



SAGEWOOD SCHOOL

Educating the Whole Child

23 January 2016

Dear Parents / Guardians

As you are aware, the **well-being of your child is our most important concern**. Therefore we ask you to give the Principal / Director the right to take your child to the Carstenhof Clinic in Midrand, and to be able to sign on your behalf in an instance where we are unable to reach you and your child requires urgent medical attention.

In the event of a child becoming ill or being injured at school our first priority is to notify you, the parent or guardian. The above procedure would be used, only in an emergency, when we are unable to locate you. Please keep the school informed of your current cell, work and home telephone numbers.

Please fill in, sign and return this letter and the Carstenhof preadmission form to the school. Please supply us with a copy of the ID of the main member of the medical aid and a copy of the medical aid card.

Yours sincerely

J. Richardson
J. Richardson (Mrs)
Principal – Preprimary School

I, _____, parent / guardian of _____ in the _____ group, hereby give permission for the school's management to take my child to the Carstenhof Clinic Casualty Department in the case of an emergency, should I not be able to be contacted.

I will be responsible for the costs thereof.

My medical aid details are as follows:-

Members Surname: _____

Members First Name/s: _____

Medical Aid Scheme Name: _____

Member's Medical Aid No.: _____

Medical Aid Scheme Tel. No.: _____

Dependant's Name: _____

Member's Telephone Numbers: (H) _____ (W) _____
(Cell) _____

SIGNED AT _____ ON THE _____ DAY OF _____ 20____.

SIGNATURE OF PARENT OR GUARDIAN

WITNESSES

The Sagewood Foundation t/a Sagewood School, Registration Number: 1991/003134/08

P.O. Box 3613 • Halfway House • 1685
Tel: 082 326 4713 • Fax: (011) 219 7102

Sagewood Avenue • off Liebenberg Road • Noordwyk • Midrand
E-mail: info@sagewood.co.za • Website: www.sagewood.co.za

Directors: C Edmondson, A. Kale, L.E.J. Lapan, K.C. Motshabi, J.J. Patel*

* Executive



Registered with the Independent Schools Association of Southern Africa

Impilo Patient information form

In case of a pre-admission please fax or hand in at pre-admissions ASAP - fax _____

Should you have any queries please contact reception for assistance on telephone _____

HOSPITAL USE ONLY		
DOCTOR:	SURGERY BOOKED TIME:	TIME OF ARRIVAL:
WARD DETAILS:	BED DETAILS:	PRE-ADMISSION NUMBER:

PATIENT INFORMATION			
PATIENT'S PERSONAL INFORMATION			
IDENTIFIER TYPE: ID NUMBER / PASSPORT NUMBER / ACTION LIFE NUMBER		IDENTIFIER NUMBER:	
SURNAME:		NAME:	INITIALS:
OTHER NAMES:		KNOWN AS:	
TITLE: MR / MRS / MISS / MR / MRS / MS / PROF / DR / V		GENDER: MALE / FEMALE	DATE OF BIRTH:
MOBILE NUMBER: (000) 000 - 0000	WORK NUMBER:	HOME NUMBER:	
PREFERRED METHOD OF CONTACT? MOBILE / WORK / HOME / EMAIL		RECEIVE MARKETING? Y / N	RECEIVE STATEMENTS? Y / N
EMAIL ADDRESS:			
RESIDENTIAL ADDRESS:		POSTAL ADDRESS:	
SUBURB:		SUBURB:	
CITY	CODE:	CITY	CODE:
MARITAL STATUS: SINGLE / MARRIED / DIVORCED	DIETARY PREFERENCE: PROHIBITAN / HALAL / KOSHER / NONE / VEGETARIAN / OTHER		
RELIGION:	CONGREGATION	MINISTER	
EMERGENCY CONTACT (PERSON TO BE CONTACTED IN CASE OF A MEDICAL EMERGENCY)			
SURNAME:		NAME:	
RELATIONSHIP TO PATIENT: CHILD / FRIEND / PARENT / GUARDIAN / RELATIVE / SIBLING / SPOUSE			
MOBILE NUMBER:	EMERGENCY CONTACT'S ADDRESS:		
WORK NUMBER:	SUBURB:		
HOME NUMBER:	CITY:	CODE:	
ALTERNATIVE CONTACT: (PERSON NOT LIVING AT THE SAME ADDRESS)			
SURNAME:		NAME:	
RELATIONSHIP TO PATIENT: CHILD / FRIEND / PARENT / GUARDIAN / RELATIVE / SIBLING / SPOUSE			
MOBILE NUMBER:	ALTERNATIVE'S CONTACT'S ADDRESS:		
WORK NUMBER:	SUBURB:		
HOME NUMBER:	CITY:	CODE:	

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MEDICAL AID INFORMATION (PLEASE RECORD DETAILS AS PER MEDICAL AID CARD)										
MEDICAL AID SCHEME:					PLAN:					
MEMBER NUMBER:				AUTHORISATION NUMBER:						
PRINCIPAL MEMBER SURNAME:					NAME:					
INITIALS:		TITLE: DR / FR / MISS / MR / MRS / MS / PROF / REV			SA ID NUMBER:					
DATE OF BIRTH:			GENDER: MALE / FEMALE		DEPENDANT CODE:					
HOSPITAL VISIT INFORMATION										
ADMISSION DATE:			SURGERY BOOKED DATE:				TIME:			
ADMITTING DOCTOR:					REFERRING DOCTOR:					
ALTERNATE DOCTOR:					GENERAL GP:					
ICD CODE / DIAGNOSIS:										
CPT CODE / PROCEDURE:										
GUARANTOR INFORMATION (PERSON RESPONSIBLE FOR THIS ACCOUNT)										
IDENTIFIER TYPE: ID / PASSPORT / PATIENT LIFE NUMBER / NOT ASSIGNED					IDENTIFIER NUMBER:					
SURNAME:			NAME:			INITIALS:				
OTHER NAMES:					KNOWN AS:					
TITLE: DR / FR / MISS / MR / MRS / MS / PROF / REV			GENDER: MALE / FEMALE		DATE OF BIRTH:					
MOBILE NUMBER:			WORK NUMBER:			HOME NUMBER:				
PREFERRED METHOD OF CONTACT: MOBILE / WORK / HOME / EMAIL					RECEIVE MARKETING? Y / N		RECEIVE STATEMENTS? Y / N			
EMAIL ADDRESS:										
RESIDENTIAL ADDRESS:					POSTAL ADDRESS:					
SUBURB:					SUBURB:					
CITY:			CODE:		CITY:		CODE:			
CLINICAL INFORMATION										
PLEASE PROVIDE A BRIEF DESCRIPTION OF THE SYMPTOMS/COMPLAINTS PRESENT WHEN VISITING THE DOCTOR:										
SHOULD YOU BE SUFFERING FROM DIABETES MELLITUS PLEASE INDICATE WHICH FORM OF CONTROL IS BEING PRACTICED?							TABLETS	INSULIN	DIET	NONE
DO YOU SUFFER FROM ANY OF THE FOLLOWING CHRONIC CONDITIONS/ILLNESS? (PLEASE INDICATE BELOW)										
HYPERTENSION	MULTIPLE SCLEROSIS	CHOLESTEROL	EMPHYSEMA	ASTHMA	EPILEPSY	THYROID DISORDER	LUPUS			
DEPRESSION	HEART FAILURE	PORPHYRIA	OTHER:							

PATIENTS PLEASE TAKE NOTE OF THE FOLLOWING:

- PRIVATE PATIENTS** - A prepayment is required on hospitalisation from patients not covered by medical aid. It is suggested that private patients contact the accounts department prior to admission to establish the estimated hospital cost.
- MEDICAL AID PATIENTS** - Please consult with your medical aid prior to admission obtaining pre-authorisation if necessary. Any short payments by your medical aid will be for your own account.
- MEDICAL AID CARD AND ID BOOK** - Must be produced on admission otherwise patient will be treated as private.
- PRIVATE/SEMI PRIVATE WARDS** - Medical aid patients requesting private wards will be expected to pay the private ward rate on admission. Please note private wards are subject to availability.

I _____ hereby declare that the information I have provided is true and correct and agree to the terms and conditions as set out above.

Patient Signature _____ Date of Signature _____