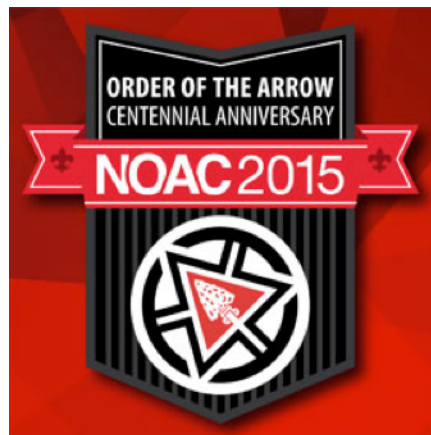


**Instructions for
2015 NOAC
Annual Health and Medical Record Submission**



Please read all instructions before beginning.

- Purpose** This document provides detailed instructions for the completion and submission of the BSA's Online Annual Health and Medical Record Form (AHMR).
- Welcome** Welcome to the BSA Online Annual Health and Medical Record (AHMR) submission system. Submission of the AHMR is an electronic, multi-step process.
- Please Note** The information you submit will be saved on a secure site and will be accessible to you post-submission.
- Before You Begin** To complete the AHMR you will need the following information and resources:
- Parent/Guardian contact information, if you are a youth
 - Your medical insurance card
 - Health history
 - Allergy information
 - Medications you currently take
 - Disease & immunization history
 - Personal computer or tablet
 - Access to the internet
 - Access to a printer
 - A scanner or a method that can produce PDF documents of your forms
- AHMR Form Layout** The AHMR contains 3 sections:
- Part A - Consent for Medical Treatment, Risk Acknowledgement Agreement, and Authorizations (1-page)
 - Part B - General Information, Health History, Allergies, Medications, Immunizations (2-pages)
 - Part C - Pre-Participation Physical (1-page)
- Online AHMR Submission Process** The process for completing the Online AHMR is:
- 1. COMPLETE Parts A & B:**
Begin by completing the on-line information for AHMR Parts A & B. If you do not know the information requested, you can obtain that information with the help of your healthcare provider and complete it later.
 - 2. PRINT FORM:**
After this information is completed use the blue PRINT button on the navigation dashboard. This will download the forms to your computer. Check your browser window or "Downloads" folder and send the documents to your printer. These pages represent your specific form and cannot be used by anyone else. They are bar coded to you as an individual and are not transferable.
 - 3. SIGNATURES:**
As the registrant completing this process, please sign all pages in the provided signature fields.
YOUTH APPLICANTS: Please have your Parent/Guardian sign in the appropriate signature fields.
 - 4. VISIT PROVIDER:**
Take all forms to your healthcare provider. Ask your healthcare provider to:
 - a. Review AHMR Part B and complete or correct any information.
 - b. Complete AHMR Part C and sign and date it.
 - c. All forms must be returned to you.

5. COPIES:

Make two (2) copies of all pages of your AHMR. Keep one copy for your records and submit one copy to your Contingent Leader.

6. INFORMATION UPDATE:

Return to the BSA AHMR submission site. Login and locate your AHMR.

- a. Make any corrections on Part B.
- b. Enter the requested information from Part C.

7. UPLOAD:

Upload all pages of the AHMR. Upload instructions are explained in the Upload Step.

8. CONFIRMATION:

A confirmation e-mail will be sent to you (if you are an adult) or your parents (if you are a youth) confirming that you (or your parents) have granted the BSA the right to collect, store, and use your uploaded medical form images as a full and legal substitute for your original hardcopy documents.

9. REVIEW AND SUBMIT

After the confirmation e-mail has been returned, go to the AHMR using the original link sent to you by e-mail. Review your AHMR Form, make any necessary corrections, and submit. Once you have submitted changes cannot be made.

Review Process

Upon submission, the AHMR will be reviewed for completion. If the forms are incomplete, you will be notified with detailed instructions about how to complete your forms.

If the AHMR is complete, you will be notified that your form has been submitted for medical review. You will also be notified when you have been medically approved for participation.

If the medical team has questions about your health information, you will receive those questions by e-mail. Please respond promptly to any questions, as your medical approval cannot be completed until you respond.

All notifications will be through the e-mail address on record in your My.Scouting profile. You will be given an opportunity to update that e-mail address when you begin the AHMR process.

For Additional Support

Thank you for using the BSA's electronic AHMR submission process. Should you need additional information or help you can obtain it by:

- Contacting BSA Member Care at: 1-972-580-2489, option "1", between the hours of 7:00 a.m. to 7:00 p.m. Central Time.