



Food for Thought
~~ A 2017 Jamboree *Food Team* Communiqué ~~
~ March 2017 ~

This month's newsletter topic is a reminder, for those who have not finished it, about the medical form submission process which has been prescribed for all staff to be able to attend the Jamboree. I am escalating this topic to be the sole one for this communiqué because of a looming deadline next month.

Let me ask a rhetorical question about the deadline: did you focus on the fact that you really need to have your fully completed medical form submitted by April 19th to have it reviewed before the Jamboree? If you didn't, read the fine print in the Jamboree Medical Team instructions copied below which state that rather clearly:

“Submit your Annual Health and Medical Record before April 19. Adequate time is needed to process AHMR's. If you do not submit your form by April 19, it will significantly slow down the on-site registration process.”

and there is even more detail about the deadline on the Jamboree website under the medical submission:

“Jamboree AHMRs submitted on or prior to April 19, 2017 will be processed *before* the Jamboree. Jamboree AHMRs submitted *after* April 19, 2017 will be accepted and processed as soon as possible, but submission after April 19, 2017 may result in a significant delay for the individual and/or their Unit at on-site registration until the individual's AHMR is cleared.”

So, I trust you see that timely compliance with this deadline is certainly in your best and even self-interest.

Now all of us should have known that one's medical form submission has to happen in advance of the Jamboree for timely review, but since it now has to be done in just a matter weeks I'd like to make this *Food for Thought* a helpful expose for those on the Jamboree Food Team (and other interested readers) who have not completed all the steps. I will try to highlight, from my recent personal experience doing my own medical form submission, some of the easier (and harder) parts of the process to try to make it as straightforward as possible for you to complete. I am going to assume little and therefore start this explanation at the beginning of the whole routine so that those who have done essentially nothing can step through it from square one. I will interlineate the instructions from the Jamboree Medical Team (in their original print) so that you see their policy as well. Let's begin and start then with how your medical form is submitted for the 2017 Jamboree. It **MUST** be done online:

“The Annual Health and Medical Record (AHMR) is mandatory to attend the 2017 National Scout Jamboree. Submission of the AHMR is an electronic, multi-step process. The health information you submit will be saved on a secure site and will be accessible to healthcare providers during the Jamboree.”

Of course, you will need a hard copy for your doctor to sign and to scan for submission and that then serves as your backup copy that you should bring with you to the Jamboree just in case.

Now some may wonder ‘where do you get the most current Annual Health and Medical Record form?’ Online, of course would be the answer, and here is where:

“Make sure your Annual Health and Medical Record is current now by [clicking here](#) so you end up at the Jamboree with an updated form.”

Once you have the current form, you will need to complete Parts A & B. Fill them in on your computer or other electronic device or even by hand on a hard copy. You will then take that copy (printed if done on your computer) along with the blank version of Part C to the appointment for your physical. Be sure to have your medical professional complete all questions and then sign of Part C. Once



you have done that you will now have a full four (4) page AHMR ready to get in to the Jamboree Medical Team via electronic submission.

The next question I presume for many is something like this: So how do I send it in?

That would beg for an easy answer but wait until you delve into it. The simple answer published in the Medical Instructions is:

“login to your submission page using your Jamboree username and password by [clicking here.](#)”

I will next say that it is time to slow things a bit for I know some of you are asking what is your ‘Jamboree Medical’ username and don’t quite remember setting up a password for that username. Suffice it to say that neither the username nor the password is easy, and they are different from your general Jamboree registration logon because they are part of the design to establish a secure system for medical information submission I surmise. So, let’s parse this problem and start with the username instructions:

“Your username is auto assigned by the system and was previously communicated to you.”

Now if you have a puzzled look on your face at that statement, start by looking back in your email. I dug back half a year and found my Jamboree Medical assigned username in an email from *2017 National Jamboree* [jambomed@scouting.org] on October 4, 2016. Suffice it to say the username was cryptic. The password was also elusive and not to be found in the same email, of course is what I thought. I searched my email files further and found an email about the password from a different source: 2017jamboree@scouting.org way back on July 6, 2016. It allowed (and encouraged) staff to set up their own medical password. If you did so back then that is great, and I hope you wrote it down in a safe place. If you did not establish a password then, as many apparently did not, then you would have been assigned a password by the system automatically which they would have emailed to you in November, according to these instructions I found:

“The window allowing you to determine your AHMR password has closed.

One has been automatically assigned by the system and communicated to you as of November 18, 2016.”

So, go back and look for one of those emails about the password in your inbox please. Now if you strike out, it will be time to get help and here is the link to the instructions about where to get help:

“For more details and other important information, [click here.](#)”

I will also cut to the chase and give you directly below the help desk contact information:

“Should you need additional information or assistance, please contact BSA Member Care at: myscouting@scouting.org

OR by phone: 1-972-580-2489, option “1”. The hours to Member Care are 7:00am-7:00pm Central time.”

Then once you finally get into the medical form submission site, it is time to start the fun process of entering via your computer or other device basically all the information contained in your AHMR, item by item and page by page. It will ask you to provide all the details about self, answer all the questions about medical history and immunizations and even indicate what the doctor checked and entered in Part C. It will really help to have the signed hard copy of your medical form at your side when you start this process. It is also probably a good idea to check that the height and weight you put down on page 1 of Part B matches that which the doctor indicated on Part C during your physical. Sorry.



Then continuing, as the instructions below show, you will have to upload not only a pdf of your four page AHMR form but also a pdf of your health insurance card (front and back). There are other optional pages that some may need to complete and upload as well. Here are the details from the Jamboree Medical Team instructions about creating those pdf documents before you begin:

Before beginning the on-line submission, you should have the following separate PDF files saved to your computer for upload during the on-line submission process:

- 1) Document #1 (required) - Insurance card (front and back on 1 page)
- 2) Document #2 (required) - AHMR (Part A, B & C - total 4 pages saved as 1 document)

****PLEASE NOTE:**

ALL 4 PAGES OF THE AHMR MUST BE SAVED AS ONE SINGLE PDF DOCUMENT. YOU CANNOT UPLOAD 4 SEPARATE PDF DOCUMENTS**

- 3) Document #3 (required if exemption claimed) - Immunization Exemption Form (1 page)
- 4) Document #4 (optional) - Supplemental Medical Information (1-2 pages saved as 1 document)

All files that you upload must meet the following criteria:

- 1) PDF (jpeg files will not upload)
- 2) File name < 50 characters

A PDF file can be created by:

- 1) scanning your paper document(s) to your computer and saving it as a PDF file;
or
- 2) taking a photo of your paper document(s) with a smartphone or digital camera, saving it to your computer, and converting it to a PDF file;
or
- 3) using a PDF document application on your smart phone taking a picture of your paper document(s) and saving it to your computer.
or
- 4) taking all your completed document(s) to an office supply or business center. Ask them to scan and place the PDF files on a USB drive. Place the USB drive into your computer and copy the files from the USB drive to your computer where you can save them.

****When creating the documents for uploading, it is important to have the best quality image possible – It *MUST* be readable. ****

Once you get all the way through entering all the details from your AHMR into the system and uploading the pdf files required, you hit submit with a sign of relief and you might think, as I did, that you are done. This is NOT the end of the game! Shortly thereafter you will get another email (presumably to the address of record in the system) indicating that an AHMR was submitted and asking you to confirm that (a) you did it and (b) to verify your identity and your email address. You **MUST** go through this security process as described in that email by clicking on the specific link contained in it and answering the questions posed otherwise your medical submission will sit in limbo. Then once you successfully navigate that reply to the last step to verify your submission, you will get that wonderful confirming email that your AHMR has been completely submitted and will be reviewed! The rest is up to the Jamboree Medical Team to green light your participation or send up some red flag. At least you will know that if you get it in by April 19th you know it will be dealt with before the Jamboree.

I hope the roadmap above helps in some small way and mostly may it encourage anyone who has just read the foregoing to start the process now so that there is time to seek help rather than waiting until the eleventh hour against the upcoming April deadline. Good luck!