



# Magnus Student Medical Record Frequently Asked Questions 2019-2020

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[www.smhall.org](http://www.smhall.org)

## What is Magnus?

[Magnus](#) is a web-based student medical record solution (SMRS) designed specifically for use in schools. The primary focus of an SMRS is streamlining the collection and secure storage of student health information. This program allows you, the parent or guardian, to securely and accurately communicate your student's health information. In return, it allows key personnel in our school the ability to access that information to provide your student with safe, timely care in the event there is an illness or emergency.

## Why are we using Magnus?

In reviewing our procedures, we sought a way to increase the accuracy and confidentiality of collecting medical information about your student. Through the [SMH Community Portal](#), parents or guardians can enter and submit all of their student's health information, giving us access to this data in a searchable and organized manner. Administrators have visibility over student compliance and can then track allergies and medications, catalog treatment notes, and securely communicate with students, parents or guardians, and other authorized users. In an emergency, we can use Magnus911 to deliver lifesaving information to immediate responders, hospitals, or other points of care.

## How do I use Magnus?

Simply log into the [SMH Community Portal](#), click on the Magnus icon, and then you'll automatically be logged in to Magnus. The very first time you visit Magnus, a [short tutorial video](#) will pop up to show you how the system works and where you can find all the forms and questionnaires. We recommend watching the video ... it'll explain a lot! You can also visit the [Magnus Helpdesk](#) for more information.

## How do I enter my student's health information into Magnus?

After you log into the [SMH Community Portal](#) and click on the Magnus icon, you will be able to upload and update information. Each school year, you will be asked to update your student's medical information by accessing your secure Magnus account through the [SMH Community Portal](#).

***For Middle and Upper School students only***, an annual physical exam must be uploaded by you, the parent or guardian, every year. This is required for all students whether they participate in athletics or fine arts.



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#### **Do I have to upload my student's documents?**

Yes. Since Saint Mary's Hall moved to this electronic system, we can only accept electronic documents submitted through Magnus. The main goal is to eliminate medical information coming to us in hard copy form that could potentially be misplaced or viewed by unauthorized personnel.

There are several ways to upload documents, including using a scanner or taking a picture with your smartphone. Alternately, hardcopies of the forms can be mailed directly to Magnus and they will upload them for you.

#### **How will I know when my student's information needs to be updated?**

When information is approaching expiration or is incomplete, the Magnus system will automatically send you a reminder by email. To ensure you get these reminders, add [service@magnushealthportal.com](mailto:service@magnushealthportal.com) to your email address book. You should also verify the profile information and email address we have on file for you. To review your contact information, log into the [SMH Community Portal](#) and click on the My SMH Backpack icon. Then, click on the link that reads "Update My Household Profile." Under the section called "My Family: Information Review," click on the information that needs to be changed and click edit. Be sure to save your changes when finished.

#### **Does anything need to be signed by a doctor?**

Yes, the items listed below need a doctor's signature before being submitted. Simply print them out from Magnus and take them to your doctor's appointment. Once they've been signed, upload them into the Magnus system by scanning them, taking a photo, or mailing hardcopies directly to Magnus for an upload.

- Annual Physical Examination Form (Middle & Upper School students only)
- If your child has one of these conditions, the associated form must be signed:
  - Asthma Action Plan
  - Food Allergy Action Plan
  - Diabetes Action Plan
  - Seizure Action Plan

#### **My insurance will only allow one physical exam a year. What should I do if my student cannot get their physical until sometime during the school year?**

We are all bound by our insurance policies. A physical exam is good for up to one calendar year. Upload your student's current physical exam, and Magnus will alert you in advance when the renewal date is approaching.



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## In the past, my student had to sign some of these items. Will my student have access to these forms in Magnus?

No, only parents or guardians and approved SMH administrators will have access to Magnus and the forms and questionnaires within. We recommend that you review the items with your student so that they understand Saint Mary's Hall health and physical activity policies.

## When does my student's record need to be completed?

We ask that you complete all of the required forms and questionnaires by **August 1**. If your student plans on playing Upper School fall sports, they will not be permitted to participate in practices or games until their record is complete. *Upper School fall sports practices begin August 1.*

## Can I access Magnus and my student's records from a mobile device?

Yes, you can. Visit the App Store or Google Play Store and search for Magnus Health. Once you download the app, you can log in using the same username and password that you use for the [SMH Community Portal](#).

## Who can I contact if I have more questions?

If you have any questions about Magnus, deadlines, or Saint Mary's Hall health and physical activity policies please contact:

**Melissa Baumholtz**  
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