



Council Camp Staff and the Annual Health & Medical Record

CampDoc FAQs

What is CampDoc?

CampDoc.com is an electronic health record system designed by physicians, nurses, and camp directors for use in camps. Web-based storage of information and forms allows camp health staff to have instant access to vital medical information, such as medical conditions, medications, allergies, and emergency contacts; this allows them to more safely, accurately, and timely treat your health concerns while you are working at camp.

Why use CampDoc? What's wrong with paper?

CampDoc provides a fast, convenient, and customized way of collecting and storing the Boy Scouts of America Annual Health and Medical Record (AHMR), much like WorkBright stores all your other employment documents.

In addition to convenience, electronic health records have other demonstrated benefits, such as improvement in quality, standardization, and coordination of health care. Sometimes staff members may become ill or injured while at work and require the services of the camp health staff. We want those services to be delivered in the safest possible fashion; using this technology will help us do so.

Boy Scouts of America National Council has authorized the use of CampDoc in the Cradle of Liberty Council.

What kind of information goes into CampDoc?

All the same information that you would provide on your AHMR! CampDoc has customized its software to collect the exact same information required in:

- Part A, including Informed Consent, Release Agreement, and Authorization
- Part B, including General Information/Health History

- Part C is still printed so that it may be completed and signed by your healthcare provider. However, it is easily uploaded into your account.

In addition to completing Parts A, B, and C, you'll upload other documents, such as your immunization record, a copy of your health insurance card, and the Grand View Hospital Consent Form (Musser Scout Reservation only). Lastly, parents/guardians of minor staff can directly give consent for the use of over-the-counter medication stocked by our health staff. In CampDoc, all this information is referred to as your **Health Profile**, and it becomes instantly available at the point of care allowing health staff to make the best treatment decisions possible.

Who is responsible for completing my CampDoc Health Profile?

If you are **18 years of age or older**, you will complete your own Health Profile and upload required documents.

If you are **under 18 years of age, a parent or guardian must complete** your Health Profile and upload required documents, just as they would complete and give consent on your paper AHMR. This policy coincides with general age of medical consent in Pennsylvania. **If you are under 18 years of age, WorkBright will collect an email address of a parent or guardian who is legally able to give consent on your behalf.**

I already completed my Health Profile in CampDoc last year. Do I have to do it all over again?

No! Much of your information is retained; all you will have to do is to do some updating. If you are under 18 years of age, your parent/guardian email will become an authorized user.

Is CampDoc used in any other setting in the Council?

No. Currently CampDoc is only used for camp staff purposes. Therefore, if you attend resident camp, NYLT, or volunteer at a Council event, you will need a paper copy of your AHMR. But, there is an easy fix for that; all you need to do is print out your Health Profile directly from CampDoc and bring the paper copy with you to the event.

I am concerned about the privacy and security of my health information. How does CampDoc protect it?

Some individuals are concerned about the protection of personal health information, regardless of whether it is stored on paper or electronically. Please feel free to visit the following links to learn how CampDoc guards your information:

- Privacy policy: <https://www.docnetwork.org/privacy/>
- Security policy: <https://www.docnetwork.org/security/>

Detailed Instructions for Completing the Health Profile

Email Invitation

- You (staff member ≥18 years of age or parent/guardian of minor staff) will receive an email directly from CampDoc inviting you to complete your Health Profile.
- The email utilized will be the one you entered in WorkBright; **make sure it is correct.**
- **Remember that minor staff must have a parent/guardian complete their Health Profile.**

Prepare Documents for Uploading

Before completing your Health Profile, it is helpful to have digitized copies of the following documents available. Acceptable formats include PDF, JPEG, GIF, and PNG. Cell phone pictures are acceptable if they are good quality and easy to read. There are many free smartphone apps available that will turn photos into PDFs. Files are easily added via “drag and drop” or “upload”.

- Health Insurance Card
- Immunization Record (We understand that some adults may not have access to this, so this is not a mandatory field. However, Boy Scouts of America does recommend immunization of its members according to standardly accepted clinical guidelines.)
- Part C of the Annual Health and Medical Record (This is completed, signed, and dated by an authorized healthcare provider and must be done annually.)
- Grand View Hospital Consent Form
 - This form is only needed for minor staff at Musser Scout Reservation.
 - This form is available within CampDoc; download, print, complete, sign, digitize.

Gather Personal and Medical Information

- Current height and weight
- Names, phone numbers, and email addresses of emergency contacts
- Health history information
- Current medication list, including names and dosages
- Date (or approximate) of last tetanus vaccination

General Tips for Completing the Health Profile

- **The Health Profile is organized by sections;** sections do not have to be completed in sequence. You can navigate between sections by clicking the **Previous Step** or **Next Step** buttons at the bottom of the page. You may also jump between sections by clicking the section name on the right of the page.

- **Your answers will save as you type them.** You do not have to complete the entire Health Profile at once.
- * **Starred fields** boxed in red are required fields.
- **Drop-down boxes** are available for your speed and convenience for many items, such as state name, numbers for weight, etc.
- **For existing Health Profiles**, some information may be reviewed, updated as needed, then confirmed. You will see colored boxes at the top and bottom of sections where updates are allowable:

Please Review


BSA Cradle of Liberty Council Camps requests that you review the information on this page and make any necessary updates. You may confirm that the information is up-to-date at the bottom of the page.

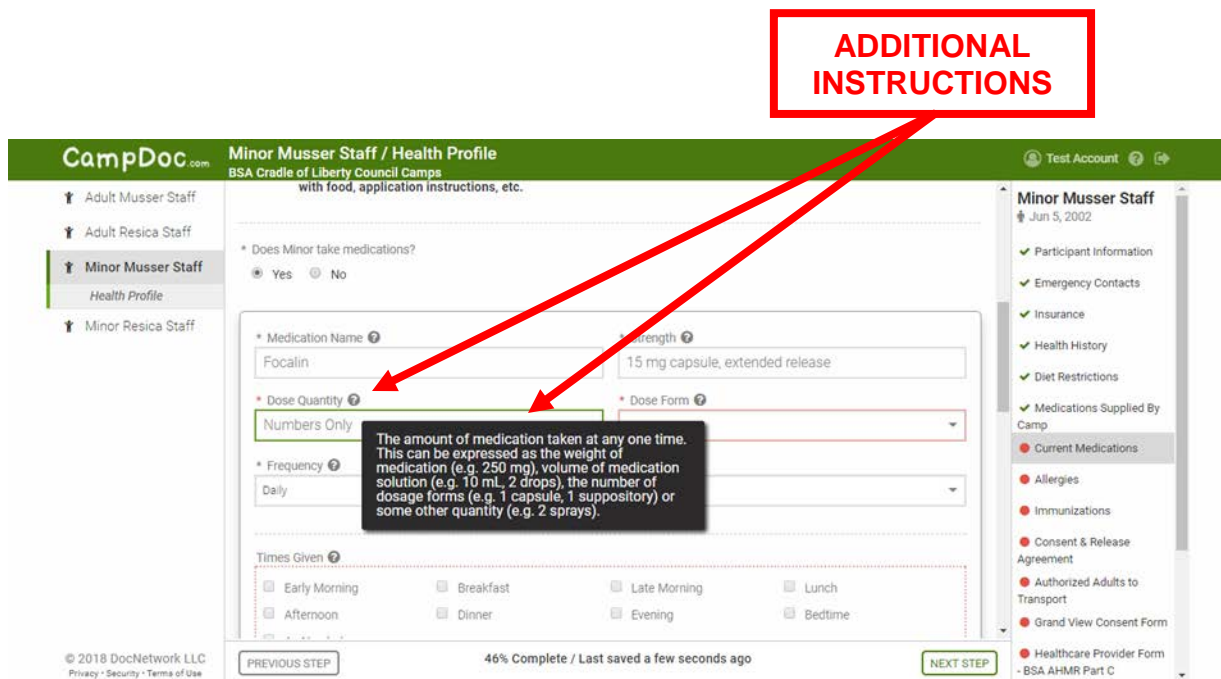
I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.

CONFIRM INFORMATION

- **How do I know when I completed a section?** When sections are complete, a green checkmark will appear at the front of the section name at the list on the right.
 - Incomplete sections will be marked with a red dot.
 - Sections requiring updating will be marked with an orange clock.

● = Incomplete ⌚ = Expired ✓ = Complete

- **I am unsure how to answer a question.** If you are unsure how to complete a field, chances are there is a question mark icon  to the right of the field title; hover your cursor over the icon to receive additional instructions on completing the field.



- **Printing your Health Profile.** If after completing your Health Profile you choose to print a paper copy, there may be a brief delay before uploaded documents are available for printing. Allow more time before printing.
- **I still need more help.** If you require even more help while completing your Health Profile, click on the question mark icon in at the top right in the green bar. This will bring you to articles that answer many common questions. Click **Patient** then **Health Profile**.



Specific Health Profile Sections to be Completed

- **Participant information**
 - Address, phone, email.
 - Height and weight.
 - Unit leader information (this is an optional field).
- **Emergency Contacts**
 - For youth staff:
 - At least one parent/guardian and one alternative emergency contact (name, phone number, and email) must be listed.
 - Think carefully who you would want contacted if a parent/guardian was not reachable during an emergency.
 - For adult staff:
 - At least one emergency contact (name, phone number, and email) must be listed.
- **Insurance Information**
 - Name of carrier, policy number.
 - Upload a copy of the insurance card here.
- **Health History**
 - These questions match those listed in Part B of the AHMR.
- **Diet Restrictions**
 - List food allergies and medical or religious food restrictions.
 - This information is important for the dining hall staff.
- **Medications Supplied by Camp**
 - For minor staff (adult staff can give verbal consent at the point of care).
 - Parent/guardian gives consent or not for over-the-counter medications supplied by camp. (The medications listed are the only ones supplied by camp health staff. If your minor staff member requires additional over-the-counter medications, please send a labeled supply in the original container to camp and record them in the **Current Medications** section.)
- **Current Medications**
 - Complete information regarding all current medications.
 - You may add as many medications as needed.
 - **When this section is complete, please select the print button, print a copy, and place a copy with the medications brought to camp.**

The screenshot displays the CampDoc web application interface. At the top, the header shows 'CampDoc.com' and 'Minor Musser Staff / Health Profile' for the 'BSA Cradle of Liberty Council Camps'. A user profile for 'Test Account' is visible in the top right. The left sidebar contains navigation options: 'Adult Musser Staff', 'Adult Resica Staff', 'Minor Musser Staff' (selected), 'Health Profile', and 'Minor Resica Staff'. The main content area is titled 'Medication Confirmation Form' and features a green button labeled 'DOWNLOAD MINOR'S CONFIRMATION FORM' with a red arrow pointing to it. Below the button, a message states: 'BSA Cradle of Liberty Council Camps is requesting that you print Minor's confirmation form before arriving at camp.' A checkbox labeled 'I Have Printed the Medication Confirmation Form' is present, and a note at the bottom reads: 'Please print this form and put it in the plastic bag containing scout medication brought from home.' The right sidebar shows a list of health profile sections: 'Minor Musser Staff' (Jun 5, 2002), 'Participant Information', 'Emergency Contacts', 'Insurance', 'Health History', 'Diet Restrictions', and 'Medications Supplied By', each with a radio button next to it.

- **Notes about all medications brought to camp:**
 - Adult staff may store their medication in a locked container in their place of lodging.
 - Minor staff must bring all medications, except for rescue inhalers, epinephrine autoinjectors, or insulin, to the Health Lodge for storage and administration.
 - All medications should be stored in a zipper-lock bag labeled with staff member's name, be in the original container (also labeled with name), and be accompanied by a printed copy of this Health Profile section.
- **Allergies**
 - Include food, drug, and environmental allergies and their accompanying reactions.
 - There are many drop-down menus available. You may select as many reactions as required to provide a complete and accurate description.
 - If there are medications or reactions that are not listed in the drop-down menu, they may be typed in.
 - Multiple allergies may be added.
- **Immunizations**
 - Boy Scouts of America national policy recommends that members obtain immunizations according to the commonly accepted age-appropriate vaccination schedules. National policy **requires** a current tetanus immunization.
 - It is understood that older staff members may not have access to their immunization records; younger staff members should upload a copy of their records.
 - All staff must add a date (or approximate) for their last tetanus immunization.
 - The tetanus vaccination may be represented in your records as Td, Tdap, or DTaP; in addition, the vaccination may be represented by various trade names.
 - If you are unsure which entry represents your most recent tetanus immunization, contact your healthcare provider for clarification.
- **Consent and Release Agreement**
 - This section represents Part A of the AHMR.
 - Read and electronically sign the Informed Consent, Release Agreement, and Authorization.
 - Indicate any participation restrictions.
- **Authorized Adults to Transport**
 - This represents information found in Part A of the AHMR.
 - This only appears for minor staff.
 - It is required that one person be listed; however, you may list up to 3 adults.
 - You may also list any adults who are NOT authorized to transport minor staff.
- **Grand View Consent Form**
 - The form will only appear for minor staff working at Musser Scout Reservation.
 - The form gives consent for Grand View Hospital and Urgent Care to provide non-emergency treatment for minors.
 - Download the form, complete it, digitize, and upload. Grand View Hospital will not accept an electronic signature at this time.

Healthcare Provider Form

- This represents Part C of the AHMR, which includes a physical exam from an authorized healthcare provider.
- Part C is considered valid through the end of the 12th month from the date it was administered by your healthcare provider (date listed with signature). For example, a physical administered March 3, 2014, would be valid until March 31, 2015.
- You may download a copy of the form directly from CampDoc or visit the following link to obtain the form (print page 4):
https://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf
- **Take this form, as well as a printout of your Health Profile, to your healthcare provider for your physical exam.** Have your healthcare provider complete, sign, and date the form. The print button is located at the bottom of the Health Profile sections listed at the right:

The screenshot shows the CampDoc interface for an 'Adult Musser Staff / Health Profile'. The main content area contains a consent statement and a signature field. A sidebar on the right lists various health profile sections, with the 'PRINT' button at the bottom highlighted in red.

- Once the form has been completed, **digitize it and upload** it into this section of your Health Profile.
- **Enter the date** that the healthcare provider signed the form.

Examiner's Certification

I certify that I have reviewed the health history and examined this person and find no contraindications for participation in a Scouting experience. This participant (with noted restrictions):

True	False	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Meets height/weight requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Does not have uncontrolled heart disease, asthma, or hypertension.
<input type="checkbox"/>	<input type="checkbox"/>	Has not had an orthopedic injury, musculoskeletal problems, or orthopedic surgery in the last six months or possesses a letter of clearance from his or her orthopedic surgeon or treating physician.
<input type="checkbox"/>	<input type="checkbox"/>	Has no uncontrolled psychiatric disorders.
<input type="checkbox"/>	<input type="checkbox"/>	Has had no seizures in the last year.
<input type="checkbox"/>	<input type="checkbox"/>	Does not have poorly controlled diabetes.
<input type="checkbox"/>	<input type="checkbox"/>	If less than 18 years of age and planning to scuba dive, does not have diabetes, asthma, or seizures.
<input type="checkbox"/>	<input type="checkbox"/>	For high-adventure participants, I have reviewed with them the important supplemental risk advisory provided.

Examiner's Signature: _____ Date: _____

Provider printed name: _____

Address: _____

City: _____ State: _____ ZIP code: _____

Office phone: _____

- o Enter any restrictions noted on the form by your healthcare provider, located here:

	Yes	No	Explain
Medical restrictions to participate	<input type="checkbox"/>	<input type="checkbox"/>	

Your Health Profile is Now Complete!

- You know your Health Profile is 100% complete when all Health Profile sections on the right are accompanied by a green check.
- You will also receive this screen:

