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TROOP 137

TWIN LIGHTS DISTRICT – MONMOUTH COUNCIL

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MEDICAL FORM REMINDERS AND CHECKLIST

READ THIS --- IMPORTANT --- READ THIS

With your help and a little extra attention to the medical forms, the preparations for bringing 40+ scouts and scouters to camp for a week will go much smoother. Please review the following guidelines for filling out the medical form.

TODAY

- Remember, medical forms are due **May 8th** (earlier than last year). **BOOK YOUR PHYSICALS TODAY.** Many physicians and pediatricians have a limited schedule for physicals and they schedule them months in the future.
- **If your insurance company limits WHEN you can have the physical and that date is after May 8, please advise me of the date of your physical (email mr.horan@t137.org).** You will need to provide an original, plus 2 copies of all paperwork if turned in after the 5/8 due date.

AT THE DOCTOR:

- **Be sure the doctor SIGNS the form in all necessary spots:**
 - **Part A:** Below the medication listing on page 2 of Part A.
 - **Part C:** In the box provided on the bottom of page 2 of Part C.
 - **STANDARD OVER THE COUNTER MEDICATION FORM:** Above the box labelled "Healthcare provider stamp" there is a line for "Healthcare provider signature".
- **Be sure the doctor's office STAMPS the forms in the following places:**
 - **Part C:** Near the doctors signature
 - **STANDARD OVER THE COUNTER MEDICATION FORM:** In the box labelled "Healthcare provider stamp".
- **Be sure the doctor's office fills out these items which are often missed:**
 - **STANDARD OVER THE COUNTER MEDICATION FORM:**
 - Healthcare provider NAME
 - Healthcare provider LICENSE #
 - **Part C:** Near the doctors signature, fill in the providers name, address, phone and date.
- If your doctor gives you a copy of your immunization records on a separate sheet, be sure the form is STAMPED by the office.
- ***Do not be concerned if your scout (or adult) does not meet the height/weight restrictions. That only applies to high adventure camps like Philmont or SeaBase. This will not prevent you from attending summer camp.***

BEFORE YOU TURN IT IN:

- **Double check the items listed above and if anything is missing, get it signed, stamped, or filled out by the doctor.**
- **Make a copy of your insurance card, front and back, on a single page, single sided.**
I carry these forms on every trip so while “single page” may seem minor, it matters when walking around with 60 extra pages in my back pack. ☺ If you do not have insurance, please write “No insurance” on a blank sheet and include it.
- **Fill out the form completely.** This may seem obvious, but often many items are left blank. Check it line by line.
- **PARENT/GUARDIAN: Sign the form (Part B, Page 2)**
- **SCOUTS: Sign the form (Part B, Page 2)**
- **Fill out the name, DOB, allergies and emergency contact on the SIDE of the page for PARTS A, B, and C.**
- **Now that you have checked everything, and all fields are filled out, and all signatures are done, PLEASE CHECK IT ALL AGAIN.** It will take you 5 minutes to check it all again, and save potentially HOURS of our time handling all of the missing information on multiple forms for multiple people.

Finally, DO NOT STAPLE THE FORMS TOGETHER: I need to make copies and will need to remove the staples. USE PAPER CLIPS