

# Maryland Schools Record of Physical Examination

To Parents or Guardians:

In order for your child to enter a Maryland Public school for the first time, the following are required:

- ***A physical examination by a physician or certified nurse practitioner must be completed within nine months prior to entering the public school system or within six months after entering the system.*** A Physical Examination form designated by the Maryland State Department of Education and the Department of Health and Mental Hygiene shall be used to meet this requirement. (<http://www.dsd.state.md.us/comar/comarhtml/13a/13a.05.05.07.htm>)
- ***Evidence of complete primary immunizations against certain childhood communicable diseases is required for all students in preschool through the twelfth grade.*** A Maryland Immunization Certification form for newly enrolling students may be obtained from the local health department or from school personnel. The immunization certification form (DHMH 896) or a printed or a computer generated immunization record form and the required immunizations must be completed before a child may attend school. This form can be found at:  
[https://phpa.health.maryland.gov/OIDEOR/IMMUN/Shared%20Documents/Maryland%20Immunization%20Certification%20Form%20\(DHMH%20896%20-%20February%202014\).pdf](https://phpa.health.maryland.gov/OIDEOR/IMMUN/Shared%20Documents/Maryland%20Immunization%20Certification%20Form%20(DHMH%20896%20-%20February%202014).pdf).
- ***Evidence of blood testing is required for all students who reside in a designated at risk area when first entering Pre-kindergarten, Kindergarten, and 1<sup>st</sup> grade.*** The blood-lead testing certificate (DHMH 4620) (or another written document signed by a Health Care Practitioner) shall be used to meet this requirement. This form can be found at:  
[https://phpa.health.maryland.gov/OEHFP/CHS/Shared%20Documents/Lead/MarylandDHMHBloodLeadTestingCertificateDHMH4620\\_revised3.24.2016c.pdf](https://phpa.health.maryland.gov/OEHFP/CHS/Shared%20Documents/Lead/MarylandDHMHBloodLeadTestingCertificateDHMH4620_revised3.24.2016c.pdf).

Exemptions from a physical examination and immunizations are permitted if they are contrary to a students' or family's religious beliefs. Students may also be exempted from immunization requirements if a physician/nurse practitioner or health department official certifies that there is a medical reason not to receive a vaccine. Exemptions from Blood-Lead testing is permitted if it is contrary to a family's religious beliefs and practices. The Blood-lead certificate must be signed by a Health Care Practitioner stating a questionnaire was done.

The health information on this form will be available only to those health and education personnel who have a legitimate educational interest in your child.

**Please complete Part I of this Physical Examination form. Part II must be completed by a physician or nurse practitioner, or a copy of your child's physical examination must be attached to this form.**

**If your child requires medication to be administered in school, you must have the physician complete a medication administration form for each medication. This form can be obtained at <http://marylandpublicschools.org/about/Documents/DSFSS/SSSP/SHS/medforms/medicationform404.pdf>. If you do not have access to a physician or nurse practitioner or if your child requires a special individualized health procedure, please contact the principal and/or school nurse in your child's school.**

Maryland State Department of Health and Mental Hygiene

Maryland State Department of Education

**Records Retention - This form must be retained in the school record until the student is age 21.**

**PART I - HEALTH ASSESSMENT**

**To be completed by parent or guardian**

Student's Name (Last, First, Middle)	Birthdate (Mo. Day Yr.)	Sex (M/F)	Name of School	Grade
Address (Number, Street, City, State, Zip)			Phone No.	
Parent/Guardian Names				
Where do you usually take your child for routine medical care?			Phone No.	
Name:		Address:		
When was the last time your child had a physical exam? Month Year				
Where do you usually take your child for dental care?			Phone No.	
Name:		Address:		
<b>ASSESSMENT OF STUDENT HEALTH</b>				
To the best of your knowledge has your child any problem with the following? Please check				
	Yes	No	Comments	
Allergies (Food, Insects, Drugs, Latex)				
Allergies (Seasonal)				
Asthma or Breathing Problems				
Behavior or Emotional Problems				
Birth Defects				
Bleeding Problems				
Cerebral Palsy				
Dental				
Diabetes				
Ear Problems or Deafness				
Eye or Vision Problems				
Head Injury				
Heart Problems				
Hospitalization (When, Where)				
Lead Poisoning/Exposure				
Learning problems/disabilities				
Limits on Physical Activity				
Meningitis				
Prematurity				
Problem with Bladder				
Problem with Bowels				
Problem with Coughing				
Seizures				
Serious Allergic Reactions				
Sickle Cell Disease				
Speech Problems				
Surgery				
Other				
Does your child take any medication?				
No Yes Name(s) of Medications: _____				
No Yes Treatment _____, etc.)				
Does your child require any special procedures? (catheteriz				
No Yes				
Parent/Guardian Signature _____ ation, etc.)				
Date: _____				

**PART II - SCHOOL HEALTH ASSESSMENT**  
To be completed **ONLY** by Physician/Nurse Practitioner

Student's Name (Last, First, Middle)	Birthdate (Mo. Day Yr.)	Sex (M/F)	Name of School	Grade
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1. Does the child have a diagnosed medical condition?

No Yes \_\_\_\_\_

2. Does the child have a health condition which may require EMERGENCY ACTION while he/she is at school? (e.g., seizure, insect sting allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE. Additionally, please "work with your school nurse to develop an emergency plan".

No Yes \_\_\_\_\_

3. Are there any abnormal findings on evaluation for concern?

Evaluation Findings/CONCERNS

Physical Exam	WNL	ABNL	Area of Concern	Health Area of Concern	YES	NO
Head				Attention Deficit/Hyperactivity		
Eyes				Behavior/Adjustment		
ENT				Development		
Dental				Hearing		
Respiratory				Immunodeficiency		
Cardiac				Lead Exposure/Elevated Lead		
GI				Learning Disabilities/Problems		
GU				Mobility		
Musculoskeletal/orthopedic				Nutrition		
Neurological				Physical Illness/Impairment		
Skin				Psychosocial		
Endocrine				Speech/Language		
Psychosocial				Vision		
				Other		

REMARKS: (Please explain any abnormal findings.)

4. **RECORD OF IMMUNIZATIONS** – DHMH 896 is required to be completed by a health care provider or a computer generated immunization record must be provided.

5. Is the child on medication? If yes, indicate medication and diagnosis.

No Yes - \_\_\_\_\_

**(A medication administration form must be completed for medication administration in school).**

6. Should there be any restriction of physical activity in school? If yes, specify nature and duration of restriction.

No Yes \_\_\_\_\_

7. Screenings	Results	Date Taken
Tuberculin Test		
Blood Pressure		
Height		
Weight		
BMI %tile		
Lead Test	Optional	

**PART II - SCHOOL HEALTH ASSESSMENT - continued**

To be completed **ONLY** by Physician/Nurse Practitioner

(Child's Name) \_\_\_\_\_ has had a complete physical examination and has:

no evident problem that may affect learning or full school participation      problems noted above

Additional Comments:

Physician/Nurse Practitioner (Type or Print)	Phone No.	Physician/Nurse Practitioner Signature	Date

**MARYLAND DEPARTMENT OF HEALTH IMMUNIZATION CERTIFICATE**

CHILD'S NAME \_\_\_\_\_  
 LAST FIRST MI  
 SEX: MALE  FEMALE  BIRTHDATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 COUNTY \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_  
 PARENT NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
 OR  
 GUARDIAN ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**RECORD OF IMMUNIZATIONS (See Notes On Other Side)**

Vaccines Type													
Dose #	DTP-DTaP-DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MCV Mo/Day/Yr	HPV Mo/Day/Yr	Dose #	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	History of Varicella Disease Mo/Yr
1									1				
2									2				
3										Td Mo/Day/Yr	Tdap Mo/Day/Yr	MenB Mo/Day/Yr	Other Mo/Day/Yr
4										_____	_____	_____	_____
5										_____	_____	_____	_____

To the best of my knowledge, the vaccines listed above were administered as indicated.

Clinic / Office Name  
 Office Address/ Phone Number

- \_\_\_\_\_  
 Signature Title Date  
 (Medical provider, local health department official, school official, or child care provider only)
- \_\_\_\_\_  
 Signature Title Date
- \_\_\_\_\_  
 Signature Title Date

Lines 2 and 3 are for certification of vaccines given after the initial signature.

**COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS. ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.**

**MEDICAL CONTRAINDICATION:**

**Please check the appropriate box to describe the medical contraindication.**

This is a:  Permanent condition OR  Temporary condition until \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication, \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
 Medical Provider / LHD Official

**RELIGIOUS OBJECTION:**

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## How To Use This Form

The medical provider that gave the vaccinations may record the dates (using month/day/year) directly on this form (check marks are not acceptable) and certify them by signing the signature section. Combination vaccines should be listed individually, by each component of the vaccine. A different medical provider, local health department official, school official, or child care provider may transcribe onto this form and certify vaccination dates from any other record which has the authentication of a medical provider, health department, school, or child care service.

**Only a medical provider, local health department official, school official, or child care provider may sign ‘Record of Immunization’ section of this form. This form may not be altered, changed, or modified in any way.**

### Notes:

1. When immunization records have been lost or destroyed, vaccination dates may be reconstructed for all vaccines except **varicella, measles, mumps, or rubella.**
2. Reconstructed dates for all vaccines must be reviewed and approved by a medical provider or local health department no later than 20 calendar days following the date the student was temporarily admitted or retained.
3. Blood test results are NOT acceptable evidence of immunity against diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
4. Blood test verification of immunity is acceptable in lieu of polio, measles, mumps, rubella, hepatitis B, or varicella vaccination dates, but **revaccination may be more expedient.**
5. History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.

## Immunization Requirements

The following excerpt from the MDH Code of Maryland Regulations (COMAR) 10.06.04.03 applies to schools:

“A preschool or school principal or other person in charge of a preschool or school, public or private, may not knowingly admit a student to or retain a student in a:

- (1) Preschool program unless the student's parent or guardian has furnished evidence of age appropriate immunity against Haemophilus influenzae, type b, and pneumococcal disease;
- (2) Preschool program or kindergarten through the second grade of school unless the student's parent or guardian has furnished evidence of age-appropriate immunity against pertussis; and
- (3) Preschool program or kindergarten through the 12th grade unless the student's parent or guardian has furnished evidence of age-appropriate immunity against: (a) Tetanus; (b) Diphtheria; (c) Poliomyelitis; (d) Measles (rubeola); (e) Mumps; (f) Rubella; (g) Hepatitis B; (h) Varicella; (i) Meningitis; and (j) Tetanus-diphtheria-acellular pertussis acquired through a Tetanus-diphtheria-acellular pertussis (Tdap) vaccine.”

Please refer to the “**Minimum Vaccine Requirements for Children Enrolled in Pre-school Programs and in Schools**” to determine age-appropriate immunity for preschool through grade 12 enrollees. The minimum vaccine requirements and MDH COMAR 10.06.04.03 are available at [www.health.maryland.gov](http://www.health.maryland.gov). (Choose Immunization in the A-Z Index)

Age-appropriate immunization requirements for licensed childcare centers and family day care homes are based on the Department of Human Resources COMAR 13A.15.03.02 and COMAR 13A.16.03.04 G & H and the “**Age-Appropriate Immunizations Requirements for Children Enrolled in Child Care Programs**” guideline chart are available at [www.health.maryland.gov](http://www.health.maryland.gov). (Choose Immunization in the A-Z Index)



## HOW TO USE THIS FORM

The documented tests should be the blood lead tests at 12 months and 24 months of age. Two test dates and results are required if the first test was done prior to 24 months of age. If the first test is done after 24 months of age, one test date with result is required. The child's primary health care provider may record the test dates and results directly on this form and certify them by signing or stamping the signature section. A school health professional or designee may transcribe onto this form and certify test dates from any other record that has the authentication of a medical provider, health department, or school. All forms are kept on file with the child's school health record.

### At Risk Areas by ZIP Code from the 2004 Targeting Plan (for children born BEFORE January 1, 2015)

<u>Allegany</u>	<u>Baltimore Co. (Continued)</u>	<u>Carroll</u>	<u>Frederick (Continued)</u>	<u>Kent</u>	<u>Prince George's (Continued)</u>	<u>Queen Anne's (Continued)</u>
ALL	21212	21155	21776	21610	20737	21640
	21215	21757	21778	21620	20738	21644
<u>Anne Arundel</u>	21219	21776	21780	21645	20740	21649
20711	21220	21787	21783	21650	20741	21651
20714	21221	21791	21787	21651	20742	21657
20764	21222		21791	21661	20743	21668
20779	21224	<u>Cecil</u>	21798	21667	20746	21670
21060	21227	21913			20748	
21061	21228		<u>Garrett</u>	<u>Montgomery</u>	20752	<u>Somerset</u>
21225	21229	<u>Charles</u>	ALL	20783	20770	ALL
21226	21234	20640		20787	20781	
21402	21236	20658	<u>Harford</u>	20812	20782	<u>St. Mary's</u>
	21237	20662	21001	20815	20783	20606
<u>Baltimore Co.</u>	21239		21010	20816	20784	20626
21027	21244	<u>Dorchester</u>	21034	20818	20785	20628
21052	21250	ALL	21040	20838	20787	20674
21071	21251		21078	20842	20788	20687
21082	21282	<u>Frederick</u>	21082	20868	20790	
21085	21286	20842	21085	20877	20791	<u>Talbot</u>
21093		21701	21130	20901	20792	21612
21111	<u>Baltimore City</u>	21703	21111	20910	20799	21654
21133	ALL	21704	21160	20912	20912	21657
21155		21716	21161	20913	20913	21665
21161	<u>Calvert</u>	21718				21671
21204	20615	21719	<u>Howard</u>	<u>Prince George's</u>	<u>Queen Anne's</u>	21673
21206	20714	21727	20763	20703	21607	21676
21207		21757		20710	21617	
21208	<u>Caroline</u>	21758		20712	21620	<u>Washington</u>
21209	ALL	21762		20722	21623	ALL
21210		21769		20731	21628	
						<u>Wicomico</u>
						ALL
						<u>Worcester</u>
						ALL

### Lead Risk Assessment Questionnaire Screening Questions:

1. Lives in or regularly visits a house/building built before 1978 with peeling or chipping paint, recent/ongoing renovation or remodeling?
2. Ever lived outside the United States or recently arrived from a foreign country?
3. Sibling, housemate/playmate being followed or treated for lead poisoning?
4. If born before 1/1/2015, lives in a 2004 "at risk" zip code?
5. Frequently puts things in his/her mouth such as toys, jewelry, or keys, eats non-food items (pica)?
6. Contact with an adult whose job or hobby involves exposure to lead?
7. Lives near an active lead smelter, battery recycling plant, other lead-related industry, or road where soil and dust may be contaminated with lead?
8. Uses products from other countries such as health remedies, spices, or food, or store or serve food in leaded crystal, pottery or pewter.



Please turn in a dental exam record OR sign this form.



ORAL HEALTH IMPACT PROJECT

**THE DENTIST IS COMING TO YOUR SCHOOL!**

Our school has joined with the Oral Health Impact Project to offer

in-school Dental Care at **NO COST\* to you.**

**Taking Care of your child's teeth is important to keep them healthy.**

**EASY & CONVENIENT** - A state licensed dentist will regularly check your child's mouth & teeth, as well as provide a cleaning, x-rays as necessary, fluoride treatment and apply sealants, as needed. Additional care, such as fillings, may also be provided. A dental report card will be sent home with your child. Includes initial dental care & follow-up visits. **SIGN AND RETURN TO YOUR SCHOOL TODAY!**

**PLEASE COMPLETE**

Child's Legal Name		Birth Date	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address	City	State	Zip
School	Teacher		Grade
Parent/Guardian Name		Phone ( )	
Email		Alt Phone ( )	

**IMPORTANT HEALTH QUESTION**

Does your child have any past or present medical or dental conditions or disabilities? This may include heart issues, breathing problems, brain/seizure disorders, allergies (including drug allergies), diabetes, bleeding problems, communicable diseases or immune disorders etc. If Yes, explain below (attach additional pages as needed). IF NO, WRITE **NONE**.

List current medications	List any dental concerns
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**IF CHILD HAS MEDICAID**

Enter child's Medicaid Recipient ID Number HERE:

\*Medicaid Program covers 100% of treatment

<b>IF CHILD HAS PRIVATE INSURANCE</b>	Ins. Company (other than Medicaid)	Ins. Phone
Group #	Employer Name	Co. Phone
Name of Insured Adult		<b>BIRTH DATE of Insured Adult</b>
Member ID /Policy #		

**IF CHILD HAS NO DENTAL INSURANCE**  **YES!** I would like someone to contact me with additional information

**READ & SIGN BELOW**

I give consent to Oral Health Impact Project, P.C. to perform the dental procedures and treatment, including examinations, x-rays, cleaning, preventative instructions, fluoride, sealants, fillings and local anesthesia, which are deemed necessary for my child. If additional services are needed by my child, I must agree to those services before they are provided. I understand that the risks of dental treatment are uncommon but could occur. These risks include a possible allergic reaction or tissue irritation to local anesthetic, soreness, pain and swelling. This consent is valid for one year from the date signed.

**SIGN AND DATE HERE** \_\_\_\_\_ DATE \_\_\_\_\_

QUESTIONS: OHIP 1-866-916-6447  
Fax: 267-927-5007  
Visit us at: ohip.us

**ESPAÑOL AL REVERSO**  
For your privacy, please fold and secure.



## IMPORTANT NOTICE & CONSENT / AVISO IMPORTANTE Y CONSENTIMIENTO

I understand and authorize OHIP Pennsylvania, PC and its affiliated dentists to provide the following services for the named child for whom I am the custodial parent or legal guardian: dental exam & oral hygiene instruction, teeth cleaning, fluoride treatment, x-rays & dental sealants. I authorize the dentist to fill any cavities or to place a crown over the tooth if needed. I authorize Provider to extract any problem baby teeth or perform a pulpotomy (treatment of the nerves inside the tooth) as needed. I understand that there are risks to dental treatment including swelling or pain that may occur from the injection of a local anesthetic or allergic reaction. (For additional information regarding the risks of treatment and treatment alternatives, please call the number provided.) I authorize & direct Provider to bill & collect payment from any Medicaid, insurance, or other payer. If I have private dental insurance, I will be billed for & agree to pay any deductibles and/or co pays. Treatment by the in-school dentist may affect future benefits that your child may receive under private insurance, Medicaid or CHIP. Unless I have made pre-arrangements to attend, and am there at the time of service, services will be provided without my presence. We may send you text messages about the school dental program. Message and/or data fees may be charged by your wireless service provider; to discontinue, reply "STOP" to any message received from us. You also agree to receive pre-recorded and/or auto-dialed telephone calls relating to the school dental program at the land-line and/or mobile telephone numbers provided on this consent form. I have received the Notice of Privacy Practices (NPP) attached to this form and consent to the release of my child's medical record information, including records obtained from other providers, and any HIV/AIDS, communicable disease, sexually transmitted disease, drug and alcohol, and anemia information. I authorize release of such information by Provider to any responsible payor and/or administrative service provider and their subcontractors for use and disclosure relating to my child's treatment, payment for services and health care operation purposes. This signed consent authorizes my child's initial and future dental visits. This permission is valid from the date of signature until my student is no longer in the school system, unless I withdraw consent in writing. I may withdraw this consent at any time in writing.

Entiendo y autorizo a OHIP Pennsylvania, PC y a sus dentistas afiliados a proveer los siguientes servicios al niño(a) mencionado del cual soy el padre custodio o tutor legal: examen dental, limpieza de los dientes, tratamiento de fluoruro, rayos-x y sellantes. Autorizo al dentista a que atienda cualquier carie o coloque una corona sobre el diente si es necesario. Autorizo al Proveedor a extraer cualquier diente de leche con problema o realizar una endodoncia (tratamiento de los nervios dentro del diente), como sea necesario. Entiendo que existen riesgos al recibir tratamientos dentales incluyendo inflamación o dolor que puede ocurrir de la inyección de la anestesia o una reacción alérgica. (Para información adicional sobre los riesgos del tratamiento dental y tratamientos alternos por favor llame al número proporcionada.) Autorizo y dirijo al Proveedor a facturar y recolectar pago de Medicaid, seguro privado o tercera persona. Si tengo seguro dental privado, será facturado y acuerdo a pagar cualquier deducible y/o co-pago. El tratamiento realizado por el dentista escolar pudiera afectar los beneficios de su niño en un futuro bajo su cobertura privada, Medicaid o CHIP. Al menos de que allá hecho algún arreglo previamente para atender y estoy ahí al momento de los servicios, el servicio será proveído sin mi presencia. En ocasiones podremos mandarle un texto sobre el programa dental escolar. Cobros de mensaje o/y de datos pueden ser aplicados por su proveedor de servicios inalámbrico; para discontinuar, responda "STOP" a cualquier mensaje que reciba de nosotros. Usted también acepta recibir transmisión pre grabada y/o auto llamadas telefónicas relacionadas con el programa dental escolar a los numeros telefonicos que usted proporciono en esta forma de consentimiento. He recibido el Aviso de Prácticas Privadas (NPP) adjuntas a este formulario y el consentimiento para la divulgación de la información y/o expediente médico de mi hijo(a), incluyendo los registros obtenidos de otros proveedores, y cualquier otra enfermedad como: VIH/ SIDA, enfermedades contagiosas, enfermedades de transmisión sexual, drogas, alcohol, y anemia. Yo autorizo la divulgación de dicha información por parte de proveedores para cualquier pagador responsable y/o proveedor de servicios administrativos y de sus subcontratistas para el uso y divulgación de información relacionada con el tratamiento de mi hijo(a), pago para el mantenimiento y operación de cuidado dental. Esta forma de consentimiento firmada autoriza la visita dental inicial y visitas de seguimiento. Este permiso es válido desde la fecha de la firma hasta que mi estudiante ya no sea un estudiante de sistem a escolar, al menos que retire mi consentimiento por escrito. Puedo retirar mi consentimiento en cualquier momento por escrito.

## KEEP FOR YOUR RECORDS

### NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THE INFORMATION.  
PLEASE REVIEW IT CAREFULLY. KEEP FOR YOUR RECORDS.

#### OUR LEGAL DUTY

The privacy of your medical information is important to us. We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. We will notify you if your unsecured medical information is breached.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

#### USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

**Treatment:** We may use or disclose your health information to a physician, school nurse, or other healthcare provider providing treatment to you.

**Payment:** We may use and disclose your health information to obtain payment for services we provide to you.

**Healthcare Operations:** We may use and disclose your health information in connection with our business operations such as reviewing the competence or qualifications of healthcare professionals and evaluating practitioner and provider performance.

**Your Authorization:** Uses or disclosures not otherwise described in this Notice may be made only with your written authorization. In addition, we must obtain your written authorization to sell your medical information or to use or disclose your information for marketing goods or services to you where we are paid to make the communication. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

**To Your Family and Friends and Persons Involved in Your Care:** We may disclose your health information to a family member, friend or other person involved in your care to the extent necessary to help with your healthcare or with payment for your healthcare. We may also disclose your medical information to disaster relief organizations to help locate individuals during a disaster. We may also use or disclose your medical information to notify, or assist in the notification, of a family member, a personal representative or a person responsible for your care of your location, general condition or death. If you do not want us to disclose your medical information to family members or others in these circumstances, please notify our HIPAA Officer at 888-833-8441.

**Required by Law:** We may use or disclose your health information when we are required to do so by law.

**Public Safety:** We may need to disclose medical information to law enforcement officials, such as in response to a search warrant or a grand jury subpoena, or to assist law enforcement officials in identifying or locating an individual, to report deaths that may have resulted from criminal conduct, and to report criminal conduct on our premises.

**Abuse or Neglect:** We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

**National Security:** We may disclose your medical information to military authorities of Armed Forces or foreign military personnel under certain circumstances; to authorized federal officials for lawful intelligence, counterintelligence, or other national security activities, and to protect the president; and to a correctional institution or law enforcement official having lawful custody of an inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as voice-mail messages, postcards, letters, emails or text messages).

**Health Oversight Activities:** We may disclose health information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections and licensure surveys. These activities are necessary for the government to monitor the health care system, the outbreak of disease, government programs, compliance with civil rights laws and to improve patient outcomes.

**Lawsuits and Disputes:** We may disclose health information about you in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request or other lawful process.

**Other Uses and Disclosures:** As permitted or required by law, we may use or disclose your medical information for research purposes; to organizations that handle and monitor organ donation and transplantation; for workers' compensation or similar programs to comply with laws related to workers' compensation or similar programs that provide benefits for work-related injuries or illness; for public health activities such as to prevent or control disease, injury or disability; to report reactions to medications or problems with products; to notify people of recalls of products they may be using; to notify a person who may have been exposed to, or is at risk for contracting or spreading a disease; to medical examiners to identify a deceased person or determine cause of death; or to funeral directors to carry out their duties.

#### PATIENT RIGHTS

**Access:** You have the right to look at or get copies of your health information, with limited exceptions. You must make a request in writing to obtain access to your health information and fax your request to the number at the end of this Notice.

**Disclosure Accounting:** You have the right to receive a list of some disclosures we or our business associates have made of your health information. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

**Restriction:** You have the right to request that we restrict our use or disclosure of your health information. We are not required to agree to your request except when disclosure would be to your health plan, you (or someone on your behalf other than your health plan) has paid in full for your health care, the disclosure relates to payment or health care operations, and the disclosure is not otherwise required by law. If we agree to the restriction, however, we will abide by that agreement (except in an emergency).

**Alternative Communication:** You have the right to request in writing that we communicate with you about your health information by alternative means or to alternative locations specified in your written request.

**Amendment:** You have the right to request that we amend your health information. Your request must be in writing and must explain why the information should be amended. We may deny your request under certain circumstances.

**Electronic Notice:** If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form upon request.

#### QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us. If you are concerned that we may have violated your privacy rights, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will not retaliate in any way if you choose to file a complaint with us or the U.S. Department of Health and Human Services.

Contact Officer: HIPAA Officer  
Phone: 1-866-916-6447  
Fax: 1-844-751-0258  
email: HIPAA@OHIP.US  
Effective Date: August 1, 2016



**2020-2021 School Year**

HIPAA Compliant Authorization for Exchange of Health and Educational Information:  
This form authorizes the two agencies listed below to exchange information from the records of:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade \_\_\_\_\_  
[el nombre de estudiante] [fecha de nacimiento] [grado]

Agency 1

AND

Agency 2

Archbishop Borders

Practice Name \_\_\_\_\_  
[el nombre de la práctica médica]

Lisa Dillon, RN, School Nurse

Provider Name/Title: \_\_\_\_\_  
[el nombre y título del proveedor de salud]

3500 Foster Ave

Address/Dirección: \_\_\_\_\_  
\_\_\_\_\_

Baltimore, MD 21224

City \_\_\_\_\_  
[ciudad: estado: código postal]

P: 410.276.6534; F: 410.276.6915

P/F: \_\_\_\_\_  
[teléfono/fax]

Email: [ldillon@abbschool.com](mailto:ldillon@abbschool.com)

Email/correo electrónico: \_\_\_\_\_

This disclosure is intended for: Health Assessment, Planning, Medication Administration, and/or Treatment.

The information disclosed may include: Patient Health Care Records [medical file], a Health Inventory, Emergency forms, Medical Protocols, Medication Forms, Immunization Records, and other medical records as needed.

All confidential medical information pertaining to my student will be kept in the student's health file and securely stored as mandated by the Code of Maryland Regulations.

This authorization is valid for one school year. It will expire on June 30<sup>th</sup>, 2021.

I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent. I recognize that health records, once received by Archbishop Borders School, may not be protected by the HIPAA Privacy Act and may become education records protected by the Family Educational Rights and Privacy Act [FERPA].

Faxes/copies of this release are acceptable as original.

\_\_\_\_\_  
Parent/Guardian Signature [firma del padre o tutor]

\_\_\_\_\_  
Date [fecha]

**HIPAA traducción para familias que hablan español; solo con fines informativos.**

Por favor lea para comprender, pero necesita su firma y la fecha en el lado de Inglés.  
Gracias.

Este formulario nos permite hablar con el proveedor de atención médica de su estudiante, cuando sea necesario, para obtener registros médicos y / o de salud mental y del comportamiento.

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**2020-2021 Año Escolar**

Compatible con la autorización para el intercambio de información de salud y educación HIPAA:

Este formulario autoriza a las dos agencias para intercambiar información de los registros de su hijo.

Esta divulgación tiene propósito para: evaluación de salud, planificación, administración de medicación y/o tratamiento.

La información divulgada puede incluir: registros de atención médica del paciente [archivo médico], un inventario de salud, formas de emergencias, protocolos médicos, registros de inmunización y otros registros médicos según sea necesario.

Toda la información médica es confidencial referente a mi estudiante se mantendrá en el archivo de salud del estudiante y almacenada de forma segura como exige el código de regulaciones de Maryland.

Esta autorización es válida por un año escolar. Expirará el 30 de junio de 2021.

Yo entiendo que puedo revocar esta autorización en cualquier momento al enviar notificación de retirar de mi consentimiento por escrito. Yo reconozco que los registros de salud, recibidos por el Archbishop Borders, pueden no ser protegidos por el acto de privacidad HIPAA y pueden convertirse en registros de educación, protegidos por el acto de privacidad de los derechos educativos de familias. [FERPA].

Faxes o copias de esta versión son aceptables como original.

**Consent for the Administration of Over the Counter Medications for the 2020-2021 school year//**  
**Consentimiento para la administración de medicamentos sin receta para el año escolar 2020-2021.**

**[This form must be signed by both the parent/guardian AND the healthcare provider]**

Student Name/Nombre de Estudiante: \_\_\_\_\_ DOB/fecha de Nacimiento: \_\_\_\_\_ Grade/grado: \_\_\_\_\_

Known Allergies/alergias conocidas: \_\_\_\_\_

List any chronic condition[s] your child may have / enumere cualquier condición crónica que su hijo/a pueda tener:

List any long-term medication[s] your child receives / enumere cualquier medicamento de uso prolongado que su hijo/a reciba:

PLEASE CHECK ONE BOX BELOW:

I DO NOT want any Over the Counter Medications [OTC] administered to my child / **NO QUIERO** que se le administren a mi hijo/hija medicinas sin receta médica.

I give permission for my child to receive the medications checked below on this form when appropriate. Either the School Nurse or the Medication Technician in concert with the School Nurse will administer the medication. I understand that generic equivalent medications may be used. Doy permiso para que mi hijo/hija reciba los medicamentos marcados a continuación en este formulario, cuando sea apropiado. La enfermera de la escuela o el técnico de la medicación (de acuerdo con la enfermera de la escuela), administrará el medicamento. Entiendo que se pueden usar medicamentos genéricos equivalentes.

**Coughs/Sore Throats (Mild) / Para Tos / Dolor de garganta (ligero)**

\_\_\_\_\_ Cough Drops [by mouth] / Pastillas para la Tos [por la boca]

\_\_\_\_\_ Vicks VapoRub [topical application to chest] / Vicks Vapor Rub [aplicación tópica en el pecho]

**For Cuts, Scrapes, and Minor Burns [topical application] / Para cortes, raspaduras y quemaduras menores [aplicación tópica]**

\_\_\_\_\_ Triple Antibiotic Ointment; First Aid Burn Cream / Ungüento Antibiótico Triple, Crema de primeros auxilios para quemaduras

**Muscle Aches [topical application] / Para dolores musculares [aplicación tópica]:**

\_\_\_\_\_ BenGay Gel

**Minor Mouth Irritation [topical application] / Para Irritación ligera de la boca [aplicación tópica]:**

\_\_\_\_\_ Anbesol [pain relief for toothaches, oral irritation] / Anbesol [para los dolores de dientes, irritación oral]

\_\_\_\_\_ Campho-Phenique [pain relief for cold sores] / Campho-Phenique [para el dolor de herpes labial]

\_\_\_\_\_ GlyOxide [antiseptic cleanser for orthodontic appliance irritation, canker sores] / GlyOxide [antiséptico para la irritación del aparato ortodóntico)

**Skin Irritation/Itching/Bee Sting [topical application] / Para Irritación de la Piel / Picazón / Picadura de abeja [aplicación tópica]:**

\_\_\_\_\_ Calamine Lotion / Loción Calamina; Benadryl Kids Anti-Itch Gel / Benadryl para Niños; Hydrocort with Aloe / Hydrocort con Aloe; Sting-Kill

\_\_\_\_\_  
Parent/Guardian Signature / Firma del Padre/Guardian

\_\_\_\_\_  
Date / Fecha

\_\_\_\_\_  
Phone Number / Número de Teléfono

\_\_\_\_\_  
Health Care Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Number

**Lisa Dillon, RN, BA**

School Nurse | Enfermera de la Escuela

[ldillon@abbschool.com](mailto:ldillon@abbschool.com)

Archbishop Borders School; 3500 Foster Avenue, Baltimore, MD 21224

410-276-6534 phone // 410-276-6915 fax



## RECORD OF DENTAL EXAM

### INSTRUCTIONS: Instrucciones

Please complete Section I of this form and ask your child's dentist or dental hygienist to complete and sign Section II of this form. Please return the completed form to the health room or upload to SchoolAdmin.

Por favor complete la Sección I de este formulario y pida al dentista o higienista dental de su hijo que complete y firme la Sección II de este formulario. Por favor, devuelva el formulario completado a la sala de salud o cargue en SchoolAdmin.

Help in locating a dentist/dental hygienist may be obtained by contacting the Maryland State Dental Association at [www.msda.com](http://www.msda.com). If you do not have access to dental care, please complete the OHIP form.

Se puede obtener ayuda para localizar a un dentista/higienista dental poniéndose en contacto con la Asociación Dental del Estado de Maryland en [www.msda.com](http://www.msda.com). Si no tiene acceso a atención dental, complete el formulario OHIP.

### SECTION I: To be completed by Parent/Guardian: Padres, completen esto:

Name of Student/Nombre de Estudiante	Date of Birth/Fecha de Nacimiento	Grade/Grado

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### SECTION II: To be completed by the Dental office. This is to certify that I have

**examined the teeth of:** \_\_\_\_\_

- All necessary dental work has been completed.
- Treatment is in progress.
- No dental work is necessary.

Further recommendations \_\_\_\_\_

\_\_\_\_\_  
Name of Dentist/Dental Hygienist

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature of Dentist/Dental Hygienist

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number