

May 2022

Dear MP Parent/Guardian:

We are excited to continue the use of Magnus Health Portal to collect and store your son's health and medical information for the upcoming school year. Sometime in early June, you will receive a reminder email from Magnus Health notifying you that you must take action with your online Student Medical Record (SMR). This email will list any incomplete requirement(s) or any existing requirement(s) that will expire and needs to be updated. Emails are sent on a weekly basis and if you have an incomplete or soon-to-expire existing requirement, you will receive reminder emails throughout the summer to ensure health information compliance. **It is very important to note that all required information and forms must be completed by July 1st. Your son will not be allowed to compete in Fall sports or attend school until all the required information is complete.** Simply login to your Health Magnus SMR and you will find items marked with a "To Do" flag if you need to take action:

1) Information saved from last year will be displayed.

- Vital Health Record – You will need to review each section to update where necessary and save. Your information entered last year will be visible. If no changes are needed, or after changes are made, you must save each section to complete the requirement and submit for approval.

2) Look out for new requirements.

- We require the following new documents to be completed this year:

1. Concussion Awareness Form
2. Cardiac Awareness Form
4. Awareness of Risk/Medical Release Form

- Digital Authorization of Forms (if applicable) – Some requirements only need to be reauthorized for the upcoming school year. Magnus Health allows you to digitally sign the form online if no changes are needed. You will be prompted to reauthorize these forms by clicking "yes".

3) Your son's physical is valid for a year from his last visit.

- Annual Doctors Forms – You must print these forms and take them to your doctor for signature, and then upload the forms back to Magnus Health. These forms may include physicals, dental, medications, allergy action plans, and more.
- Electronically signed documents – You will need to sign these documents each year. Good news...no printing!
- Action Plans – We know that there are many students that do need prescription medication or suffer from asthma, food allergies, diabetes or seizure disorders. Please make sure to answer “No” to those requirements. Again...good news, no printing!

**Remember:**

- Accessing Magnus Health: You can retrieve a forgotten username/password from your login screen.
- Uploading forms: You can now upload multiple pages to Magnus Health. You can also use your phone to take a photo of your document to upload from your smartphone web browser.
- If you have trouble with uploading forms you can fax them to William Mills, Head Athletic Trainer and he will upload them for you. Direct Fax for the Sports Medicine Department is 484.595.0157 or you can email them to his email: [wmills@malvernprep.org](mailto:wmills@malvernprep.org)

**Accessing your Magnus Health SMR Account:** Please visit the school website and go to MyMalvern. Go to the Resource Tab then Click on the Magnus Health Tile. **AND/OR** You will receive an email in early June that will provide your username/password to access your son(s)’s Magnus Health SMR account(s).

**Questions or Problems?:** ***If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy cover sheets and forms, or if you have any other questions, please contact customer support at Magnus Health SMR by phone at 877.461.6831 or by email at [service@magnushealthportal.com](mailto:service@magnushealthportal.com).***

If you have any questions, please contact the Magnus Health Help Desk at 1.877.461.6831.

When you begin receiving emails from Magnus Health, don’t delay! Simply log on and complete the information required; it’s even easier the following years!

Sincerely,

*Malvern Prep Health Team (Liz Malone, School Nurse & William Mills, Head Athletic Trainer)*