

Assigning Student Medical Info Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
4/20/22	Add Hearing Screening	Updated screenshot
1/7/22	Entire document	Review and update
4/27/20	Entire document	Review and update
1/22/20	Entire document	Review and update
2/11/19	Entire document	Update screenshots

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Before Assigning Medical Info to Students: Verify that all necessary codes and parameters are defined properly before entering student medical information. If you are confident that these steps have been properly completed previously, then you may continue to the section “Assigning Medical Info to Students.” *Unless otherwise noted, see StudentInformation Student Medical Guide for details.*










- Define Common Medications** – Verify that all necessary Common Medications have been defined.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Common Medications

Common Medications Maintenance

From this screen, you can display, add, change and delete common medications.

[Add Common Medications](#)

		Code	Name ▲	Active
		INSU	Insulin	
		RIT	Ritalin	
		TYLE	Tylenol	

Show Active Only

- Define Common Immunizations** – Verify that all necessary Common Immunizations have been defined.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Common Immunizations

Common Immunization Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to predefined immunizations.

[Add Immunization Code](#)

	Code	Name ▲	Active
	CPOX	CPOX	
	DPT	DPT	
	HEP	HEP	
	HIB	HIB	
	MEAS	MEAS	
	MMR	MMR	
	MUMP	MUMP	
	OPV	OPV	
	RUB	RUB	
	TB	TB	

Show Active Only

- Define Care Type Codes** – Verify that all necessary Care Type Codes have been defined. These will appear as options on the Student Medical Health Log.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Care Type Codes

Care Type Code Maintenance

From this screen, you can display, add, change and delete care type codes.

Add Care Type Code

		Code	Name ▲	Description	Active
		Antb	Antibiotic Ointment	Antibiotic Ointment	●
		Basc	Basic Care	Basic Care	●
		Eye	Eye Observation	Eye Observation	●
		Fem	FeminineCare	FeminineCare	●
		Hlth	Health Ed Counsel	Health Ed Counsel	●
		Lice	Lice Care	Lice Care	●
		Med	Medication Required	Medication Required	●
		Mth	Mouth Care	Mouth Care	●
		Nbld	Nose Bleed Care	Nose Bleed Care	●
		Rchk	Recheck	Recheck	●
		Rest	Rest Or Observation	Rest Or Observation	●
		RICE	RICE Care	RICE Care	●
		Slng	Sling Splint	Sling Splint	●
		Stng	Sting Wipe	Sting Wipe	●

Show Active Only

- Define Disposition Codes** – Verify that all necessary Disposition Codes have been defined. These will appear as options on the Student Medical Health Log.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Disposition Codes

Disposition Codes
 From this screen, you can display, add, change and delete disposition codes.

[Add Disposition Code](#)

		Code	Name ▲	Description	Active
		CLAS	Student returns to class	Student returns to class	●
		HOME	Student sent home	Student sent home.	●
		ER	Student taken to the ER	Student taken to the Emergency Room	●

Show Active Only

- Define Health Log Reason Codes** – Verify that all necessary Health Log Reason Codes have been defined. These will appear as options on the Student Medical Health Log.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Health Log Reason Codes

Health Log Reason Codes
 From this screen, you can display, add, change and delete health log reason codes.

[Add Reason Code](#)

		Code	Name ▲	Description	Active
		FEVR	Fever	Fever	●
		HEAD	Headache	Headache	●
		INJ	Injury	Injury	●
		STOM	Stomach Ache	Stomach Ache	●

Show Active Only

- **Define Student Medical Defaults** – Verify that all necessary Medical Defaults have been defined. These will appear on the following health screenings: Growth Screening, Health Log, Hearing Screening, Scoliosis Screening, and Vision Screening.

Navigation: StudentInformation – SIS – Medical – Student Medical Defaults

Student Medical Defaults

Growth Screening Defaults

Set Default Blood Pressure

Health Log Defaults

Set Default Location

Set Default Care By

Hearing Screening Defaults

Set Left Ear Default

Set Right Ear Default

Scoliosis Screening Defaults

Set Default Result Code

Vision Screening Defaults

Set Default Right Eyesight

Set Default Left Eyesight

Set Default Muscle Balance Near

Set Default Muscle Balance Far

Assigning Medical Info to Students: Follow these steps to add medical information to a student's record as necessary in StudentInformation.

NOTE: The Student Medical module is an optional part of StudentInformation. Therefore, users need only complete steps relevant to features they wish to utilize. *Unless otherwise noted, see StudentInformation Student Medical Guide for details.*

Add Medical Alert – If a student has a medical condition that requires special attention, you may wish to add a Medical Alert to make staff aware of the student's condition. The student must be selected to add specific information. The **Medical Alert** icon (red cross) will be displayed in the student's context area. The **Life Threatening Medical Alert** icon (red cross in a white background) will also display in the student's context area identifying the student has a life threatening condition.

Note: Private Notes can be added for a Medical Alert condition. Private Notes are not sent to GradeBook.

Note: Only Active Medical Alerts with current Starting Date and Ending Date are sent to GradeBook.

Navigation: StudentInformation – SIS – Student – Medical – Medical Alerts

Medical Alerts									
From this screen, you can display, add, change and delete data pertaining to the medical alerts of students.									
<input type="button" value="Add Medical Alert"/>									
	Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
	Feb 11, 2019	Peanut Allergy		1	Jan 01, 2019		amy		
	Feb 11, 2019	Bee Sting Allergy	Student needs immediate medical attention	1	Jan 01, 2019		amy		
<input checked="" type="checkbox"/> Show Active Only									

- Add Medical Contacts** – Add or edit a Student Contact record and mark the Medical Contact checkbox.

(To Add or Edit a contact) Navigation: StudentInformation – SIS – Student – Contacts Summary

(View-only medical contacts; Edit contacts through the Student Contacts Summary screen above) Navigation: StudentInformation – SIS – Student – Medical – Medical Contacts

Medical Contacts

From this screen, you can view student contact information.

Mother	Father
Kelly Smith	Earl Smith
Mobile: (111) 111-1111 Mobile: (222) 222-2222	

- Add Health Log Entries** – To track care given to a student, make entries into the student’s Health Log.

Navigation: StudentInformation – SIS – Student – Medical – Health Log

Student Medical Health Log

From this screen, you can display and add data pertaining to a student’s logged visits to the school health clinic.

	Date of Visit	Reason for Visit	Time In	Time Out	Cared By	Temperature	Contacted	Comments	Care Given	Disposition	Reason	Reason Comments	Note Sent Home	Note to Teacher	Accident Report
🗑️ 🔍 ✎️	2/11/2019	Illness	01:00 PM	01:30 PM	C. CASE				Rest	Student returns to class	HEAD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Show Visits from All Years

- Add Student Medication** – Add information about medications a student may require. Options come from the Common Medications page, or you can enter a medication name.

Navigation: StudentInformation – SIS – Student – Medical – Student Medication

Student Medication									
From this screen, you can display, add, change and delete data pertaining to student medications.									
<input type="button" value="Add Medication"/>									
	Date Received	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date	Active	
	Feb 11, 2019		Antibiotic	1 tablet at noon with lunch	Dr. Smith		Feb 20, 2019	●	
<input type="checkbox"/> Show Active Only									

- Add Vision Screening** – Add results from a student’s vision screening.

Navigation: StudentInformation – SIS – Student – Medical – Vision Screening

Vision Screening										
From this screen, you can display, add, change and delete data pertaining to the vision screening of students.										
<input type="button" value="Add Screening"/>										
	Exam Date	Glasses / Contacts	Eyesight	Plus Lenses	Nearsighted / Farsighted	Muscle Balance	Color Blindness	Stereopsis	Referral Date	Comments
	Feb 01, 2019	N	R - 20/20 L - 20/20	N	Near - P Far - P	Near - N Far - N	N	N		

- Add Scoliosis Screening** – Add results from a student’s scoliosis screening.

Navigation: StudentInformation – SIS – Student – Medical – Scoliosis Screening

Scoliosis Screening

From this screen, you can display, add, change and delete data pertaining to the scoliosis screening of students.

Add Screening

		Exam Date ▼	Result Code	Comments
		Feb 01, 2019	P	

- Add Dental Screening** – Add results from a student’s dental screening.

Navigation: StudentInformation – SIS – Student – Medical – Dental Screening

Dental Screening

From this screen, you can display, add, change and delete data pertaining to student dental exam records.

Add Screening

		Exam Date ▼	Private Exam	Mouthwash	Referral Date	Special Services Rendered	Findings
		Feb 01, 2019	<input type="checkbox"/>	<input type="checkbox"/>		x-ray	no cavities

- Add Growth Screening** – Add results from a student’s growth screening.

Navigation: StudentInformation – SIS – Student – Medical – Growth Screening

Growth Screening

From this screen, you can display, add, change and delete data pertaining to the growth of students.

[Add Screening](#)

		Height	Weight	BMI	Blood Pressure	Exam Date ▼	Comments
		62.0	110	20.1	120/80	Feb 01, 2019	

Note: The BMI value is an auto-calculated field based on the values entered in the Height and Weight fields.

- Add Hearing Screening** – Add results from a student’s hearing screening.

Navigation: StudentInformation – SIS – Student – Medical – Hearing Screening

Hearing Screening

From this screen, you can display, add, change and delete data pertaining to the hearing of students.

[Add Screening](#)

		Exam Date ▼	Right Ear	Left Ear	Comments
		Oct 06, 2015	P	P	
		Sep 18, 2013	P	P	
		Sep 05, 2012	P	P	
		Mar 16, 2011	P	P	

- Add Physical Screening** – Add results from a student’s physical screening.

Navigation: StudentInformation – SIS – Student – Medical – Physical Screening

Physical Screening

From this screen, you can display, add, change and delete data pertaining to student physical exam records.

Add Screening

		Exam Date ▼	Referral Date	Comments	Findings	Pass Exam
		Feb 01, 2019				<input checked="" type="checkbox"/>

- Add Immunization** – Add student’s immunization information.

Navigation: StudentInformation – SIS – Student – Medical – Immunizations

Immunizations

From this screen, you can display, add, change and delete data pertaining to student immunization records.

Add Immunization

		Date	Name	Series	Comments	Waiver
		Feb 02, 2015	CPOX			<input type="checkbox"/>
		Sep 01, 2013	DPT	1		<input type="checkbox"/>
		Nov 01, 2013	DPT	2		<input type="checkbox"/>
		Sep 01, 2013	MMR	1		<input type="checkbox"/>
		Feb 02, 2015	MMR	2		<input type="checkbox"/>

- **Download Student Medical History**– Export Student Medical History data in .xls, .csv, or .txt format for external processing. See *StudentInformation EZ Query Guide for details*.

Navigation: StudentInformation – EZ Query – Reports – Download Student Medical History

The screenshot shows the 'Download Student Medical History' interface. At the top, there are three tabs: 'Select District', 'Select School', and 'Filter Criteria'. Below the tabs, there is an information icon and the text 'Select your district, click next to continue.' A dropdown menu is open, showing 'LU - Lucas' with a downward arrow. Below the dropdown is a 'Next >' button.

The screenshot shows the 'Download Student Medical History' interface. At the top, there are three tabs: 'Select District', 'Select School', and 'Filter Criteria'. Below the tabs, there is an information icon and the text 'Select from the schools below, click next to continue.' Under the 'School*' label, there are two lists of schools. The left list contains 'Lucas High School' and 'Lucas Middle School'. The right list contains 'Lucas Elementary School'. There are blue double-headed arrows between the two lists, indicating a selection process. Below the lists are '< Back' and 'Next >' buttons.

Download Student Medical History

Select District
Select School
Filter Criteria

i Select from the filter criteria and choose download options. Click Finish to begin the download.

Student Status

D - DELETED
 I - INACTIVE
 J - JVS FULL T
 N - NON-RES

^ ← →
 v ← →

A - ACTIVE RES

File Download Options

CSV ▾

Download ▾

< Back
Finish

	A	B	C	D	E	F	G	H	I	J
1	SchoolCod	SSN	StudentNu	Status	StudentNa	CommentI	MedicalCo	AlertName	AlertComr	Grade
2	LUES		990123	A	Smith, John			Medical	Asthma	3
3	LUES		990333	A	Jones, Sarah			Medical	Dairy Aller	2
4	LUES		990222	A	White, Mary			Medical	Milk Allerg	1

- View Student Medical Information** – View student medical information in the following areas Medical Alerts, Student Medication, Vision Screening, Scoliosis Screening, Dental Screening, Growth Screening, Hearing Screening, Immunizations, and Physical Screening. *See StudentInformation EZ Query Guide for details.*

Navigation: StudentInformation – EZ Query – EZ Students – Medical

Medical									
Medical Alerts									
Date	Alert Description	Priority	Starting Date	Ending Date	Author	Life Threatening			
Feb 11, 2019	Peanut Allergy	1	Jan 01, 2019		amy				
Feb 11, 2019	Bee Sting Allergy	1	Jan 01, 2019		amy	▲			
Student Medication									
Date Received	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date			
Feb 11, 2019		Antibiotic	1 tablet at noon with lunch	Dr. Smith		Feb 20, 2019			
Vision Screening									
Exam Date	Glasses / Contacts	Eyesight	Plus Lenses	Nearsighted / Farsighted	Muscle Balance	Color Blindness	Stereopsis	Referral Date	Comments
Feb 01, 2019	N	R - 20/20 L - 20/20	N	Near - P Far - P	Near - N Far - N	N	N		
Scoliosis Screening									
Exam Date	Result Code	Comments							
Feb 01, 2019	P								
Dental Screening									
Exam Date	Private Exam	Mouthwash	Referral Date	Special Services Rendered	Findings				
Feb 01, 2019	<input type="checkbox"/>	<input type="checkbox"/>		x-ray	no cavities				
Growth Screening									
Height	Weight	BMI	Blood Pressure	Exam Date	Comments				
62.0	110	20.1	120/80	Feb 01, 2019					
Hearing Screening									
Exam Date	Left Ear	Right Ear	Comments						
Feb 01, 2019	P	P							
Immunizations									
Date	Name	Comments	Waiver						
Feb 02, 2015	CPOX		<input type="checkbox"/>						
Feb 02, 2015	MMR		<input type="checkbox"/>						
Nov 01, 2013	DPT		<input type="checkbox"/>						
Sep 01, 2013	DPT		<input type="checkbox"/>						
Sep 01, 2013	MMR		<input type="checkbox"/>						
Physical Screening									
Exam Date	Referral Date	Special Services Rendered	Findings	Pass Exam					
Feb 01, 2019				<input checked="" type="checkbox"/>					

- Run Health Screening Report (SCRN)** – Run the Health Screening Report (SCRN) in order to produce a list of screening results for a specified time period.

Navigation: StudentInformation – SIS – Medical – Medical Reports – Health Screening Report (SCRN)

- Run Daily Health Log Report (HLOG)** – Run the Daily Health Log Report (HLOG) to view health log entries for a specified time period.

Navigation: StudentInformation – SIS – Medical – Medical Reports – Daily Health Log Report (HLOG)

- Run Student Immunization Report** – Run the Student Immunization Report in order to produce a list of immunizations for a specified time period.

Navigation: StudentInformation – SIS – Medical – Medical Reports – Student Immunization Report

- Run Student Alerts Report** – The student alert report displays all student alerts for students meeting the specified criteria and having the selected alerts – custody, disability, fees, medical, miscellaneous, pending enrollment, and/or pending withdraw alerts. *See StudentInformation Student and Registration Guide for details.*

Navigation: StudentInformation – SIS – School – Student Reports – Student Alerts (STD_ALERT)

- **Medical Reports in the Analytics Hub** - There are 5 Medical reports in the Analytics Hub.
 - **Immunization Matrix** which lists immunization and series information in a visually condensed format for students based on the selected immunization type(s).
 - **Latest Dental Screening** which lists the most recent dental screening results available for each student.
 - **Latest Hearing Screening** which lists the most recent hearing screening results available for each student.
 - **Latest Vision Screening** which lists the most recent vision screening results available for each student.
 - **Student Immunization Summary** which lists a single-page immunization summary for each student.