quicklinks" at the top of the page and then click on Binder Health Center Info. Here you will also find the sign-up link listed below. The cost is \$1995 for the 10-month school year or \$2,225 for 12 months.

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

Note: Due to legislative action, we are not currently able to offer domestic student health insurance.

CONCLUSION

Finally, I would like to thank all of you in advance for diligently completing these requirements in a timely manner. The 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 some records will only need updates
- You can access your student's records at any time, even after they have graduated
- The Binder Health Center will be prepared, upon your daughter's arrival, to provide timely and personalized care
- Your daughters will benefit from increased student-focused time allowing the nurses to concentrate 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