



Scoutmasters: How to Navigate the Provider Portal

Once you have logged in, you will need to select “Participant” or “Provider”.

Participant is where you edit **your** profile and medical form.

Provider is where you can view and track those in your unit.



Profiles & Reports BSA Denver Area Council	
Search profiles by name	
Select All Select None	
<input type="checkbox"/>	8%
<input type="checkbox"/> EXAMPLE, TEST	0%
<input type="checkbox"/>	14%
<input type="checkbox"/>	0%
<input type="checkbox"/>	0%
<input type="checkbox"/>	0%
<input type="checkbox"/>	0%
<input type="checkbox"/>	0%
<input type="checkbox"/>	71%
<input type="checkbox"/>	85%
<input type="checkbox"/>	0%
<input type="checkbox"/>	0%
<input type="checkbox"/>	0%

Once in the provider portal, you will see all those with CampDoc accounts on the left side.

The percentage (%) shows how complete each profile is. 100% being complete.

You can use the search bar to search for people if needed.



If you click on one of the participants, you will be see the following screen:

The screenshot shows a user profile for 'TEST EXAMPLE' (Male). At the top right is a close button (X). Below the profile name are three tabs: 'Users', 'Health Profile', and 'Medications'. An information icon (i) is followed by the text 'Select a user below to view their last login time.'. On the right side, there are 'Print' and 'Export' icons. Below a horizontal line, the word 'AUTHORIZED' is displayed. Underneath, the name 'TEST EXAMPLE' is listed on the left, and the email 'mcneilscoutranch@scouting.org' with a checkmark icon is on the right.

The **Users** tab shows who has access and who has accepted an invitation.

The **Health Profile** tab shows their health profile (med form) and also shows what is completed or not.

The **Medications** tab shows what medications they will be taking at camp.

If demographic information needs to be changed such as name, gender, date of birth etc, you can make those edits.

This screenshot is similar to the previous one but highlights the 'EDIT' button. The 'EDIT' button is a yellow rectangle with a pencil icon and the word 'EDIT' in black, circled in red. The 'ADD PHOTO' button is also visible on the left side of the profile picture area.

If there is a need to edit a user, such as changing an email address or adding someone like a parent, under the **User** tab, you can select **“Add User”**.

This screenshot shows the 'AUTHORIZED' section of the user profile. It displays the name 'TEST EXAMPLE' on the left and the email 'mcneilscoutranch@scouting.org' with a checkmark icon on the right.

ADD A USER



Does someone in your unit need their password reset? Under **Users**, select the user, then click the button that says **Send Password Reset Email**.

Users Health Profile Medications

Select a user below to view their last login time and to remove access. You may also add additional users by selecting **Add User** below.

Print Export

AUTHORIZED

TEST EXAMPLE mcneilscoutranch@scouting.org

To remove access for mcneilscoutranch@scouting.org from TEST's profile, select **Deactivate** below. Last Seen Mar 30, 2022 3:53 PM

EMAIL	PHONE NUMBER	MAILING ADDRESS
mcneilscoutranch@scouting.org	3034555522	10455 W 6th Ave, Lakewood, CO, 80215, US

MANAGES

EXAMPLE, TEST

CLOSE

SEND PASSWORD RESET EMAIL DEACTIVATE

Under the **Health Profile** tab, you can print medical forms if you desire.

TEST EXAMPLE

• Male

Users **Health Profile** Medications

Health Profile Unlocked (Next Lockout 06/19/2022) Blank Form Print Export

● = Incomplete ⌚ = Expired ✓ = Complete

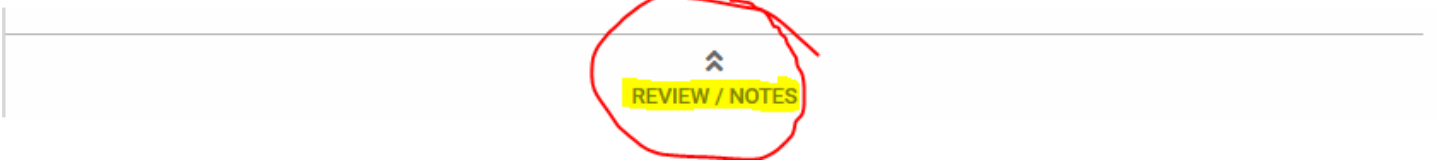
We know that sometimes parents need some extra help entering information or uploading documents. You have **Edit** access under the health profile to help them out. Do not do the work for them, but if they need some extra help, you can give them a hand.

>> ● **A - Informed Consent, Release Agreement, and Authorization** Print **Edit**



As many of you know, the camp is required to check medical forms prior to arrival.

At the bottom of each profile, you will see a **REVIEW/ NOTES** pop up.



On the **Review** tab, you will see if it has **Generally** been checked and if the **14 Days Out** check has been completed.

REVIEW TYPE	STATUS	REVIEWED BY	TIMESTAMP
General	<input checked="" type="radio"/> No <input type="radio"/> Pending <input type="radio"/> Yes		
Medical - 14 Days Out	<input checked="" type="radio"/> No <input type="radio"/> Pending <input type="radio"/> Yes		
Medical - Camper Arrival	<input checked="" type="radio"/> No <input type="radio"/> Pending <input type="radio"/> Yes		

No indicates it has not been reviewed.

Pending indicates that something needs to be fixed/updated.

Yes indicates that it is good to go.

If something is **Pending**, you can review the notes under the **Notes** tab. Here you can see notes from our staff on what exactly needs to be fixed/updated.

