



## Magnus Health: Student Medical Record

Ursuline Academy uses an online database called Magnus Health SMR (Student Medical Record). This secure web-based system stores school-related forms, including the required Immunization record needed for new families to complete enrollment. It also houses over-the-counter medication forms, consent to treat, and other health forms. You have continuous access to your child's health record as well as the ability to make updates when needed. There is one account per family but, when necessary for families with multiple students, all students will be merged into one family account.

To access your Magnus Health SMR account:

- Once your daughter's enrollment to Ursuline has been completely processed, you will receive a Welcome email directly from Magnus. Please use your Ursuline Backpack username and password to log into Magnus Health.
- View the video tutorial that appears after you have logged in to familiarize yourself with the system.
- Magnus tells you which forms need to be completed in a handy to-do list.
- Please note some forms can be completed with an electronic signature while other forms require a physical signature or physician's signature.
- All forms must be submitted electronically. Paper forms will not be accepted.
- **An official complete & current immunization record must be electronically uploaded to your daughters Magnus account by May 1 in order to complete the enrollment process. Ursuline students must be current with all required immunizations. If there is no immunization record uploaded, she will not be permitted to attend Frosh Start, Summer School or her class orientation.**
- **No religious or conscientious immunization exemptions are accepted.**
- **If there is a specific medical exemption regarding immunizations, please contact the Ursuline Clinic at 469-232-1832 for instructions before the May 1 deadline. Ursuline requires that a specific form is completed to request a medical exemption. You will need to allow time to have our form be completed by the physician, reviewed and accepted by the clinic prior to the deadline.**

Please know that because Magnus contains health-related documents and is HIPPA compliant, only employees who are licensed and certified medical providers have access to this information. For Login assistance, try clicking on the "Having Trouble Logging In?" link or contact Shanna Housley at [shousley@ursulinedallas.org](mailto:shousley@ursulinedallas.org).

Magnus offers many helpful online tools under the "Need Help?" tab.

- A step-by-step guide
- Live chat
- For Magnus Health SMR customer support, 877-461-6831 or email [service@magnushealthportal.com](mailto:service@magnushealthportal.com)

Also, please feel free to consult the Magnus Health Privacy and Security page [www.magnushealth.com/privacy-and-security/](http://www.magnushealth.com/privacy-and-security/) . Magnus Health is committed to maintaining the confidentiality, integrity, and security of current and prospective users.