

Dear Parents of Returning Girls,

The nurses in the Health and Wellness Center are looking forward to the upcoming school year and continuing to provide optimal health care to support your daughter's well-being. In order to assure quality health care, we rely on receiving comprehensive medical information about your daughter via 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 the online database called Magnus Health SMR (Student Medical Record). **All forms are required and are due by July 1, 2017. Please note there will be a \$75.00 late fee for forms not received by this deadline.**

Step One: Please access your daughter's Magnus Health SMR account through the forms and schedule page of the Madeira website, via the link entitled "[Magnus Health Portal](#)". Your user name and password are the same as your user name and password for My Backpack. As this is a web-based system and you have previously entered your daughter's medical history (what Magnus calls the **Vital Health Record**), you need only to update it with the most current information. You will again need to complete the **Permission to Treat** online form. You must also complete the new **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:** If your daughter is an international student and lives in a TB endemic country, she will need to have a yearly PPD completed. If your daughter has traveled to a TB endemic country in the past year, she will need to have a PPD test done a minimum of 8 weeks after returning home. If you are unsure if a country is TB endemic, see the list following the PPD form in Magnus.
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.

While I am new to the Madeira Health and Wellness Center, I am an experienced RN and former Madeira parent (Katie '11 – white team, Madison '17 – red team), Trustee and Parents' Association President. My nursing career has encompassed work in the fields of critical care and trauma, nursing education, and medical/legal consulting, as well as school nursing.

All the best,
Peggy Sotos, RN
Director of Nursing, The Madeira Health and Wellness Center
The Madeira School
8328 Georgetown Pike | McLean, VA 22102
703-556-8243 | psotos@madeira.org