ALJBS – CampDoc online Medical Form Instructions

Background Information

Beginning in 2019, All Applicants will be required to complete an online electronic health record with CampDoc. In addition to being a <u>HIPAA compliant</u> electronic health record system, it will also be a valuable tool for our volunteer EMS team, allowing them to quickly access important medical information at the time they are administering care. This secure solution will be greatly beneficial and a marked improvement over the printed Medical Form we used in the past.

Applicants can begin their Medical Form by logging into <u>apply.aljbs.org</u>. Once their on-line application is complete they will see a link for "Medical Form" where they will directed to campdoc.com to begin the registration process. The one-time link that is provided will expire in 60 minutes. Please note: applicants will receive a weekly email from CampDoc until their profile is 100% complete!

We will add other information to this site as necessary to address any questions that you may have. Contact <u>medical@aljbs.org</u> with any questions not answered by <u>this page: http://aljbs.org/info/medical_info.php</u>

Instructions:

<u>Step 1</u>: In order to complete the Medical Form via CampDoc, the applicant email used to complete the Online Application System (apply.aljbs.org) should log back in to the Application system.

NOTE: You should use the SAME email that was used to create the initial application.

<u>Step 2</u>: Once logged in, you should see Medical Form as depicted below in two spots: top navigation bar AND on the welcome page. Click either "Start Medical Form here" or "Medical Form" from the top navigation:



<u>Step 3</u>: Once clicked, a single-sign on link will be generated. The link toward the bottom of the page will provide a single-sign-on into the CampDoc system that will expire in 60 minutes. To see this, click toward the bottom of the page:

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hank you in advance for your patience as we transition to this new online program!
LICK BELOW!
commine Santillo - You are now registered for CampDoc for santillo@aljbs.org, please click here to complete the registration on the CampDoc website. If prompted for a selection, please ch

Step 4: Then, a new tab will appear as shown below. Modify the profile, then click "Health Profile" to complete the medical form on CampDoc.com . Note, there are a number of questions about allergies, medications and medical history AND a PDF to download that must be signed by a Physician. Once complete, scan the completed form and upload to CampDoc. A Weekly reminder will be sent until 100% profile completion is achieved.

CampDoc	Dominic Santillo American Legion Jersey Boys State
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🐈 Dominic Santillo	EDIT MANAGE USERS
Health Profile	
Y Dominic Santillo	0% Health Profile The Health Profile for Dominic is incomplete, and should be completed by June 10, 2019.

Last Modified May 24, 2019 by aljbs.org staff.