



Dear Parents and Families of New Madeira Girls,

A warm welcome to Madeira from the Health and Wellness Center team! Our team includes three full-time registered nurses ~ Peggy Sotos, RN, Director of Nursing, Carleen Kelley, RN and Jennifer Morfino, RN, and two full-time counselors ~ Tracie Epes, LPC, Director of Counseling, and Carla Belsher, LCSW. We work collaboratively to provide optimal health care to support your student's physical and emotional well-being. 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 student. Sometimes our Health and Wellness Center just provides a friendly, cozy and quiet space for rest or encouragement on a long or challenging day. The Madeira Health and Wellness Center (HWC) is open Monday through Friday from 7:30 AM to 6:30 PM and from 9:30 AM to 12:30 PM on weekends and holidays. A nurse and counselor are also on-call daily, should your student require medical assistance when the HWC is closed.

To assure quality health care, we rely on comprehensive medical information about your student received via two types of forms: online forms to be completed by parents/guardians through Magnus Health, our online database, and printed hard-copy forms to be filled out by your student's healthcare providers. ***ALL forms are REQUIRED. Due to current stay-at-home restrictions, we are modifying our usual deadlines this year. On-line forms completed by parents/guardians are due by July 1, 2020. Forms completed and signed by your student's healthcare providers are due August 1, 2020.***

All health forms are submitted only electronically. Magnus Health and Madeira HWC do not process paper health forms. To submit your student's health forms, you have three options:

- (1) Use the Magnus Personal Health Record (PHR) Mobile App to complete requirements with just a few clicks. See attached flyer for information. This is the easiest, quickest way to upload health forms.
- (2) Scan and upload health forms using your PC.
- (3) Print the cover sheets from your individual student's Magnus Health portal and e-fax each cover sheet along with its corresponding health form to Magnus Health.

Please keep a copy of all health records submitted. Thank you in advance for completing all the necessary health forms.

Step One: Access your student's account via the [Magnus Health Portal](#) button on the [New Girls](#) page of the website. Your username and password for Magnus are the same as your username and password for the Madeira Student/Parent Portal.

Step Two: Reserve 20 to 30 minutes to complete the following online forms for your student. These required online forms are **due by July 1, 2020**:

- **Conditional Questions**
- **Vital Health Record:** This document is the single best way for the HWC team to learn about your student. Please complete it thoroughly and with care. In addition, if there are physical health concerns you would like to discuss prior to your student's arrival on campus, please contact Peggy Sotos, Director of Nursing, at psotos@madeira.org. If you have any social/emotional concerns about your student as she transitions into high school, please contact Tracie Epes, Director of Counseling, at tepes@madeira.org. We are happy to chat with you this summer! The good news about the Vital Health Record is that you will not have to complete this record again 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. Please feel free to consult the [Magnus Health Privacy and Security](#) page for more details.
- **Consent to Treat Form:** This form will accompany your student to both planned and emergency visits to off-campus health care providers and requires your electronic signature.
- **Over-the-Counter Medication Permission Form:** Unless your student has an allergy or takes another medication for which any of the medications listed are contraindicated, ***we strongly recommend that you select "YES" to all items listed.*** This will enable Madeira nurses to provide care for your student in a most timely manner, as these items are routinely stocked in the Health and Wellness Center.
- **Copy of Insurance Card:** Please upload a copy of the front AND back of your student's health insurance card. *(This does not apply to international students enrolled through the school with GeoBlue international insurance. Information about GeoBlue insurance for international students will follow via email in June 2020.)*

Step Three: Obtain a printed hard-copy of the following required health forms through your individual student's Magnus Health portal. These forms must be printed out for completion, including signature and date, by your student's healthcare provider, then uploaded or e-faxed to **Magnus by August 1, 2020**:

- **Physical Examination Report:** A new physical exam is required every school year. A physician must complete, sign and date the form. You may submit any physical exam completed in 2020. If your insurance policy won't pay for a physical exam before August 1, or if there are extenuating circumstances as to why your student cannot have a physical exam performed before August 1, please email psotos@madeira.org before **July 1, 2020**.
- **Certification of Immunization Form:** Please have your health care provider complete this immunization form. (You may submit a computerized immunization record from your physician's office in lieu of this form.) Please note that required immunizations and mandatory number of doses for each are marked as */+.
- **TB Screening Test Form:** A TB Screening Test is required for ALL new students. Please have this test done before you come to Madeira.
- **Additional Forms:** If applicable, you may need to complete these additional forms:

- **Medication Administration Authorization Form:** This form must accompany all routine, optional, prescription and/or over-the-counter medication (other than those listed on the Over-the-Counter Medication Permission form), including vitamin, supplement, herbal, and homeopathic products.
 - *Parent/Guardian Signature REQUIRED for all medications*
 - *Physician Signature REQUIRED for all prescription medications.*
- **Allergy Action Plan:** Required for all students with food and/or any other non-seasonal allergy. Physician Signature REQUIRED.
- **Asthma Action Plan:** Required for all students for whom the physician has indicated a diagnosis of asthma and/or need for an inhaler. Physician Signature REQUIRED.
- **Counseling Services and Mental Health History Forms:** Required for all students who are currently meeting with, or have met with, one or more mental health professionals in the last year.

You will receive information from the Madeira HWC this summer regarding **mandatory influenza vaccinations** and **COVID-19**.

If you encounter difficulty navigating the Magnus system, entering data online, or downloading the hard-copy coversheets and forms, or if you have any other questions, please contact Magnus Health customer support by phone at 877-461-6831 or by email at service@magnushealth.com.

Timely submission of health information and forms is vital so that preparations may be made prior to the first day of school. You will receive weekly reminders from Magnus while there are outstanding items in your student's account and/or until all information submitted has been approved by a Madeira nurse. Because your student's health is our top priority, *under normal circumstances, she would not be able to participate in orientation or preseason activities, gain entry to her dorm room, or begin classes until all required health forms are submitted and approved.* If you have any questions about health forms this year, please email psotos@madeira.org, as we may be able to allow more flexibility given the current coronavirus situation.

As Magnus 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. During the school year, if changes occur with your student's health, medication and/or health insurance, please update her medical record in Magnus and notify healthcenter@madeira.org.

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 and to consult this list of Health and Wellness Center [Frequently Asked Questions](#). Detailed information about everything from what happens if your student gets sick, to what the policy is about girls keeping medication in their rooms, to how best to go about refilling your boarding student's prescriptions can be found in these helpful resources.

As always, should you have any questions or concerns, please do not hesitate to reach out to me; we look forward to meeting you and your student!

All the best,
Peggy Sotos, RN
Director of Nursing
The Madeira Health and Wellness Center
The Madeira School
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