

SAINT MARY'S SCHOOL

Important Information Concerning Submission of Required Medical Forms

April 2021

Dear 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, and annual physical exam with tuberculosis testing. All records are submitted through an on-line, 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. Any questions may be directed to nurses@sms.edu.

MAGNUS HEALTH

*A secure website where you will access and
submit student health forms and electronic records*

How to Access Magnus Health

- **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 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 to 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 <https://secure.magnushealthportal.com> or

- Go to the Saint Mary's website at 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.
- **Current families and access to Magnus Health once you have received your Veracross username and credentials:**
 - Directly at <https://secure.magnushealthportal.com> or
 - Go to the Saint Mary's website 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? Call the SMS help desk at 919-424-4004.

How to Submit Forms to Magnus Health

- **Photo:** Take a picture of the form and upload the JPEG directly to Magnus
- **Scan:** Scan each document to your computer as a PDF and upload it directly to Magnus.

Helpful Tips for Using Magnus

- If you have multiple children in schools using Magnus, be certain to log out completely from one account before logging into another. Do this by clicking on your name at the top left-hand corner, then click on logout.
- Magnus email: service@magnushealthportal.com for help
- 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.

Details About the 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 in demographics, health status, or insurance

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 NCISAA:

- 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 webs

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: This year meningococcal immunization is required for ALL students AND a second (booster) is 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.

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 IF your daughter is taking prescribed prescription or over-the-counter medications

- Download; print; complete and sign by physician and parent; upload to Magnus.

Over-the-Counter (OTC) Medication Form:

- Download; print; complete and sign by physician and parent; upload to Magnus.
- Nurses or dorm faculty are not permitted to give ANY OTC medications without this form signed by parent and physician

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.

Health Insurance Card Form: Comprehensive, US based health insurance is required for all students

- Upload to Magnus picture of *Front and Back* of card.
- **Click here to sign up for SMS sponsored International Student Health Insurance:**
https://caenroll.com/?school_id=75fd07a1-fd70-293c-cf63-58d26b390fbb
 - Cost is \$2,225.00 for 12 months, \$1,995.00 for 10 months
- Any International Student who does not show proof of US based health insurance by August 1 will automatically be enrolled in our recommended school insurance policy from United Health Care and student's account will be billed.

Action Plans:

- **Required ONLY for those conditions that apply to your daughter:** download, print; complete and sign by physician; upload to Magnus.

Additional Forms for Student Athletes: Required ONLY if participating in 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.

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

Additional forms for Student Athletes ONLY: Download, print, read and **sign by parent and student**

- NCISAA Pre-participation Physical Form (take this with you for physical exam for doctor to review)
- NCISAA Consent to Participate Release Form
- Student Parent Concussion Form

CONCLUSION

Finally, I would like to thank all of you in advance for diligently completing these requirements in a timely manner. Annual submission of this important health information assists us in providing accurate and individualized care to promote the safety and wellness of our students.

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