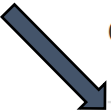


WOL Electronic Health Form Instructions for individuals

Step 1 – Login to your account, find your current reservation, and click “view”

Current Reservations




	Reservation Date	Reservation #	HF	Total	Balance Due		Statement
View	March 2, 2016	- The Ranch 2016	HF	\$550.00	\$550.00	Make a Payment	View

Step 2 – Click on each “Health Form” link to fill out the health form for each camper

Reservations

Name	Status	Event	Cost	Discount	Payments	Balance	Health Form	HF Status
The Ranch > Ranch Week 8								
1. Camper, Happy	Pending	Sheriff-Day Camper	\$325.00	(\$50.00)	\$0.00	\$275.00	Health Form	
2. Camper, Happy	Pending	Sheriff-Day Camper	\$325.00	(\$50.00)	\$0.00	\$275.00	Health Form	Started Need files




Step 3 – Fill out the entire form and click “submit” at the bottom

Response and Consent

The health and immunization history is correct so far as I know. My son/daughter has permission to engage in all prescribed camp activities which may include, but are not limited to, horseback riding, water sports, water skiing, skate park (if applicable), except as noted by me, and has permission to leave the camp grounds for camp-related outings and purposes. I hereby give my permission to release information to designated youth leader with my child during this week of camp. I hereby give my permission to the medical personnel selected by the health center to order x-rays, routine tests and treatment for my son/daughter. In the event of an emergency, or if I cannot be reached, I hereby give permission to the physician selected by the health center to hospitalize, secure proper treatment for, and to order injection, anesthesia, and/or surgery for my child as named above. I understand that I am financially responsible for all medical cost(s) incurred while my child is at camp.


Parent / Guardian



Step 4 – Check back on the main screen to see your health form status

Reservations

Name	Status	Event	Cost	Discount	Payments	Balance	Health Form	HF Status
The Ranch > Ranch Week 8								
1. Camper, Happy	Pending	Sheriff-Day Camper	\$325.00	(\$50.00)	\$0.00	\$275.00	Health Form	Submitted Need files



What does the status mean?

- **Started** – your health form is not complete. Required information is missing. Please go back and fill out the missing information (look for “this field is required” in red).
- **Submitted** – you have filled out all required information. Thank you! The health center will now review your health form and contact you if we have any questions.
- **Need files** – there are some documents you need to provide in addition to the health form. See step 5 for a detailed explanation of which files we still need.

WOL Electronic Health Form Instructions for individuals

Step 5 – If you see the “need files” message, go back to the first screen and click “HF”

Current Reservations

Reservation Date	Reservation #	HF Status	Balance Due	Statement
View	March 2, 2016	- The Ranch 2016	HF \$550.00	\$550.00 Make a Payment View



This will take you to a detailed screen that looks something like this:

Event	HF Status	Insurance Card Front	Insurance Card Back	Asthma Action Plan	Diabetes Management Plan	Medication Orders
Ranch Week 8						
Sheriff-Day Camper	Started	Not needed	Not needed	Not needed	Not needed	Not needed
Sheriff-Day Camper	Submitted	Missing Browse	Missing Browse	Not needed	Not needed	Not needed
Sheriff-Day Camper	Started	Missing Browse	Missing Browse	Not needed	Not needed	Not needed

Any form that says “missing” still needs to be turned in. Here are the details:

- **Insurance card:** You only need to provide an insurance card if you have health insurance. Health insurance is not required to attend camp. If you do have insurance, please provide a copy of your card (front and back). This is just to be prepared for the unlikely event that your camper needs to go to a local doctor or hospital.
- **Asthma action plan:** This is only required if you answered yes to the “does your child have an asthma action plan” question.
- **Diabetes management plan:** This is only required if you answered yes to the “does your child have a diabetes management plan” question.
- **Medication orders:** This is only required if you answered yes to the “will your child be bringing any medications to camp” question. If this is the case, we need a note signed by the doctor that lists all the medications the camper is bringing. This is a requirement of New York State. For more information on the medication form, please see the FAQ section (below).

Frequently Asked Questions

1. What are the requirements for campers bringing medications?

Medication forms are required for all campers bringing medication. We need something in writing, signed by the doctor within the last year, which lists all medications and directions. This can be done by printing out the WOL medication form and bringing it to the doctor, or if the doctor has their own form, that can be used as well. If a camper is bringing the exact same medications that they take at school, they could also provide us with a copy of the medication form from their school. If any of your campers are having difficulty getting their medication form completed, please call us so we can discuss this on a case by case basis. We want all campers to be safe and bring their medications to camp, and we do not want any camper to be excluded because of difficulty with a medication form.

WOL Electronic Health Form Instructions for individuals

2. How do I submit insurance cards, shot records, and medication forms?

We prefer that these forms are uploaded directly to the online health form. If you are having any trouble with uploading documents, you may bring paper copies to registration, but this may cause a delay when your camper arrives.

3. 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.

4. 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.

5. What if my camper has special needs?

Please answer "yes" to the special needs question on the health form and fill in all questions below. Please call the nurse directly at 518-494-1603 to ensure that the camp is able to accommodate your camper's needs. The nurse will work with you to develop a plan for your individual camper.

6. 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 518-494-1600.

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