

MAGNUS HEALTH AT BELLARMINE

“Magnus Health software is the most innovative way to collect, track and manage student health information.”

Q. What is Magnus Health?

A. It is a student health management system for schools to collect, track and manage student health information so we can keep your son's safe and healthy. With Magnus, you are able to access your child's account to easily and electronically upload their health records.

Q. How do I submit medical records to Magnus?

A. Magnus offers several convenient ways for you to submit your child's medical records. You can take a picture of the form and upload the JPEG image right into your account, scan each document and upload it, or you can mail/fax your records to Magnus. We understand that your schedule can be hectic and we want to make submitting your student's health forms as streamlined as possible.

Q. How do I get a new user ID/password?

A. Your Magnus portal user ID is chosen by your school. If you need a new password, you can email helpdesk@bcp.org the IT department will take you through a step-by-step process to get your password.

Q. How do I access Magnus Health?

A. Magnus Health Forms are accessed via PowerSchool (<https://powerschool.bcp.org>). After login, click the Magnus Health button on the left menu.

Q. So, What action do I need to take next and when?

1. Complete all of the forms that require an electronic signature by August 1, 2021.
2. Complete the Vital Health Records information by August 1, 2021.
3. Submit your immunizations records if you are a brand new student to Bellarmine (e.g. incoming freshman or transfer student)

Q. How does Bellarmine use my son's medical information.

- A. All requirements are reviewed by the Bellarmine sports medicine staff.
Pertinent information is shared ONLY with those that need it, when they need it.

Q. What is considered to be an accurate physical and how long are they good for?

A. All accepted physicals must be completed within the last year and are good for one year from the date of exam by the doctor.

Q. Does my son need a physical if he does not participate in sports or co-curricular activities?

A. Yes. All students are required to have a physical on file for your son's safety.

Q. Are my son's immunization records due each year?

A. No. Immunization records are only due for new students (eg incoming freshman or transfers).

Q. Can I still submit my records after the due date?

A. Yes, however we ask that you please make all the effort to turn in your required records by August 1, 2021. This due date is set by the school.

Q. What happens if the deadlines are missed?

A. Please make all the effort to submit the required forms by the August 2021 deadline. Your child will not be able to do any of the following until all the Magnus requirements are complete.

1. Participate in athletics, rehearsals, or any other co-curriculars
2. Participate in any field trips
3. Attend school

Q. How do I submit my son's medical records?

A. 1. Please submit required forms to the Magnus portal by scanning and uploading them. Remember that all pages must be uploaded to constitute a complete submission.

2. You may also mail or fax your forms directly to Magnus Health; these methods of submission require that each individual requirement be accompanied by a unique, bar-coded cover letter, obtained in the Magnus portal. Because we can't assist you in mailing or faxing, and because processing times are much longer for these methods, we strongly encourage you to scan and upload your documents.

Please do not mail any documents to the School.

Q: Do I need to submit a cover sheet for every required form in my account?

A. Yes. When you mail or fax your records to Magnus, you must use the cover sheet. The cover sheet (the numbers across the top) tells the Magnus system where to store each record. The cover sheet lists in bold type which document it must be paired with when submitting. Without the cover sheet, the form you submit will not be attached to the requirement. Please note Magnus requests that you do not staple or paper clip the cover sheets to the records as doing so damages the records.

Q. How do I reach Magnus with questions?

A. Try the Magnus Health Support page www.magnushealth.com/support/parents The Parent section of the Support page has step-by-step articles to assist you with the most common questions, along with helpful training videos.

Contact the Magnus Help Desk Call: 1-877-461-6831 (Mon-Thurs 9am-6pm, Fri 9am-5pm) Email: service@magnushealthportal.com 'Live Chat' with the Magnus support team

Within your Magnus account, select the "Need Help" button to chat with the Magnus Help Desk staff. Parents can use this for assistance with form submission and account troubleshooting.