

TO: All Parents, Leaders, and Youth of Troop 200 and Crew 200
SUBJECT: BSA Medical Form Policy Update – Revision 20180930.01

Boy Scouts of America requires that all registered members, both youth and adult; provide a current BSA Medical Form Parts A and B to the member's Unit annually, and to make sure that all necessary health and personal information is provided on this form accurately. It is also the responsibility of the Adult member or the Parents or Legal Guardians of a Youth member, to notify the Unit of any changes in the participant's medical condition, including any medications or restrictions that may be added or deleted from the participant's treatment program by their attending Physician. Unit Members who are participating in activities that last longer than 72 hours will be required to submit BSA Medical Form Part C to the Unit prior to participating in the activity. Unit Members who are participating in an activity classified as "High Adventure" such as Philmont will be required to provide their physician BSA Medical High-Adventure Risk Advisory at your exam and they must indicate they have reviewed it on Part C of your form. It is very important that each Leader and Parent provide accurate information about any medical conditions, cognitive impairment, or developmental/learning disabilities that are known and may become apparent during Scouting activities. An issue that has abated or may seem minor in the home environment may become exacerbated when the participant is out of his comfort zone or faced with the stresses of the camping environment. It is often tempting to omit or not record a condition that may be embarrassing but these issues can become much more severe of an issue when the Scout is away from home or out of his comfort zone. It may even become much more embarrassing if it manifests itself while at camp. If the leadership of the activity knows of an existing condition prior to the activity, then he/she can make arrangements or adjustments to minimize or prevent a problem for the Scout. Obviously, the most important reason for providing accurate and up to date information about a participant's medical status, is so that in the event of an injury or illness while participating in an activity, the Activity Leaders can provide accurate information to the medical personnel who will be treating the participant. The biggest issues that we have had over the years have been when parents omit or fail to inform the Unit of the participant's existing conditions. These issues become apparent, and often to a more severe extent, when the participant faces the stresses and riggers of camping, especially when participating in high adventure activities.

All submitted medical and personal information shall be kept with the utmost care given to privacy and confidentiality, and shall be kept in a safe and secure manner. Information contained in these records shall be used only in the event of emergency or when the information is important to the safety and well---being of the participant as deemed necessary by the leader in charge of the activity.

Please thoroughly read the summaries below and accurately and completely fill out the forms that are required and submit them by the required dates so that we can provide the safest and most enjoyable environment for all of the participants in our Units.

Summary:

Requirements for everyone in Troop 200 and Crew 200:

ALL youth and **ALL** leaders of both the Troop and Crew are **REQUIRED** to download, complete, and submit the following items (blue fields are hot links to forms and sample directions):

1. [Part A & B](#) of BSA Medical Form (personal information, release/permission, and a medical history)
2. An insurance card that we will scan, during your appointment; see procedure section below)

The deadline for the submission of these items is **February 9th, 2019**. Anyone who fails to provide this information will **NOT** be allowed to attend any Troop or Crew sponsored events including meetings and campouts after this date. We will accept forms at any meeting before then if a form reviewer is present. **PLEASE SEE BELOW FOR IMPORTANT PROCEDURE UPDATES.**

Summer Camp Requirements:

In addition to the above requirements, those attending Summer Camp are **REQUIRED** to submit Part C of the BSA Medical Form **no later than May 14th, 2019**. Schedule your physicals **NOW**. A lot of providers have 4 or more month lead times for physical exam appointments. After this date, anyone with a missing Part C will be **dropped** from the summer camp roster and a refund will be requested from the camp.

High Adventure Participant Requirements:

High-Adventure Risk Advisory is required to be presented to your physician to review and they must acknowledge having reviewed it on Part C of the form for high adventure participants only.

Venture Crew Requirements:

All Venture Crew guests must meet the Part A, B, and Insurance card requirements to attend a Venture Crew activity. Additionally, many of the Venture Crew activities are considered high adventure and so Parts C and High Adventure Risk Advisory may be required for those activities. Be Prepared and have these completed annually.

Procedure details:

It is vital that medical personnel be able to read all information on the BSA med forms. We **STRONGLY** recommend that you save a copy of the blank form on your computer and use ONLY [Adobe Reader \(free\)](#) application for Windows or Macintosh to fill in the form's fields. Know that Apple Mac [Preview.app](#) will corrupt the document and **MUST NOT BE USED** to complete these forms. No field may be empty anywhere. Use "N/A" for fields that are not applicable.

Jenn and Todd Newland (medforms@troop200.org) are responsible for collecting and maintaining the medical forms. **Faxed forms are not permitted. **NEW THIS YEAR:** We will accept electronically signed A/B forms using Adobe Reader and then emailed to the above address. You **MUST** use the signing features in Adobe. Do **NOT** just type in your name. If there are issues doing so, then just print and bring to us.

ALL forms shall be submitted in person, by a parent or legal guardian of the Scout if not emailed. The form will be reviewed for completeness at that time. Forms will not be accepted that are not complete or are not properly filled out. Please use the linked form above as the most error prone fields have been pre-filled in for you.

When submitting the form, **please bring your insurance card** and we will scan it. Forms A&B will not be accepted without an insurance card being scanned at the same time. Sole exceptions are those self--insured and if emailing, please include a scan of the card or you may have it scanned by us.

Check [MedForm Status](#) ← click link

Frequently Asked Questions:

Q: Should I print the form and then fill it out with blue or black ink pen?

A: **NO.** PLEASE, PLEASE do NOT write out the form. Please use the links provided and fill out the form electronically and then print or electronically sign and email. This will aid in the legibility in an emergency and make the reviews quicker and easier. **NEVER use Apple Mac Preview.app**, use only [Adobe Reader \(free\)](#) if you have a Mac.

Q: Can I use the form from last year?

A: No. A new form must be completed each year.

Q: Who has access to the forms?

A: All medical and personal information shall be kept with the utmost care given to privacy and confidentiality, and shall be kept in a safe and secure manner. Information contained in these records shall be used only in the event of emergency or when the information is important to the safety and well being of the participant as deemed necessary by the leader in charge of the activity.

Q: What values should be used for some fields?

A: Unit leader: *T. Grubbs*, Council: *Occoneechee*, Unit: *T200 or C200*

Adults authorized to take youth to and from events: *Any registered T200 or C200 leader – 919-387-6319*

Please use the linked form above as the most error prone fields have been pre-filled in for you.

Q: May I leave a field blank?

A: No. Please provide an answer or use N/A.

Q: What if my insurance plan does not permit a physical within the time period required for the submission of Part C of the form?

A: For youth, the Troop has an agreement with a [local physician](#) to provide a one time physical for \$25. Please contact troop200@troop200.org for more information. For adults, please contact Todd or Jenn and let them know when the form can be expected.

Q: What if financial assistance is required to meet the medical form requirements?

A: Please contact troop200@troop200.org and any request will be handled in a confidential manner.

Q: Should I attach immunization records?

A: Never. Please transfer that information to the form. We do not accept copies of immunizations.

Q: Where do I sign the forms?

A: Multiple signatures are required: Page 2 of Part A, Page 2 of Part B and a physician's signature on Part C. Is signing using Electronic digital signatures ensure all are completed.

Q: When should I schedule my Scout's annual physical exam?

A: We recommend any date after September 1st and before February 1st, every year. Always take completed parts A and B, and Part C to each well child or sports physical check up.