



**Information for Users of the Electronic
Vermont Asthma Action Plan in Microsoft Word
8/15/07**

1. This version of the Vermont Asthma Action Plan is an alternative to the hard copy three sheet NCR version available from The Vermont Department of Health (VDH) (to request hard versions call VDH at 802-863-7514 or fax request to 802-651-1634). It was created at the request of primary care providers who use electronic medical records. The format is Microsoft Word, using the forms toolbar to create certain features. (**Please note** the electronic version is two separate pages; both pages have items that can be checked off and individualized for the patient, and then printed double-sided for parents and your files.)
2. Providers should remember to:
 - a. Keep a copy of the plan for the medical record
 - b. Give a copy of both sides of the plan to the parent.
 - c. Send the second page to the school and/or childcare (**Note:** experience tells us that giving the plan to the student or parent to give to the school nurse often does not result in the school nurse receiving the plan)
3. Providers need also to remember that signatures are still required where indicated for the parent to authorize exchange of information and for the health care provider to authorize the school nurse to administer medications according to the plan. Practices might want to explore the use of electronic provider signatures.