



# St. Benedict's

PREPARATORY SCHOOL

Dear Parents,

For the upcoming school year, we will be shifting all student medical information to an online database. There are many benefits to this change including less paperwork for parents to complete each year and having more accurate information that is accessible to parents and the appropriate employees at our school. The healthcare management system we have adopted is 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. You will also have the option to take the digital health file with you after your child graduates.

On **APRIL 15, 2019**, you will have access to your Magnus Health SMR account through the **www.sbp.org** website. You will access the account via the button titled "Magnus Health Portal." We ask that you enter the health information required within your Magnus Health SMR account for each child attending **ST. BENEDICT'S PREP SCHOOL** prior to school beginning on July 29, 2019. *Students who have not submitted and received approval for documents, will not be able to begin school on July 29, 2019.*

Timely submission of health information and other forms is vital so that preparations can be made prior to the first day of school. You will receive weekly reminders as long as there are outstanding items in your account. Please reserve 20 to 30 minutes per child, depending on particular circumstances. 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.

For those parents that may not have access to internet, a computer, or are just not computer savvy, you will have two options:

1. **FAX:** Print out the appropriate Cover Sheet from your Magnus Health account and fax requirement to (877) 447-9530. For those that live outside of the United States, you may fax your cover sheet and appropriate form to (978) 244-8894.
2. **MAIL:** Print out the appropriate Cover Sheet from your Magnus account and send in the mail to: Magnus Health  
Attn: Student Medical Records  
514 Daniels St. #367  
Raleigh, NC 27605

**\*DO NOT MAIL ANY ORIGINAL DOCUMENTS TO MAGNUS. PLEASE SEND COPIES\***



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We are also excited that the Magnus system will be able to handle field trip permission forms, handbook acknowledgment forms, and other school-related forms.

## To access your Magnus Health SMR Account:

Please visit the school website and click on the button titled "Magnus Health SMR Portal." You may also access Magnus on the Parent page by clicking the "Magnus Health SMR" link.

## Questions or Problems?

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 customer support at Magnus Health SMR by phone at [877.461.6831](tel:877.461.6831) or by email at [service@magnushealthportal.com](mailto:service@magnushealthportal.com).

Also, please feel free to consult the Magnus Health Privacy and Security page at [www.magnushealth.com/privacy-and-security/](http://www.magnushealth.com/privacy-and-security/)

Here is a checklist of things that should be entered into Magnus:

- Student Health Record
- Over-the-counter Medication Form
- Immunization Form
- Physical Form- only if your child will be playing a sport
- Athletic Participation Form- only if your child will be playing a sport
- Prescription Medication Form- if applicable
- Asthma Action Plan Form- if applicable
- Food Allergy Action Plan Form- if applicable
- Diabetes Action Plan Form- if applicable
- Seizure Action Plan Form- if applicable
- Student Driver Record
- Handbook Acknowledgment Form

Copies of this letter in Creole, Portuguese and Spanish can be found on our website, [www.sbp.org](http://www.sbp.org). Thank you so much for your patience and for your participation as we launch this program this year. **Please plan to complete Magnus forms for each enrolled child by June 30, 2019.**

Sincerely,

Omar Feliciano  
Director of Student Services  
St. Benedict's Prep School