

BSA Annual Health and Medical Record  
2017 National Scout Jamboree  
On-line Submission

Welcome to the On-line Submission of the Annual Health and Medical Record (AHMR) for the 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. **By submitting the AHMR online, you grant the BSA the right to collect, store, and use the images of your form as a full and legal substitute for the original paper documents.** It is important that your medical information is accurate and complete. We are committed to providing a fun and safe Jamboree experience for all attendees.

The AHMR is mandatory to attend 2017 NSJ. The AHMR must be current and within 1 year of the Jamboree. An AHMR dated before July 29, 2016 is not acceptable. Your submitted AHMR will undergo a medical review for approval to participate in the Jamboree at the Summit. You will be notified by email of your AHMR status and when you have been approved to participate.

**IMPORTANT! PLEASE READ THE INSTRUCTIONS BELOW BEFORE PROCEEDING!**  
**The following steps must be completed PRIOR to accessing the electronic AHMR.**

CLICK [HERE](#) TO DOWNLOAD THE BSA AHMR

1. Download the BSA AHMR.
2. Begin by completing Parts A & B **on the paper AHMR**. If you do not know the information requested, you can obtain that information with the help of your healthcare provider and complete it later.
3. Take Parts A, B & C to your healthcare provider. Ask your healthcare provider to review the AHMR and make any necessary completions or corrections. Be certain that your healthcare provider completes, signs and dates Part C.
4. Then use the form as the source document to complete the online submission.

As you complete the On-line AHMR Submission you will be asked to upload a copy of your insurance card, Parts A, B, and C of the AHMR, and any supplemental medical information you would like to submit. If you claim Immunization Exemption, a copy of your BSA Immunization Exemption form will also be required. **Prepare these documents prior to beginning the On-line Submission process.** If you need a BSA Immunization Exemption form, you may download it [HERE](#). The AHMR must be completed and have all appropriate signatures. Be certain that Part C is completed, signed and dated by your healthcare provider. The date must be on or after July 29, 2016.

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) Insurance card (front and back on 1 page)
- 2) AHMR (Part A, B & C - total 4 pages)
- 3) Immunization Exemption Form (1 page), if exemption claimed
- 4) Supplemental Medical Information (1-2 pages), optional

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.*\*\***

1. Copy your **insurance card** (front and back of card on 1 page), print your full name and DOB at the top of the page, create an image and save it as a PDF file to your computer.
2. Create an image of any **supplemental medical information** you would like to submit and save it as a PDF file to your computer. **Be certain that each page of the supplemental information contains your name and DOB.**
3. If you claim "Immunization Exemption", complete the BSA Immunization Exemption Form, be certain that it is signed and dated, then create an image of the form and save it as a PDF file to your computer.
4. Be sure that your AHMR has been completely filled out and that Part C has been completed, signed, and dated by your healthcare provider. Create an image of your completed Parts A, B, and C and save it as a PDF file to your computer.
5. Have your AHMR available for reference as you transfer the data into the electronic AHMR system. Keep a copy of your AHMR for yourself. Make a copy for your Jamboree Contingent Leader, if you are attending as a member of a Council Contingent.

**\*\*Your on-line health history and uploaded documents will be used as a full and legal substitute for your original AHMR hard-copy documents.\*\***

**After your healthcare provider has completed and signed your AHMR; and after you have the required documents saved to your computer,**  
enter your email address and password below.

Thank you for using the Jamboree's electronic AHMR submission process. Should you need additional information or assistance you can obtain it by:  
Contacting BSA Member Care at: 1-972-580-2489, option "1",