

July, 1, 2022

Dear Parents,

We are happy to continue the use of Magnus Health to collect and store your child's health and medical information for the upcoming school year. By now, you should have started receiving reminder emails from Magnus Health notifying you of the required actions to complete the Student Medical Record (SMR). This email will list any incomplete requirement(s) or any existing requirement(s) that will expire and need updating. Reminder emails are sent on a weekly basis and will stop once all requirements are complete. Simply login to your 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, and update where necessary then "Save." Your previously entered information will be visible. If no changes are needed, or after changes are made, you must save each section to complete the requirement, and **then click "submit for approval."**
- We require a Birth Certificate for all students who have not previously uploaded one to the SMR. This is a one-time only requirement!
- Digital Authorization of Forms – 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 re-authorize these forms by clicking "Yes." However, if you determine the forms are no longer valid and/or you need to make changes, you must print and physically sign a new form. The new form can be scanned and uploaded directly to the account.

2) Information that must be renewed every year.

- Annual Physician's Physicals – (Required only for: New students, ASHFIN students, 1 year olds, 2 year olds, 3 year olds, PK, 1st, 5th, and 9th grade students. Student athletes also require a yearly LHSAA physical.) You must print these forms and take them to your doctor for completion and signature, then submit the forms back to Magnus Health. Other forms that require a physician's signature are Immunization Records, Medication Forms, and Emergency Action Plans. If you are having trouble getting these forms completed please contact me at mlouviere@ashrosary.org.
- Emergency Action Plans – We know that there are many students that do not need prescription medication at school or suffer from asthma, food allergies, diabetes or seizure disorders. Please make sure to answer "No" to those requirements if they do not apply to your student. If your child does require an emergency plan, please click "yes," print out the form, and have it completed by your physician.

- Electronically signed documents – You will need to electronically sign these documents each year. Again, good news; no printing!

Please Note:

- Accessing Magnus Health: You can access Magnus by using our single sign on option, and log in to your account directly at ashrosary.myschoolapp.com
- Uploading forms: You can now upload multiple pages to your Magnus account. You can also use your phone to take a photo of your document to upload from your smartphone web browser. Please note, due to new COVID-19 procedures, you are no longer able to mail documents directly to Magnus. You must upload them digitally or fax them directly to Magnus. If you are having trouble with this, please contact me at mlouviere@ashrosary.org.
- **Please DO NOT submit any forms to school. All forms must be submitted directly to Magnus. Hand delivered forms will not be accepted during the summer break.**

If you are having difficulty navigating the Magnus system, entering data online, or downloading the hard copy 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.

If you haven't yet, simply log on and complete the information required; The process is even easier in subsequent years! A special thank you to all of you who are already completing your accounts. I hope you all are enjoying your summer, and I look forward to the year ahead.

Sincerely,

Mindy Louviere, RN
School Nurse
&
Beverly Eden, LPN
Assistant School Nurse



Dear Parent,

On behalf of all of us here at Magnus Health, I want to extend a warm welcome to you and your family. Your school has partnered with us to provide a simple, safe, and secure way to collect and manage your child's health and medical information. In doing so, they've allowed you to join thousands of other parents of K-12 students that are already utilizing our software.

If you have used Magnus to enter information about your student before, this year should be very easy. If you are new to the process, we understand that while change is exciting, it also can be daunting. The good news is that once you complete your information in Magnus, you can always update it throughout the year and easily communicate with school staff, making the next year so much easier!

Please visit magnushealth.com/parents to learn about our document collection process and the different types of information we gather. You'll also find links to our privacy and security policy, terms and conditions of use, and online support resources. Additionally, our Parent Help Desk can be reached at **(919) 502 - 7689**. We are happy to answer any of your questions and look forward to working with you.

Best,

Rich Hopewell
Senior Director of Customer Success
Magnus Health

