

**Dear Parents of Quaker Ridge YFC Campers,**

Quaker Ridge Camp partners with CampDoc.com which offers online registration and an electronic health record system for camps. The system consolidates and integrates camper registration and health information into a centralized and secure location.

The security, confidentiality and privacy of your camper's personal health information will always be protected. Only YFC Camp staff and your local YFC trip leader will have access to camper health information. This is no different than who has had access to the information than in the past – if anything, it is fewer people. The CampDoc.com site is secure, encrypted and password protected.

**How to Register and Fill out the Electronic Medical Record:**

1. Go to [app.campdoc.com/register/yfc](http://app.campdoc.com/register/yfc)
2. Enter your email and begin filling out the form (if returning, it is same login info as 2016)
3. Register for your "session" (select the group your child will be attending camp with)
4. The next step will offer you a "Protection Plan." This is a supplemental insurance service provided by CampDoc company and is not an offering of Youth For Christ USA. This is completely your choice as a parent to purchase but **please note it is not a requirement of YFC Camp in order to attend camp with us.**
5. Continue to work through the steps completing your child's "Health Profile." All the red buttons along the right side of your screen will be green when the Health Profile is completed.

**A Few Things to Note:**

- Most of the forms are E-Signature. These are accepted as legal signatures.
- There will be 3 forms requiring download and/or upload in order to capture doctors' signatures. Please pay attention to everything being asked for. Connect with your child's YFC trip leader if you need assistance uploading them to your child's health profile. They have been trained and have access to the system.
- These download/upload forms are:
  - Medication Administration Authorization – (*Customized with your child's medication information that you enter in and asks for a doctor's signature.*)
  - Immunization Record – (*upload best records you can acquire*)
  - Healthcare Provider Form – (*Combines the physical exam sheet with special treatment plans for allergies and diabetic care, all requiring doctor signatures. Fill out what is relevant to your child.*)
- The system saves everything automatically as you work through it. Don't let the fact that there is no "Save" button throw you off ☺ Therefore, you can work on it, take a break, go get signatures and come back to it another time by logging back in.
- You will receive periodic notifications from the system if you have not completed required health information.
- Uploading can consist of a HIGH QUALITY, WELL-LIT photograph (via a cell phone) ONLY if it is readable. If the photo is questionable at all – it will not be accepted.
- **ALL ACTIVITY WAIVERS** (i.e. rafting & rock climbing) will be in paper format again this year. Please get these from your local YFC Trip Leader, fill out and return to that Trip Leader.

We are excited to continually evolve, building safer, more productive and more efficient systems to create the best experience for you and your child! We cannot wait to see you this summer!

**Sarah Nelson**

YFC Camping Specialist & Registrar