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**MEMORANDUM**

To: School Nurses

From: Jean Becker, MPH, BSN, RN  
School Health Program Administrator

Date: August 11, 2017

RE: **CERTIFICATE OF CHILD HEALTH EXAMINATION FORM**

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The Child Health Examination Code requires that all mandated school physicals “shall be reported on the ... forms which the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE) shall prescribe for statewide use.” The form that the state has prescribed for statewide use is the Health Examination Form dated November 2015. It can be found at [www.dph.illinois.gov](http://www.dph.illinois.gov) under, “School Health Program” “Forms”. The 2015 form replaced the January 2013 version.

It has come to our attention that several of these physical exams have still been documented using the 2013 form for the upcoming school year. The state does not want families to incur an added cost because the wrong form was used. We also know several EMR systems have not been updated with the new 2015 form and realize these upgrades incur a cost at the provider level.

Therefore, the State (IDPH and ISBE) have agreed to accept the 2013 form, **ONLY** if the added components of the 2015 form are included as an addendum to the report.

You may contact a member of the IDPH School Health staff by phone at 217-524-5992. Normal hours of operation are from 8:30 am -- 5:00 pm CST, excluding weekends and holidays.

cc: School Health Program Staff  
Jessica Gerdes, ISBE  
Rebecca Doran, ISBE  
Ken Papineau, Chicago Public Schools