

Dear Parents of New Madeira Girls,

A warm welcome to Madeira from the Health and Wellness Center. The goal of our registered nurses and counselors is to provide optimal physical and emotional health care to your daughter. We strive to work in a partnership with the parents of all of our students to ensure we have the necessary health information to care for your child. Whether it's helping her get through allergy season or crafting a plan to return to school in the wake of a concussion, we will meet the individual health needs of your daughter. Sometimes our Health and Wellness Center just provides a friendly, cozy and quiet space for rest or encouragement on a long or challenging day.

In order to assure quality health care, we rely on receiving comprehensive medical information about your daughter. **Health forms are required to be completed and submitted to the Health and Wellness Center by July 1, 2017.** There are two types of forms: printed forms to be filled out by your daughter's health care provider and online forms to be completed by you through an online database called Magnus Health SMR (Student Medical Record). As this is a web-based system, you will have continuous access to your child's health record as well as the ability to make updates when needed. Please reserve 20 to 30 minutes to complete the online forms for your daughter, specifically the Vital Health Record. The good news is that you will not have to repeat this work next year; the data is securely stored, so going forward you will simply provide updates to the record as needed. You will also have the option to take the digital health file with you after your child graduates.

Step One: You will access the account via the [Magnus Health Portal](#) button on the New Girls page. Your user name and password are the same as your user name and password for My Backpack. First, you will answer some **Conditional Questions** and complete what Magnus calls the **Vital Health Record**. You will also need to complete the **Permission to Treat** online form. And the **Over-the-Counter Medication Permission** online form.

Step Two: Please obtain a copy of the necessary printed health forms through Magnus as well. These forms must be printed out, completed and uploaded or sent to Magnus by July 1, 2017, and include:

1. **Physical exam:** A new physical exam is required every school year. A physician must fill out and sign the form. You may submit any physical exam completed in 2017. If your insurance policy won't pay for a physical exam before July 1 or if there are extenuating circumstances as to why your daughter cannot have a physical exam performed before July 1, please email healthcenter@madeira.org *before* the due date.
2. **Immunization record:** Please have your health care provider fill out this immunization form. The required Madeira immunizations are a **Tdap booster** (must be given after 11 years old), two doses of MMR, **two doses of varicella** (or date of chicken pox disease) and a **meningococcal** vaccine. *(You may submit a computerized immunization record from your physician's office in lieu of this form.)*
3. **TB test:** A PPD skin test is required for all new students. Please have this test done before you come to Madeira. If your daughter has been treated for TB or cannot receive a PPD due to a previous exposure to BCG, please submit a chest x-ray report from 2017.
4. **Copy of Insurance Card:** Please make a copy of the front and back of your daughter's health insurance card and upload it to Magnus. *(This does not apply to international students enrolled through the school with GeoBlue international insurance.)*
5. **Additional Forms:** Depending on your child you may need to complete additional forms such as the **Food Allergy Action Plan** or **Prescription Medication Form**. These need only be completed if applicable.

If you are unable to upload the health forms to Magnus, you may send the forms directly by fax or mail to:

Magnus phone: 877-461-6831
Magnus fax: 877-447-9530 (US)
978-224-8894 (International)
Magnus address: Magnus Health
Attn: Student Medical Records
514 Daniels St. # 367
Raleigh, NC 27605

Please keep a copy of all health records submitted.

If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy coversheets and forms, or if you have any other questions, please contact Magnus Health SMR customer support by phone at [877-461-6831](tel:877-461-6831) or by email at service@magnushealthportal.com. Also, please feel free to consult the [Magnus Health Privacy and Security](#) page.

In addition, if your daughter is a boarding student who will be taking regular prescription or over the counter medication you will need to enroll with [Personal Rx](#), the pharmacy we use to fill and pre-package medications that students receive on a daily basis. It is not necessary to enroll for your daughter to have access to the occasional Advil or Nyquil as we stock these items and many more over the counter medications in the Health & Wellness Center and the dorms. The enrollment instructions and information will be provided in early June.

Thank you for completing all the necessary health forms. Because your daughter's health is our top priority, she will not be able to participate in preseason activities, get into her dorm room, or begin classes until all required health forms are submitted. If you have any questions about the health forms, please email healthcenter@madeira.org. If you would like to discuss a particular health issue or concern before your daughter arrives on campus, please email me directly, psotos@madeira.org. I would be delighted to talk with you.

Finally, I encourage you to do a thorough reading of the Health & Wellness section of the Student Parent handbook when it is available in August. It includes detailed information about everything from what happens if your daughter gets sick, to what the policy is about girls keeping medication in their rooms.

As always should you have any questions please do not hesitate to reach out; we look forward to meeting you and your daughter.

Peggy Sotos, RN
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