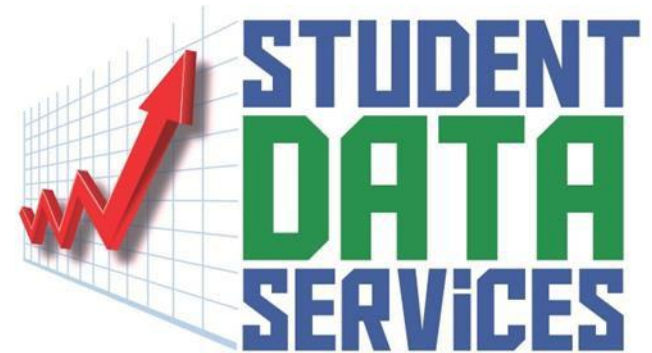




Health Office End User

ESBOCES
October 2025

Goals

- Learn to enter
 - Conditions and Treatments
 - Immunization Records
 - Screening Records
 - Health Office Visits
 - Documents
 - Contact Records
- Learn to enter and track medication counts
- Learn to manage health office visits using the Health Office Calendar
- Review available Reports and report preferences

Conditions

- Conditions are a recurring medical concern for which a student is under a doctor's care. A condition can be temporary (i.e. a broken bone) or ongoing (i.e. food allergies.)
- Search the student---- Health Office----Conditions
- Create a Condition by clicking New Condition
 - *red fields are required
 - All conditions and codes from the ICD10 reference are pre-loaded by Infinite Campus. Narrow the list by entering all or part of the condition name in the Description Search field, or if you already know the ICD10 code, enter all or part of it in the Code Search field. Click the magnifying glass to search. Once found, clicking on the name of the condition pre-fills the Code and Description fields.
 - Enter a start date for the condition, and enter an end date if known.
 - Enter the status of the condition: Resolved, Not Resolved, or Unknown.
 - Enter your initials. You do not have to be marked as a Health care provider in IC to enter your name, and the field takes up to 10 characters.
 - Enter the optional field data (Doctor Name, Phone, etc.)
 - The Flag check box may only be selected if the IC Admin allows this condition to be flagged (in the header and roster.) You will receive an error message if the condition may not be flagged. If you can use the Flag checkbox, enter a User Warning, which will now be required (and visible to all users.)
 - You may also add Instructions, whether or not the condition is flagged, but use caution as all users may see the instructions if the condition is flagged.
 - Add any comments necessary, which will only be visible on this tab and printed reports, and click Save.

Conditions

Conditions are a recurring medical concern for which a student is under a doctor's care. A condition can be temporary (i.e. a broken bone) or ongoing (i.e. food allergies.)

Search the student---- Health Office----Conditions

Conditions ☆

Student #: 4241 Grade: 11 DOB: 01/11/2008 Counselor: Hunter Counselor

Medical Condition(s) Peer Mediator

Save Condition Delete Condition New Condition New Treatment Print

Health Condition Code Search Description Search

*Code J20.9

*Start Date 07/01/2024

*End Date 06/30/2025

*Status N: Not Resolved

*Description Acute bronchitis, unspecified

*Initials JR

Referring Provider Link to Person

Name Dr. Nasa

Credential Suffix

NPI Enum Date

Phone (834) 463 5046

NPI Number

Primary Taxonomy

Flag

User Warning

Check for coughing instructions

Comments

All conditions and codes from the ICD10 reference are pre-loaded by Infinite Campus. Click the magnifying glass to search. Once found, clicking on the name of the condition pre-fills the Code and Description fields.

Note: All red fields are required

Create a Condition by clicking New Condition

Enter a start is mandatory. Enter end date for the condition if known

Enter the status of the condition: Resolved, Not Resolved, or Unknown.

*You should enter the doctors information (Name/Number etc) if known

The Flag check box may only be selected if the IC Admin allows this condition to be flagged (in the header and roster.) You will receive an error message if the condition may not be flagged. If you can use the Flag checkbox, enter a User Warning, which will now be required (and visible to all users.)

Treatments

- Treatments are remedies or actions specific to a condition. Treatments may only be entered once a Condition has been created.
 - Create a new Treatment by clicking on the student's blue Condition link
 - Click New Treatment in the toolbar
 - Enter full or partial codes or description into the Code Search or Description search field, or leave both blank and click the magnifying glass to see the full list. Treatment types are set by IC Admin. Once found, clicking on the name of the treatment pre-fills the Code and Description fields.
 - Enter a start date for the treatment, and enter an end date if known.
 - Enter the status of the treatment: Resolved, Not Resolved, or Unknown.
 - Enter your initials. You do not have to be marked as a Health care provider in IC to enter your name, and the field takes up to 10 characters.
 - Add any comments necessary, which will only be visible on this tab and printed report, and click Save
- Adding a treatment linked to a condition will make the treatment available for this student every time a visit to the health office is recorded within the treatment date range and will allow you to schedule health office visits to administer the treatment as needed
 - Click on the student's blue Treatment link
 - Click Schedule Appointments in the toolbar
 - Set the time, frequency, and date range of the student's appointments
 - Add comments (which will display on all appointments) if necessary
 - Check Cancel previously scheduled appointments if changing time, frequency, or date range for this treatment. Click Save Schedule

Treatments

- When selecting a blue treatment link, the toolbar also offers a Cancel Future Appointments button
 - Click the treatment link
 - Click Cancel Future Appointments
 - Select the “on or after date” for cancellation, click Save
- Treatments contain a link that allows you to record modes of communication specific to the condition/treatment
 - Click on the Treatment link
 - Click New Contact in the toolbar
 - Enter the date
 - Select the appropriate district health care provider that administered Enter Comments (a basic summary of the contact made) and click Save Contact
- Both Conditions and Treatments may be edited or deleted by clicking on the blue link
- There is a print button available on each portion (condition, treatment, contact) of the Conditions tab

Treatments

Treatments are remedies or actions specific to a condition.
Treatments may only be entered once a Condition has been created

Enter full or partial codes or description into the Code Search or Description search field, or leave both blank and click the magnifying glass to see the full list. Treatment types are set by IC Admin. Once found, clicking on the name of the treatment pre-fills the Code and Description fields.

Enter the status of the treatment: Resolved, Not Resolved, or Unknown

Health Conditions

- Acute bronchitis, unspecified
- Medication
- 12/31/2024 medication was ...

Treatment Detail

Code Search Description Search

*Code 60 *Description Medication

*Start Date 07/01/2024 *End Date 06/30/2025

*Status N: Not Resolved *Initials JR

Comments

Create a new Treatment by clicking on the student's blue Condition link
Click **New Treatment** in the toolbar

Enter a start date for the treatment, and enter an end date if known.

Enter your initials. *You do not have to be marked as a Health care provider in IC to enter your name, and the field takes up to 10 characters.*

Add any comments necessary, which will only be visible on this tab and printed report, and click **Save**

You must be in a specific Calendar

Schedule Appointments

Click on the student's blue Treatment link then click Schedule Appointments in the toolbar.

Conditions ☆

Hampton, Jo [A] Student #: 22763 Grade: 10 DOB: 09/02/2004

Medical Condition(s) ENL Test Mods

Save Delete New Treatment New Contact **Schedule Appointments** Cancel Future Appointments Print

Attention-deficit hyperactivity disorder, predominantly hyperactive type

Medication

Save Schedule

Health Conditions

- Acute bronchitis, unspecified
- Medication
 - 12/31/2024 medication was ...

Schedule Appointments

Treatment: Medication

*Date: 01/07/2025 *Appointment Time(s): 09:49 AM

Single Appointment (selected)

Daily: Every 1 Days

Weekly: Every 1 Weeks

Monthly: On Day 1 of every month

Recurrence: Repeat Until Date 06/30/2025

Comments (applied to all appointments)

☒ Cancel previously scheduled appointments

- Set the time and date of the student's appointments
- Set the Frequency of the appointments one time only, daily, weekly or Monthly
- Add comments (which will display on all appointments) if necessary
- Check Cancel previously scheduled appointments if changing time, frequency, or date range for this treatment.
- Click Save Schedule

New Contact

You can add a comment that will show up under the treatment

You can add a note to say the treatment was given or there was an issue with the treatment.

If you add a new contact, it will override the last one.

Save Contact

Delete Contact

New Contact

Print

Health Conditions

Acute bronchitis, unspecified

Medication

12/31/2024 medication was ...

Contact Detail

*Date

12/31/2024

*Handled By

Walker, Noah

*Comments

medication was administered

Immunizations

- Immunizations work on a save-and-view basis. It records the information entered and compares it against the pre-loaded NYS Immunization Rules for School Entry per school year
 - Compliance is sometimes compared against the student grade level. If the student is not being viewed in the correct school year, some compliance labels may display inaccurately. i.e., a pre-K student rolled forward into K may not show the correct compliance labels until the user changes the calendar year for the student to be evaluated as a kindergartner
- The release pack installed in your database determines which year's compliance statuses are being displayed
 - Click the +plus sign next to the vaccine to enter the student's immunization date
 - Enter the date of administration in the Shots field. More fields will display after the Save button is clicked
 - If no shots were administered, yet the student was granted a waiver, select the waiver type in the drop-down and enter date [granted] and expires date as necessary. Click Save
 - Waiver types are set by IC admin
- After Save is clicked, Campus will display the compliance status in the header. Statuses are: Compliant, Non-compliant, No Requirement, and In Grace Period, and Exempt
 - Exempt will be applied when a waiver type is entered
- A print button is available on this screen

Immunizations

Immunizations work on a save-and-view basis. It records the information entered and compares it against the pre-loaded

NYS Immunization Rules for School Entry per school year

The release pack installed in your database determines which year's compliance statuses are being displayed

The screenshot shows the 'Immunizations' software interface. At the top, it displays the student's name 'Hampton, Jackie J', 'Student #: 22764', 'Grade: 9', and 'DOB: 09/03/2001'. Below this are 'Save' and 'Print' buttons. The main section is titled 'Immunization Summary' and lists various vaccines with their compliance status. A red banner at the top of the summary states '*** No vaccine doses on record. ***'. The vaccines listed are: Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP) - Non-compliant; Polio [IPV, OPV] (code:Polio) - Non-compliant; Measles-Mumps Rubella [MMR] (code:MMR) - Non-compliant; Hepatitis B [Hep B] (code:HepB) - Non-compliant; Haemophilus influenza, type B [Hib] (code:Hib) - No Requirement; Pneumococcal (PCV) (code:PCV) - No Requirement; Varicella (code:Varicella) - Non-compliant; Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap) - Non-compliant; and Meningococcal(MenACWY) (code:MenACWY) - Non-compliant. Below the summary, there are sections for each vaccine type, including 'PPD (code:Other)', 'Prevnar (code:Other)', 'Tine (code:Other)', 'Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)', 'Tetanus-diphtheria [Td] (code:Td)', 'Polio [IPV, OPV] (code:Polio)', 'Measles-Mumps Rubella [MMR] (code:MMR)', and 'Measles-Mumps-Rubella-Varicella [MMRV] (code:MMRV)'. Each section has a 'Shots' field and a 'Waiver' dropdown menu. The 'Waiver' dropdown for the first section is currently set to 'Religion'.

Vaccine	Code	Compliance Status
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	code:DTaP-DTP	Non-compliant
Polio [IPV, OPV]	code:Polio	Non-compliant
Measles-Mumps Rubella [MMR]	code:MMR	Non-compliant
Hepatitis B [Hep B]	code:HepB	Non-compliant
Haemophilus influenza, type B [Hib]	code:Hib	No Requirement
Pneumococcal (PCV)	code:PCV	No Requirement
Varicella	code:Varicella	Non-compliant
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	code:Tdap	Non-compliant
Meningococcal(MenACWY)	code:MenACWY	Non-compliant

You can check to see if a student is compliant. Not compliant or if the vaccine is not required.

You need to fill out the dates that the student had their immunizations

A student can receive waiver. You would select the reason from the drop down Such as Religion, medical etc

- Vaccination rules are regulated by NY state.
- Depending on what release version your district is on, will determine if the rules are current or not.
EX: Version2507: updated the Hep B Vaccine rules for Compliance.

*Make sure to save

Immunizations

**Immunizations** ☆

Anderson, Jack A  Grade: 10

 Medical Condition(s)  H

 Save  Print 

Immunization Summary
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]
Tetanus, Diphtheria and Acellular Pertussis [Tdap]
Polio [IPV, OPV] (code:Polio)
Measles-Mumps Rubella [MMR] (code:MMR)
Hep B (code:HepB)
Varicella (code:Varicella)
Meningococcal (code:MCV4)
Haemophilus influenza, type B [Hib] (code:Hib)
Hepatitis A [Hep A] (code:HepA)
PPV (code:PPV)
Tuberculosis [BCG] (code:Other)
Mumps (code:Mumps)

Anderson, Jack A
ID: 662478 Grade: 10
Birthday: 10/12/2007

Immunization Summary Report
Plainview Schools

08/16/2022 02:57:48 PM
Page 1 of 2

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] - Non-compliant
Shots

Tetanus-diphtheria [Td]
No doses of this vaccine.

Tetanus, Diphtheria and Acellular Pertussis [Tdap] - Non-compliant
No doses of this vaccine.

Polio [IPV, OPV] - Non-compliant
No doses of this vaccine.

No Requirement
No Requirement
Compliant
In-Progress

☒ **Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)**
Shots

Waiver
Date:
Expires:

☒ **Tetanus-diphtheria [Td] (code:Td)**

☒ **Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap)**

Screenings

- Screenings work on a save-and-view basis. Screenings can save any data entered in the tab, but choosing the proper screening Type is necessary for retrieval in reports.
- To edit information in an existing screening, click on the existing record
- To add information to an existing record, click Add Follow Up
- Print prepares a screening summary report for the student, using All, Selected Year, or Selected Screening

Screening Detail

*Date: 12/31/2024 *Type: Social-Emotional

Comments

☐ Sports Physical
☐ Height/Weight and Vital Signs
☐ Vision
☐ Hearing
☐ Early Childhood Screening
☐ Child and Teen Checkup
☐ Developmental
☒ Social-Emotional

Screening Date: 12/31/2024 Test Type: O: Other Score: 20 Status: F: Failed, needs follow-up
 Location: W: Wellness Center
 Comments: A psycho-social was completed. Therapy sessions will be set up as per mother
 Created: 12/31/2024 by BOCES, ES
 Modified: 01/07/2025 by BOCES, ES

Follow-ups			
Date	Follow-up	Type of Contact	Staff
01/03/2025	Follow-up	Doctor's note	BOCES, ES

Add Follow-up

☐ Speech
☐ Tuberculosis
☐ Scoliosis
☐ Dental
☐ Lead Level
☐ Concussion

Note: Each Screening has different fields to be filled out.

If the type of screening you completed does not show up in the drop down:

- Go to Core Attribute Dictionary
- Health Screenings.
- Test Type– then add the screening type.

** this would have to be completed by staff with rights to modify the Core Attribute Dictionary

Medications

- The Medications tab enables the health care provider to receive, administer, refill, reduce, and track medication counts for a student. An appointment scheduler identical to the Treatment appointment scheduler is available
 - Select a calendar in the header
 - Click New
 - Recorded by must be a health care provider, using the same rules and protocol as the Health Office Visits tab
 - Date Submitted is auto-filled but may be altered
 - Medication Name must be selected (it is not a free-text box).
 - Medication Form must be selected (it is not a free-text box).
 - Medication Strength is the numeric value associated with the medication
 - Amount per Dose is the strength the student is supposed to receive each time the medication is administered
 - Dose Measurement is a free-text box and should be written to match the medication (milliliters, grams, etc.)
 - Doses Submitted is a five digit numeric field that should be the total number of doses submitted by the parent/guardian/physician/student
 - Remaining Doses is read-only
 - Notification Threshold causes the test of the medication doses to turn red in the tab view when the doses available are at or below this number. It is a visual reminder that the student is running low and contact should be made to receive more

Medications

- Fill pertinent non-required fields
 - Add directions for use per doctor's instruction
 - Add comments/precautions if needed
 - Click Save
- Schedule/Cancel Appointments buttons display when medication detail is saved and expanded
 - Use same methods as Treatment area
- Refill Medication button displays when medication detail is saved and expanded
 - Basic data about medication is pre-filled/read-only. Recorded by, Refill Dose Count and Comments may be edited. This prevents duplicate medication records from being created, and saves entry time
 - Click Save
- Reduce Dose Count button displays when medication detail is saved and expanded
 - Medication number may be reduced without administering a dose to the student
 - Enter the number of doses being subtracted in Reduce Dose Count by field
 - Select a Dose Reduction Reason
 - Select Recorded By if not pre-filled with correct name
 - Add comments to explain reason if needed
 - Click Save
- When medications are administered in an appointment or a non-scheduled health office visit, the count of medication is reduced by DOSE number

Medication

Once you fill out the fields and click save,
The Medication will show up under the Schools name, under the medication tab.
If you click the medications name, you will be able to view the medication information.

**Medications** ☆

Hampton, Jo  Student #: 22763 Grade: 10 DOB: 09/02/2004

 Medical Condition(s)  ENL Test Mods

 Save  New  Reduce Dose Count  Delete  Schedule Appointments  Cancel Future Appointments  Refill Medication

Medications

- 24-25 Christine Test HS
 - ADDERALL XR 50 MG Capsule (25/25)

Medication Detail

***Recorded By**
Sokoloff, Christine

***Medication Name**
ADDERALL XR

***Medication Strength**
50 MG

Route
S. Oral

***Doses Submitted**
25

***Date Submitted**
09/03/2024

***Amount per Dose**
1

Status
1: Daily

Remaining Doses
25

End Date
06/30/2025

***Medication Form**
Capsule

***Dose Measurement**
PILL

Classification
Notification Threshold
10

Rx Date
01/29/2025

Rx Number

Expiration Date
01/29/2025

Pharmacy Name
cvs

Prescribing Doctor
Dr sachi

Directions for use

Pharmacy Phone
(831) 656-9485

Doctor Phone
(831) 762-5398

Comments/Precautions

Created Date
01/29/2025

Modified Date
01/29/2025

Created By
Ratl, JoAnn

Modified By
Ratl, JoAnn

Health Office Visits

- Navigate to Archived Visits Report allows you to print information from the Deprecated Health Office tab.
 - Enter the date range and generate the report. If the student doesn't have records within the date range, the report will be blank. If the date range encompasses visit dates stored in the current [active] tab, those visits will NOT report as part of the archive
- Health Office Visits records information details for each time the student visits the health office
 - Select a calendar in the header
 - Create a visit by clicking New
 - Date and Time are pre-filled
 - Date and time may be altered, but if the date occurs outside of the header's selected calendar, the visit will still report under the selected calendar
 - Recorded by is auto filled using your user identity.
 - Health care providers for this calendar are designated in Census> People> District Assignments, Health checkbox. Some districts will only allow health care providers to record health office visits. Other districts allow users to record information on behalf of the health care provider. If this is the case, it's strongly suggested that the health personnel enter their own identifying information in the Visit Comments box.
 - The student record may be saved after these three required fields are completed, and entry may be completed at a later time if necessary

Health Office Visits

- Add:

- Appointment: If the visit is a planned appointment, one of the two radio buttons must be selected to indicate if the student received the planned medication or treatment
- Complaint: This is the malady that prompted the student's visit to the health office. If the visit was a planned appointment (i.e. to receive medication) the complaint isn't necessary
- Observation: This is what the health care provider determines about the state of the student. Some observations are directly linked to specific complaints. This is determined by the IC Admin
- Intervention: This is the action taken by the health care provider to remedy the complaint. Some interventions are directly linked to specific complaints. This is determined by the IC Admin
- Medication: Linked directly to the student's medication tab. If the student doesn't have a medication record, the drop-down will be blank. The field to the left of the drop down is for the number of doses administered. The field allows for six digits without decimals
- Treatment: Linked directly to the student's conditions tab. If the student doesn't have a treatment record, the drop-down will be blank.
- Discharge: The disposition of the student upon leaving the health office. There is a comment box to elaborate on the student's discharge status, but an item must be selected from the drop-down for this record to save
- Discharge Time: Click Now to auto-fill with time now, or hand-enter in HH:MM format
- Record Complete: Checking this box displays a lock icon in the student's Health Office Visits tab for this record, and moves the student's visit into the Complete column of the Health Office Calendar
- Click Save whenever exiting the record, whether completed or not

Health Office Visits

- To print one specific visit's details, open the record and click Print
- To print all of the visits for a student, click Print All
 - A student's Health Office Visits are calendar-specific, so a user will not receive a record of multiple calendars' visits, even if that user has access to All Calendars in the header. To print records from multiple calendars, the header selection must read from one calendar

Office Visits ☆

Hampton, Jo Student #: 22763 Grade: 10 DOB: 09/02/2004

Medical Condition(s) ENL Test Mod

Save Delete New Print Print All

☐ Record Complete

*Date: 03/10/2025

*Time: 12:13 PM

*Recorded By: Rali, JoAnn

Referred by:

Discharge Time: Now

Appointment: ☐ Student was here for appointment ☐ Student did not show up

Visit Comments:

Complaint(s)

✕ Complaint: Comments:

Observation(s) ☐ Add Observation

✕ Comments:

Intervention(s) ☐ Add Intervention

✕ Comments:

☐ Add Complaint

☐ Add Medication Dose ☐ Add Discharge ☐ Add Treatment

Medication Dose(s):
✕ 1

Treatment(s):
✕

Discharge(s):
✕

Comments:

Health Office Visit

Date: 01/08/2025

Time: 09:41 AM

Discharge Time: 01/08/2025 10:00

Appointment: Student was here for appointment

Recorded by: Walker, Noah

Referred By:

Visit Comments:

Medication Dose(s):

Name: AMOXICILLIN Dose Given: 1

Medication Form: Pill Route: Oral

Strength: 50 MG Direction:

Amount per dose: 1 Dose Measurement: PILL

Treatment(s):

Description: Acute bronchitis, unspecified - Medication

Discharge(s):

Discharge 1 Description: Returned to Class

Discharge 1 Comments:

Documents

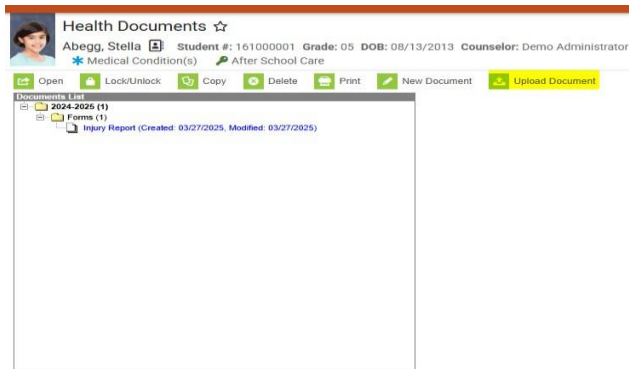
- Campus allows users to upload .pdf, .txt and .doc, and documents to the student tab/file
 - Click Upload Document
 - Give the document a name and alter the date if necessary, add comments if necessary
 - Browse the document and click Save
 - Campus enables documents that read fields from the database and allow for interactive use
 - Documents must be opened through Adobe Reader in the browser, and popups must be enabled to receive the “form saved” confirmation message
 - Blank Forms are read-only and can be printed or saved as pdf in the Document tab
 - Documents that have been created by the Campus Admin can be selected and filled/saved to the Document tab*
 - Click New Document
 - Check “Create New Simple Form”
 - Select a form
 - Link it to an Enrollment
 - Click Create Document
 - If the document is in a fillable format, enter data as necessary
 - Click Save within the form, wait for the confirmation popup
 - To Copy, Print, or Delete an existing document, expand the +plus sign in the appropriate year, highlight the document name, and click the button in the toolbar
 - To edit an existing document, expand the +plus sign in the appropriate year, highlight the document name, and click Open. Not the popup that indicates the form will save under the “modified” date
- *both Chrome and Firefox also save the document to the local computer. Campus now pops up a warning message asking the user to located the saved file and remove it from the disk

Documents CTD

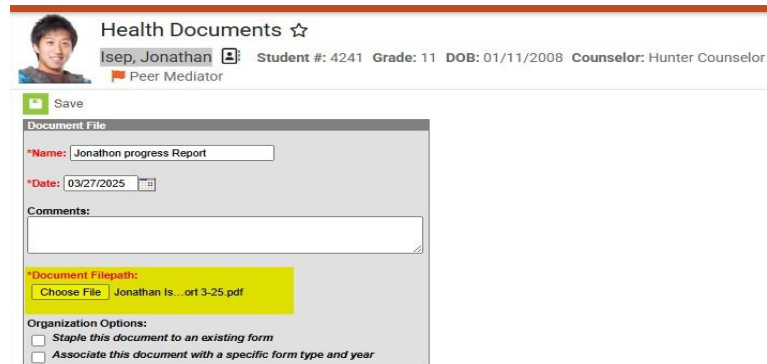
When you select a new Document:

** the user will have access too forms that the district has set up and established.

When you click upload Document:



You click choose file
Double click the file that you want



Contact Log

- Record student-specific notes about communication with others
 - Click New
 - Date and Time are pre-filled, but may be altered
 - Select type of contact made
 - Contact: field for name of person being contacted
 - Details: summary of contact made
 - Click Save
- Print allows for a date range, printing of a specific type of contact, recipients or user.
- Contact Log records do not tie to other tabs in the Health area, and therefore are much easier to delete than other records. A warning box will appear when Delete is clicked

The screenshot displays the 'Health Contact Log' interface. At the top, there is a header bar with a user profile icon, the title 'Health Contact Log', and a star icon. Below this, student information is shown: 'Hampton, Jo', 'Student #: 22763', 'Grade: 10', and 'DOB: 09/02/2004'. There are also links for 'Medical Condition(s)' and 'ENL Test Mods'. On the right side of the header, there is a link for 'Student Information'.

The main content area features a table with the following columns: 'Contacted Ab...', 'Module', 'Contacted By', 'Contacted', 'Contact Type', 'Date/Time', and 'Details'. A single record is listed in the table:

Contacted Ab...	Module	Contacted By	Contacted	Contact Type	Date/Time	Details
Hampton, Jo	Health	Rall, JoAnn	Angela Hampton	Meeting	01/29/2025 09:22 AM	A meeting was held to discuss observed side effects of Jo's medication.

At the bottom of the interface, there are two buttons: 'New' and 'Print'. In the bottom right corner, there is a 'Feedback' button with a speech bubble icon.

Managing Visits Using the Health Office Calendar

- Health Office Calendar gives a condensed view of the day's activity in the health office. Scheduled appointments, walk-ins, and completed records are arranged by time and date for a quick view of completed and pending activity.
 - Select a calendar in the header
 - Health> Health Office Calendar
 - Date is pre-filled, alter if needed
 - Students are arranged as blue links in the Scheduled, In-Progress and Complete columns
 - Click on a student name to open their visit detail
 - A student search field is available to locate walk-in students, partial searches are possible
 - This view allows the user to ensure all records are marked “record complete” [locked] by end-of-day

Note: If you state that a student did not show up for an appointment.

It is important to click Remove Dose, so the medication count does not get deducted.

* If the Student shows up for another appointment on the same day- you will have to add the medication back in to the visit.

Health Office Calendar ☆

Health Office Visits Calendar

Health Office > Health Management > Health Office Calendar

This tool allows you to manage your health office from the perspective of time. Students appear on this screen once they have a Health Visit entry for the Date selected.

The students are grouped into three categories: Scheduled, In Progress and Complete. Students who've been scheduled using the Appointment Scheduler will appear in the column until the record has been modified. Students appear under In Progress when their record has not yet been marked Complete. Once the record is marked Complete the student will appear in the rightmost column.

Date: 01/23/2025

Change Date

Print

	Scheduled	In Progress	Complete
6 AM			
7 AM			
8 AM			
9 AM			
10 AM	10:28 AM Jo Hampton		
11 AM			
12 PM			12:37 PM Jo Hampton
1 PM			
2 PM			
3 PM			
4 PM			
5 PM			
6 PM			
7 PM			
8 PM			
9 PM			
10 PM			

Reports

- Archived Health Visits - same report as in student tab
- Health Screenings Compliance - audits whether or not students have completed a screening type
 - Select student group, and “Effective Date” for completion status
 - Select a date range and the screenings to be audited, and whether you’re looking for students who do or do not have the selected type(s)
 - Choose a sort and calendar(s) to search
- Immunization Batch - a one-page-per-student immunization record snapshot
 - includes compliance status for each state-mandated vaccination
- Immunization Summary - gives any combination of compliance totals per selected grade level(s) by count, percentage, or dose counts per grade level
- Immunizations - a summarization with detail for a specific combination of immunization type(s) and compliance status(es)
 - Select student group, and “Effective Date” for completion status
 - Select vaccine(s) to be audited
 - Select status(es) to view

Reports

- Health Alert Summary - extracts old “medical” flag health alerts
 - “medical” flags are deprecated, and all new alters being entered must go through the Conditions tab
 - A calendar must be selected to run this report, but will run a district-wide report when “Include Calendars” checkbox is un-checked
- Health Condition Summary - gives a summary (non-student-specific, no user warning detail) overview of the conditions that are flagged within the selected type(s), calendar(s) and date range
 - A calendar must be selected to run this report, but will run a district-wide report when “Include Calendars” checkbox is un-checked
- Medication Summary - audits the amount medication that submitted to the health office within a date range. Contains student-specific information, and allows user to audit current medication counts (remaining doses)
 - Select a calendar in the header
 - Select student(s)
 - Select which medications to audit
 - Enter dates
 - Select calendar(s) for the student’s enrollment
 - Select sort option

Reports

- Health Office Visit - a full-detail report of the Health Office Visits that have taken place by building(s) on the given date or within a date range
 - Select a building
 - Select a date or range
 - Select sort
- Health Condition Alerts - provides alert information for active conditions within a date range
 - Select a calendar in the header
 - Select condition(s) to be searched
 - Select condition flag type(s) to be searched
 - Filter student list by ad hoc (optional)
 - Select a date range
 - Note that conditions must be both flagged and active within the date range to be eligible on the report
 - Check whether or not to Include Detail
 - Checking this box will display User Warning and Instruction detail from the student tab. Un-checking this box will result in a report similar to the Health Condition Summary report
 - Select sort option
- Generic Immunization Extract - same as the Immunizations report, except alternate/multiple calendars may be selected and student census information may be removed from display



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