

# SAINT MARY'S SCHOOL

May 16, 2023

Dear Saint Mary's Families,

**This letter is designed to help you understand the required medical records Saint Mary's School (SMS) will ask you to submit later this summer.** All families must submit medical records through Magnus Health, our secure online health records management service, which is a division of Veracross. The Instructions for accessing and uploading forms to Magnus are presented below.

Binder Health Center (BHC) information, including this letter, can be found by going to the BHC page of the SMS website at <https://www.sms.edu/student-life/binder-health-center-info>.

## **HOW TO ACCESS YOUR MAGNUS HEALTH ACCOUNT**

### **For NEW Saint Families:**

- You will receive a "Welcome Email" from Magnus Health later this spring/summer with instructions on how to log into the website and upload your child's required medical records and documents.
- After your initial login you can access Magnus, either:
  - Directly at [mymagnus.com](http://mymagnus.com) - OR -
  - Through the BHC page of the Saint Mary's website by [clicking here](#).
    - Click on "New Family Login"
    - Login with the *temporary* Username and Password you created after receiving the "Welcome Email" from Magnus Health.
- You may begin uploading your child's medical records and documents as soon as you receive the "Welcome Email" from Magnus Health.
- In late July, you will receive an updated, "current family" Veracross Username and Password from Saint Mary's Office of Technology. This email will also contain your *permanent* credentials for Magnus Health. (As an incoming, new family, the credentials you will use at first will be temporary, until your child has matriculated.)
- You will then have the option to access Magnus as a "Current Family." (Instructions for current families are below.)

### **For CURRENT Saint Families:**

- **Current Families (and All Families after receiving your Veracross credentials) may login to Magnus Health:**
  - Directly at [mymagnus.com](http://mymagnus.com) - OR -
  - Through the BHC page of the Saint Mary's website by [clicking here](#).
    - Click on "Returning Family Magnus Login"
    - Your Magnus username and password are the same as your Saint Mary's Veracross Faculty/Staff portal credentials.

*IF YOU HAVE FORGOTTEN YOUR VERACROSS CREDENTIALS, CALL THE OFFICE OF TECHNOLOGY at 919-424-4004 or email the Director of Technology, Jayme Richards, at [jrichards@sms.edu](mailto:jrichards@sms.edu).*

## HOW TO SUBMIT FORMS TO MAGNUS HEALTH

- Log into Magnus Health at [mymagnus.com](http://mymagnus.com)
- Download blank forms from Magnus Health.
- Parents or guardians, and/or doctors must fill out the required forms and complete all of the required fields within each form.
  - Please be sure to include ALL required signatures from the *parent or guardian, and/or physician(s), and/or student(s)*.
- Options for submitting completed forms:
  - Upload directly to Magnus using an image of the document (.jpg) or scan completed forms and save as a PDF – OR –
  - Fax forms directly to Magnus Health and they will do it for you. Here's how:
- DO NOT Submit Forms as follows:
  - Please do not mail or hand deliver forms to Saint Mary's School, nor send any required Magnus Health form to Saint Mary's School with your student during Registration, Move-In, or Orientation.
  - Any forms received this way will be returned.

## MAGNUS HEALTH REQUIREMENTS SUMMARY

- **Vital Health Record** - Electronic form - fill out and update annually or as information changes
- **Consent to Treat Form** - **required prior to arrival on campus** – electronic signature
- **Physical Exam Forms**, two separate pages:
  - **Current physical required in order to attend orientation, classes, or participate in any sports or activities.**
  - Physicals must be less than one year old to be considered current.
  - 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.
- **Health Insurance:**
  - Upload pictures of *Front and Back* of insurance card.
  - **Proof of health insurance is required prior to arriving on campus.**
  - 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.
- **Immunization Records:**
  - The SMS form or the printout from the doctor's office is acceptable. Document must be stamped by the doctor's office.
  - If immunization status has not changed since the previous year, no action is required.
  - **All immunizations must be current prior to arrival on campus.**
- **Medication Administration Form:**
  - Required for all medications that will be given at school.
  - *No medication will be administered without this form.* This includes prescriptions, regularly scheduled over-the-counter medication, or any as-needed over-the-counter

- medication beyond those indicated in the separate Over-the-Counter Medication 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, even if the medication has not changed.
  - *Please note that if the form is completed by an out-of-state provider, it must be signed by a physician (not a PA or NP).*
- **Over the Counter (OTC) Medication Form:**
  - Nurses or dorm faculty are not permitted to give any OTC medications, including Tylenol and Advil, without this completed form.
  - Please note that some common OTCs such as Excedrin, Pepto Bismol, and Pamprin/Midol are not on the OTC form so if the student wishes to take those, they must have a Medication Administration Form completed.
  - *If the form is completed by an out-of-state provider, it must be signed by a physician (not a PA or NP).*
- **Permission for Urgent Medications Form:**
  - These are select prescription medications which may be administered per our supervising physicians standing orders.
  - *If the form is completed by an out-of-state provider, it must be signed by a physician (not a PA or NP).*
- **Action Plans:**
  - Only required for students with Food Allergies, Asthma, Migraines, Diabetes, Seizures, or Insect Sting Allergies
- **Forms for Student Athletes:**
  - If the student will be participating in athletics at SMS, please answer “yes” to the conditional question: “Will you participate in Athletics/Sports at SMS?”. When you answer “Yes”, other requirements will populate. These forms must be completed in order to try out and participate in sports.
- **Tuberculosis Testing Requirement for International Students:**
  - Proof of yearly tuberculosis testing is required if student spent time in home country prior to starting the school year.
  - This requirement must be met *prior to travel* to the school.
  - Note: If your student is not leaving the US during the summer, they do not need a TB test for the upcoming school year.
- **Consent for Covid Vaccines:** *Optional* - only to be used if COVID vaccines are offered on-campus
- **Consent for Flu Vaccine:** *Optional* – required if student is to receive the flu shot at our on-campus flu shot clinic in the Fall.
- **YES/NO Questions:** answer electronically

**REMINDER: all forms are due by JULY 15**

## MEDICATIONS

To receive more reliable, personal, and timely service, the Binder Health Center partners with a local pharmacy, Glenwood South Pharmacy, to supply all students' prescription medications. Located just blocks from Saint Mary's School, Glenwood South Pharmacy is dedicated to excellent service to the Saint Mary's community and deliver to us daily.

Parents of boarding students who take prescription medications should call Glenwood Pharmacy at 919-856-9502 to tell them you are with Saint Mary's School and wish to set up an account.

Provide the following information to the student'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.
- Medications should be in their original packaging with the original prescription label. We will not administer any medications not in the original bottle. Please do not put pills in a weekly pill dispenser.
- 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.**

### Over the Counter Medication Policy

Certain OTC medications are allowed on dorm with both parent permission and education from the Binder Health Center. The following conditions must be met for a student to have possession of certain OTCs on campus:

- Parents must check "yes" to the following question in Magnus: "I agree to allow the student to keep on dorm those OTCs which have been parent and physician approved on the 'Over-the-Counter Medication Form'."

- Students are only allowed to keep those OTCs that are approved by their parent and doctor on the "Over the Counter Medication Form". Please note that Excedrin, Pamprin/Midol, and Pepto are not on our approved list. A doctor must complete the Medication Administration Form for those items if your student wishes to take them.
- 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**

Saint Mary's School requires that every student be covered by a U.S. 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 care in North Carolina.***

For **international students**, we have selected a comprehensive 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 [here](#).

- The cost is \$2,295 for the 10-month school year or \$2,560 for 12 months.
- To enroll in this international student health insurance, click [here](#).
- Students who are not enrolled in their own insurance plan by July 15 will be automatically enrolled in this plan.

***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. Please contact the Binder Health Center at 919-424-4043 or [nurses@sms.edu](mailto:nurses@sms.edu), if you would like to discuss any concerns about your student's health care.

I look forward to meeting you and your child when you arrive on campus this fall!

Sincerely,

Robin Conklin '93HS, MSN, RN  
Director, Binder Health Center