

SEASON WRAP-UP

- **Create a risk management policy:** Analyze your health log statistics to identify any trends and discuss with staff possible ways to reduce common illnesses and injuries.
- **Prepare illness/injury reports:** Download or print out health log reports and illness/injury reports that you would like to provide to families.
- **Deactivate provider accounts:** Deactivate provider accounts for any staff that no longer need access to participant health information.
- **Debrief with directors, administrative staff, nurses and health staff:** Discuss what went well and areas that can be improved. Please let us know what we can do to improve your experience.
- **Review your health form:** While everything is fresh in your head, review your health forms for any important medical questions you forgot to ask that you would want to include next year, or any questions you would want to remove.
- **Complete summer survey:** Keep an eye out for our end of summer survey. We appreciate feedback and use your suggestions to make improvements and add new features for future seasons.
- **Get a head start on next season:** Your Client Success Team will reach out to see if you are ready to get started. If you are ready now, contact your Client Success Manager at accounts@campdoc.com or accounts@schooldoc.com.
- **Balance your participant ledger:** This ensures that participant balances do not carry over to the next year and enables you to start the next season with a clean slate.
- **Backup profile data:** Run an all profiles report and save all profile data from the year for easy access later.