

WOL Electronic Health Form Instructions for churches and other groups

Step 1 – Login to your account and select your reservation

Current Reservations

	Reservation Date	Reservation #	HF	Total	Balance Due		Statement
View	October 15, 2015	77767 - Snow Camp 2016	HF	\$120.00	\$120.00	Make a Payment	View

Step 2 – Select “Email Health Forms” link

Reservation #: 77767

Group/Church: [Add/Change Group](#)

[Make a Payment](#)

[Add Another Person](#)

[Email Health Forms](#)

Step 3 – Enter e-mail addresses for each camper and click “Send Health Form Email Requests”

Email Health Forms

You may use this form to provide access to those whom you wish to assist you in filling out the individual health forms. A unique link will be sent to each email address so they may have direct access to that campers' health form. These forms will provide Word of Life with required camper information prior to their attendance at camp.

[Return to Reservation](#)

Name	Status	Event/Program	Email To	Email Date
Snow Camp > SC Weekend 7				
Finn, Rachael	Active	Snow Camp Rate	<input type="text"/>	None sent

[Send Health Form Email Requests](#)

Would you like to speak with one of our customer service staff?

New York Camps

Florida Camps

Call 518-494-6000

Call 727-379-5010

Step 4 – From the main screen, you can check the status of all your health forms by clicking “HF”

Current Reservations

	Reservation Date	Reservation #	HF	Total	Balance Due		Statement
View	October 15, 2015	77767 - Snow Camp 2016	HF	\$120.00	\$120.00	Make a Payment	View

You may also access the health form and status when you view your list of campers

Reservations									
Name	Status	Event	Cost	Discount	Payments	Balance	Health Form	HF Status	
Snow Camp > SC Weekend 7									
1. Finn, Rachael	Active	Snow Camp Rate	\$125.00	(\$5.00)	\$0.00	\$120.00	Health Form	Submitted	Need files

Frequently Asked Questions

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1. Health form status - what does “submitted” mean?

“Submitted” means that the form has been filled out entirely. The computer will not let you submit a form if a box has not been checked or if something has been left blank.

Health Form Status - what does “need files” indicate?

“Need files” means that the insurance card and/or doctor’s form is missing, If you click “health form” you can see exactly what is missing. Here is an example:

Health Form Status

Your health form is almost complete, just a few files are missing. Please upload these as soon as possible.
The front of your insurance card is missing.
The back of your insurance card is missing.

2. Can a camper come to camp with files missing?

Missing insurance card – campers may attend without providing a copy of their insurance card, but this is not recommended as it may delay treatment if they need to go to a doctor or to the hospital.

Missing medication form – please note that at this time a medication form is only required for those who are bringing medications to camp. A medication form must be provided for all campers bringing medications. If this form is not uploaded in advance, it may be handed in at registration.

3. How do I fill out the immunization section?

We are working to improve this section. At this point you have the option of filling out dates for immunizations or providing a reason that you are not able to do so. If you are not able to fill out the dates, please select “other” and provide a statement in the box below. Sample statements could be something like “Immunizations on file from summer”, “camper will bring immunization record”, “youth leader has immunization record”, etc. Here is what that box looks like:

Immunization Waiver

If your child does not meet the minimum immunization requirements established by New York State, please provide the reason that your child is not fully immunized. Please select a statement below:

Other (please write in your own statement below) ▼

Other

Other reason

4. What about families without computer access?

One option is to e-mail the health form to yourself and fill out the information for the parent. You can do this with the parent on the phone or you can have the parent fill out a paper form and transfer the information to the electronic form. Another option is to set up a time where families can use your computer. The form can also be filled out on a smartphone, tablet, or other device with internet access.

Frequently Asked Questions – Continued

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5. What about insurance cards, shot records, and medication forms?

Please see question 2 for answers about insurance cards and medication forms. Please see question 3 for answers about immunizations.

6. What if we have already handed out paper forms?

You may collect paper forms and transfer the information to the electronic form. Please see question 4.

7. Do I need to get the health forms completed in order to receive my discount?

No, health form status does not affect any early discounts.

8. Can I see the form myself so that I know what families are looking at?

Yes, you may e-mail camper form(s) to yourself to see how the form looks. Forms can be e-mailed multiple times to different addresses if needed.

9. Can the electronic form be used multiple times?

Yes, as long as you select the camper names from a list, the electronic health form will accompany the camper. There is no need to fill out the form again unless there have been changes to the camper's health or medications. However, parent and doctor's signatures are only valid for one year so if it has been more than a year since the form was signed, it will need to be signed again.

10. Can anything be re-used from the last time the camper was at Word of Life?

Any form may be reused if it contains accurate information and is less than 1 year old. Paper health forms which were used for a previous camp would need to be entered into the computer (see question 4). Paper medication forms can be uploaded or brought to registration.

11. How do I get more information or assistance?

For help with your reservation, payments, or technical issues, please call customer service at 518-494-6000, option 1.

For questions about the electronic health form, or any other health related questions, please call the health center at 518-494-1603.

Thank you for your understanding and cooperation as we work to improve this process!