



**ProgressBook
StudentInformation Student
Medical Guide**



StudentInformation

ProgressBook StudentInformation Student Medical Guide

(This document is current for v21.3.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Student Medical Guide* have been made.

Product Version	Heading	Page	Reason
21.3.0	<i>"Maintain Student Health Screening Records"</i>	50	Updated Hearing Screening screen and related text for new column order.
18.1.0	Entire Guide	N/A	Updated images to reflect new UI.
17.2.0	<i>"Maintain Student Medical Alerts"</i>	32	Updated images and text to reflect new Life Threatening icon and new UI.
17.2.0	<i>"Maintain Student Immunization Records"</i>	43	Updated images to reflect new default sort order and new UI.
17.2.0	Entire Guide	N/A	Updated inactive icon.

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Overview

You can use StudentInformation to manage the medical records of your students; maintain medical contact information; create medical alerts; track medications, screenings and visits to the school's health clinic; and run reports.

Refer to the appropriate section as follows:

- For information on maintaining medical codes in StudentInformation, see [“Medical Codes.”](#)
- For information on collecting and recording student medical data, see [“Medical Records.”](#)
- For information on the medical reports available in StudentInformation, see [“Reports.”](#)

Medical Codes

Before you can collect and record medical data for students, you must first set up different types of medical codes. See the appropriate topics as follows:

- To maintain codes for commonly taken medications, see [“Maintain Medication Codes.”](#)
- To maintain codes for common immunizations, see [“Maintain Immunization Codes.”](#)
- To maintain codes describing reasons a student visited the school’s health clinic, see [“Maintain Reason Codes.”](#)
- To maintain codes describing the care a student received at the school’s health clinic, see [“Maintain Care Type Codes.”](#)
- To maintain codes describing how a student was handled or dismissed after the student visited the school’s health clinic, see [“Maintain Disposition Codes.”](#)

Maintain Medication Codes

You can maintain medication codes in StudentInformation in the following ways:

- To enter a new medication code, see [“Add Medication Codes.”](#)
- To edit an existing medication code, see [“Edit Medication Codes.”](#)
- To delete a medication code, see [“Deactivate Medication Codes.”](#)

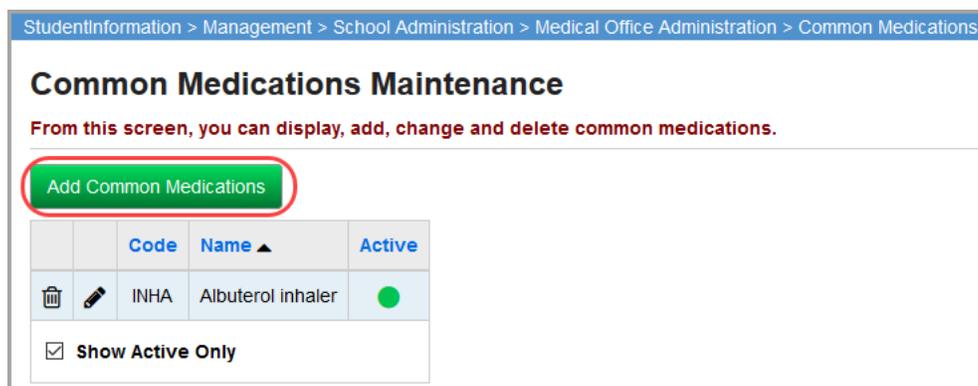
Note: You can create medication codes at the ITC, district, or building level. If

  icons display at the beginning of the row, this indicates the record was created at a higher level, and you can only edit or delete it at that higher level.

Add Medication Codes

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

1. On the **Common Medications Maintenance** screen, click **Add Common Medications**.



The add/edit version of the screen displays.

Medical Codes

2. In the **Code** field, enter a medication code of up to four alphanumeric characters.
3. In the **Name** field, enter the name of the medication.
4. (Optional) If you do not want this medication code to be active at this point, deselect the **Is Active** checkbox.

Note: You cannot use inactive medication codes on new student medical records.

5. Click **Save**. Or, to continue adding medication codes, click **Save and New**.

StudentInformation > Management > School Administration > Medical Office Administration > Common Medications

Common Medications Maintenance

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

Code:*

Name:*

Is Active:

A confirmation message displays, and the new medication code displays in the list.

StudentInformation > Management > School Administration > Medical Office Administration > Common Medications

Common Medications Maintenance

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

The Common Medication saved successfully. X

		Code	Name ▲	Active
		INHA	Albuterol inhaler	
		DS	Diabetes Shot	

Show Active Only

Note: Inactive medication codes (indicated by in the **Active** column) display only if you deselect the **Show Active Only** checkbox.

Edit Medication Codes

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

1. On the **Common Medications Maintenance** screen, in the row of the medication code you want to edit, click .

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
		INHA	Albuterol inhaler	
		DS	Diabetes Shot	

Show Active Only

The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see “Add Medication Codes.”

StudentInformation > SIS > Student > Medical > Student Medication

Student Medication

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

Date Received:* 2/8/2018 

Expiration Date: 

Medication:* Other 

Medication Name: Advil

Dosage:* 1

Doctor: Over the counter

Comments: Provide medication as needed.

Requires Refrigeration:

Is Active:

Save Cancel

A confirmation message displays, and the edited medication code displays in the list.

StudentInformation > Management > School Administration > Medical Office Administration > Common Medications

Common Medications Maintenance

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

The Common Medication saved successfully. 

Add Common Medications

		Code	Name ▲	Active
		INHA	Albuterol inhaler	
		NL	NovoLog	

Show Active Only

Deactivate Medication Codes

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

1. On the **Common Medications Maintenance** screen, in the row of the medication code you want to deactivate, click .

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
		INHA	Albuterol inhaler	●
		NL	NovoLog	●

Show Active Only

A message displays, asking if you are sure you want to deactivate the medication code.

2. Click **OK**.

StudentInformation > Management > School Administration > Medical Office Administration > Common Medications

Common Medications Maintenance

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

Are you sure you want to deactivate the following Common Medication?

NL - NovoLog

A confirmation message displays, and the medication code no longer displays in the list if you have the **Show Active Only** checkbox selected.

StudentInformation > Management > School Administration > Medical Office Administration > Common Medications

Common Medications Maintenance

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

The selected Common Medication was deactivated successfully. ✕

[Add Common Medications](#)

		Code	Name ▲	Active
		INHA	Albuterol inhaler	●

Show Active Only

Maintain Immunization Codes

You can maintain immunization codes in StudentInformation in the following ways:

- To enter a new immunization code, see [“Add Immunization Codes.”](#)
- To edit an existing immunization code, see [“Edit Immunization Codes.”](#)
- To delete an immunization code, see [“Deactivate Immunization Codes.”](#)

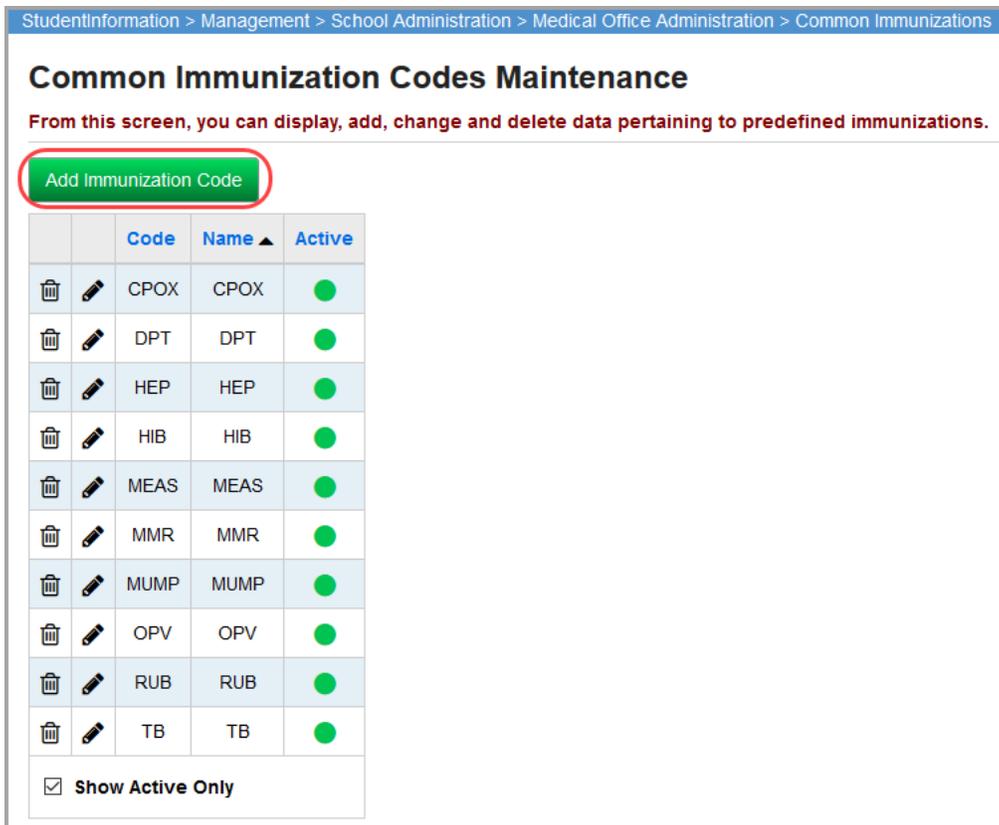
Note: You can create immunization codes at the ITC, district, or building level. If

  icons display at the beginning of the row, this indicates the record was created at a higher level, and you can only edit or delete it at that higher level.

Add Immunization Codes

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

1. On the **Common Immunization Codes Maintenance** screen, click **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

The add/edit version of the screen displays.

2. In the **Code** field, enter an immunization code of up to four alphanumeric characters.
3. In the **Name** field, enter the name of the immunization.

- (Optional) If you do not want this immunization code to be active at this point, deselect the **Is Active** checkbox.

Note: You cannot use inactive immunization codes on new student medical records.

- Click **Save**. Or, to continue adding immunization codes, click **Save and New**.

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.

Code:*

Name:*

Is Active:

A confirmation message displays, and the new immunization code displays in the list.

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.

The Immunization Code saved successfully. ✕

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	●
		TDAP	TDAP	●

Show Active Only

Note: Inactive immunization codes (indicated by ○ in the **Active** column) display only if you deselect the **Show Active Only** checkbox.

Edit Immunization Codes

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

1. On the **Common Immunization Codes Maintenance** screen, in the row of the immunization code you want to edit, click .

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	<input checked="" type="checkbox"/>
		DPT	DPT	<input checked="" type="checkbox"/>
		HEP	HEP	<input checked="" type="checkbox"/>
		HIB	HIB	<input checked="" type="checkbox"/>
		MEAS	MEAS	<input checked="" type="checkbox"/>
		MMR	MMR	<input checked="" type="checkbox"/>
		MUMP	MUMP	<input checked="" type="checkbox"/>
		OPV	OPV	<input checked="" type="checkbox"/>
		RUB	RUB	<input checked="" type="checkbox"/>
		TB	TB	<input checked="" type="checkbox"/>
		TDAP	TDAP	<input checked="" type="checkbox"/>

Show Active Only

The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Immunization Codes.”](#)

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.

Code:*

Name:*

Is Active:

[Save](#) [Cancel](#)

A confirmation message displays, and the edited immunization code displays in the list.

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.

The Immunization Code saved successfully. ✕

[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	
		TD	TD	

Show Active Only

Deactivate Immunization Codes

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

1. On the **Common Immunization Codes Maintenance** screen, in the row of the immunization code you want to deactivate, click .

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	
		TD	TD	

Show Active Only

A message displays, asking if you are sure you want to deactivate the immunization code.

2. Click **OK**.

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.

Are you sure you want to deactivate the following Immunization Code?

TD - TD

A confirmation message displays, and the immunization code no longer displays in the list if you have the **Show Active Only** checkbox selected.

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.

The selected Immunization Code was deactivated successfully. ✕

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

Maintain Reason Codes

When adding a student medical health log record in StudentInformation, you have the option to indicate the reason the student visited the school’s health clinic. The reason codes you set up display as checkbox options on the **Student Medical Health Log**. (See [“Maintain Student Health Logs.”](#)) You can maintain reason codes in StudentInformation in the following ways:

- To enter a new reason code, see [“Add Reason Codes.”](#)
- To edit an existing reason code, see [“Edit Reason Codes.”](#)
- To delete a reason code, see [“Deactivate Reason Codes.”](#)

Note: You can create reason codes at the ITC, district, or building level. If | icons display at the beginning of the row, this indicates the record was created at a higher level, and you can only edit or delete it at that higher level.

Add Reason Codes

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

1. On the **Health Log Reason Codes** screen, click **Add Reason Code**.

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
		CRMP	Cramps		<input checked="" type="checkbox"/>
		HAY	Hay Fever		<input checked="" type="checkbox"/>
		HEAD	Headache		<input checked="" type="checkbox"/>

Show Active Only

The add/edit version of the screen displays.

2. In the **Code** field, enter a reason code of up to four alphanumeric characters.
3. In the **Name** field, enter a name for the reason code.
4. (Optional) In the **Description** field, enter a description of this code.
5. (Optional) If you do not want this reason code to be active at this point, deselect the **Is Active** checkbox.

Note: You cannot use inactive reason codes on new student medical records.

6. Click **Save**. Or, to continue adding reason codes, click **Save and New**.

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.

Code:*

Name:*

Description:

Is Active:

Save Save and New Cancel

A confirmation message displays, and the new reason code displays in the list.

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.

The Health Log Reason Code saved successfully.

Add Reason Code

		Code	Name ▲	Description	Active
		CRMP	Cramps		
		DIZ	Dizzy		
		HAY	Hay Fever		
		HEAD	Headache		

Show Active Only

Note: Inactive reason codes (indicated by in the **Active** column) display only if you deselect the **Show Active Only** checkbox.

Edit Reason Codes

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

1. On the **Health Log Reason Codes** screen, in the row of the reason code you want to edit, click .

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
		CRMP	Cramps		
		DIZ	Dizzy		
		HAY	Hay Fever		
		HEAD	Headache		

Show Active Only

The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Reason Codes.”](#)

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.

Code:*

Name:*

Description:

Is Active:

Save

A confirmation message displays, and the edited reason code displays in the list.

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.

The Health Log Reason Code saved successfully.

Add Reason Code

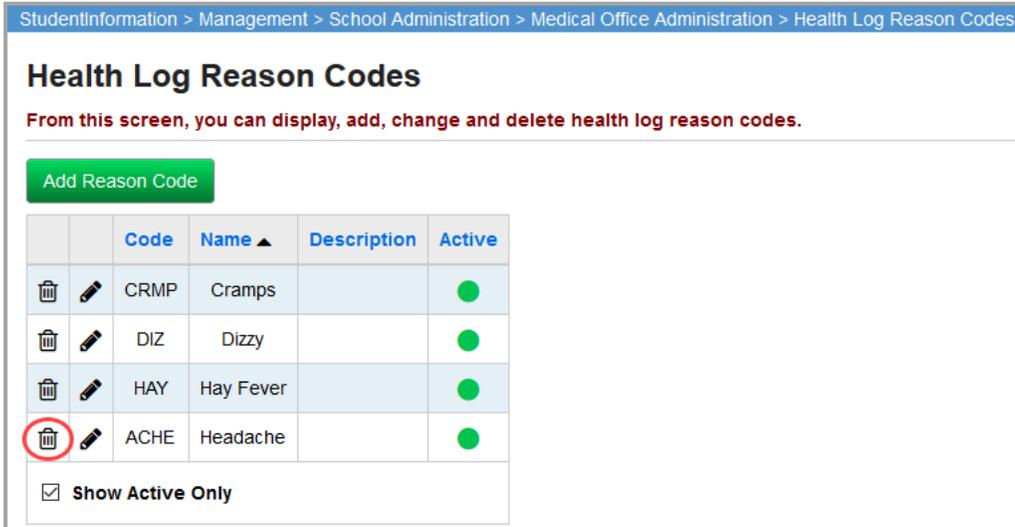
		Code	Name ▲	Description	Active
<input type="button" value="X"/>	<input type="button" value="Pencil"/>	CRMP	Cramps		<input checked="" type="checkbox"/>
<input type="button" value="X"/>	<input type="button" value="Pencil"/>	DIZ	Dizzy		<input checked="" type="checkbox"/>
<input type="button" value="X"/>	<input type="button" value="Pencil"/>	HAY	Hay Fever		<input checked="" type="checkbox"/>
<input type="button" value="X"/>	<input type="button" value="Pencil"/>	ACHE	Headache		<input checked="" type="checkbox"/>

Show Active Only

Deactivate Reason Codes

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

1. On the **Health Log Reason Codes** screen, in the row of the reason code you want to deactivate, click .



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.

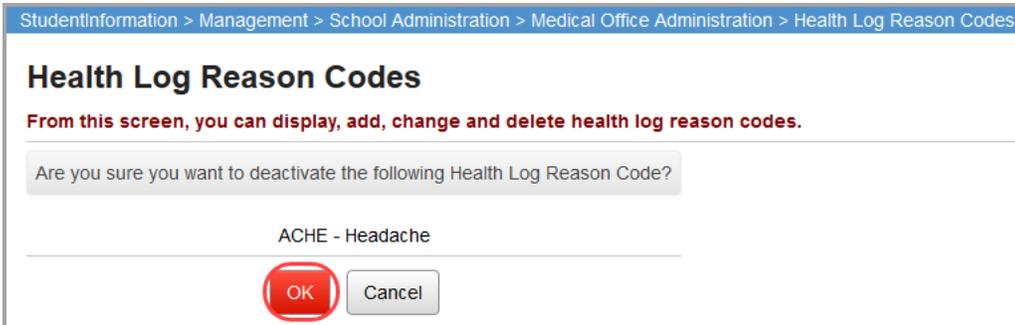
[Add Reason Code](#)

		Code	Name ▲	Description	Active
		CRMP	Cramps		
		DIZ	Dizzy		
		HAY	Hay Fever		
		ACHE	Headache		

Show Active Only

A message displays, asking if you are sure you want to deactivate the reason code.

2. Click **OK**.



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.

Are you sure you want to deactivate the following Health Log Reason Code?

ACHE - Headache

[OK](#) [Cancel](#)

A confirmation message displays, and the reason code no longer displays in the list.

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.

The selected Health Log Reason Code was deactivated successfully. ✕

Add Reason Code

		Code	Name ▲	Description	Active
		CRMP	Cramps		
		DIZ	Dizzy		
		HAY	Hay Fever		

Show Active Only

Maintain Care Type Codes

When adding a student medical health log record in StudentInformation, you have the option to indicate the type of healthcare given to a student. The care type codes you set up display as checkbox options on the **Student Medical Health Log**. (See [“Maintain Student Health Logs.”](#)) You can maintain care type codes in StudentInformation in the following ways:

- To enter a new care type code, see [“Add Care Type Codes.”](#)
- To edit an existing care type code, see [“Edit Care Type Codes.”](#)
- To delete a care type code, see [“Deactivate Care Type Codes.”](#)

Note: You can create care type codes at the ITC, district, or building level. If

  icons display at the beginning of the row, this indicates the record was created at a higher level, and you can only edit or delete it at that higher level.

Add Care Type Codes

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

1. On the **Care Type Code Maintenance** screen, click **Add Care Type Code**.

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
 	Basc	Basic Care	Basic Care	<input checked="" type="checkbox"/>
 	Hlth	Health Ed Counsel	Health Ed Counsel	<input checked="" type="checkbox"/>
 	Med	Medication Required	Medication Required	<input checked="" type="checkbox"/>
 	Stng	Sting Wipe	Sting Wipe	<input checked="" type="checkbox"/>

Show Active Only

The add/edit version of the screen displays.

2. In the **Code** field, enter a care type code of up to four alphanumeric characters.
3. In the **Name** field, enter a name for the care type code.
4. (Optional) In the **Description** field, enter a description of this code.
5. (Optional) If you do not want this care type code to be active at this point, deselect the **Is Active** checkbox.

Note: You cannot use inactive care type codes on new student medical records.

6. Click **Save**. Or, to continue adding care type codes, click **Save and New**.

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.

Code: *

Name: *

Description:

Is Active:

Save Save and New Cancel

A confirmation message displays, and the new care type code displays in the list.

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.

The Care Type Code saved successfully. ✕

Add Care Type Code

		Code	Name ▲	Description	Active
		Antb	Antibiotic Ointment	Antibiotic Ointment	●
		Basc	Basic Care	Basic Care	●
		Hlth	Health Ed Counsel	Health Ed Counsel	●
		Med	Medication Required	Medication Required	●
		Stng	Sting Wipe	Sting Wipe	●

Show Active Only

Note: Inactive care type codes (indicated by ○ in the **Active** column) display only if you deselect the **Show Active Only** checkbox.

Edit Care Type Codes

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

1. On the **Care Type Code Maintenance** screen, in the row of the care type code you want to edit, click .

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	●
		Hlth	Health Ed Counsel	Health Ed Counsel	●
		Med	Medication Required	Medication Required	●
		Stng	Sting Wipe	Sting Wipe	●

Show Active Only

The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see “Add Care Type Codes.”

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.

Code:*

Name:*

Description:

Is Active:

A confirmation message displays, and the edited care type code displays in the list.

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.

The Care Type Code saved successfully. ✕

		Code	Name ▲	Description	Active
		Antb	Antibiotic Ointment	Antibiotic Ointment Applied	
		Basc	Basic Care	Basic Care	
		Hlth	Health Ed Counsel	Health Ed Counsel	
		Med	Medication Required	Medication Required	
		Stng	Sting Wipe	Sting Wipe	

Show Active Only

Deactivate Care Type Codes

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

1. On the **Care Type Code Maintenance** screen, in the row of the care type code you want to deactivate, click .

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 Applied	●
	Basc	Basic Care	Basic Care	●
	Hlth	Health Ed Counsel	Health Ed Counsel	●
	Med	Medication Required	Medication Required	●
	Stng	Sting Wipe	Sting Wipe	●

Show Active Only

A message displays, asking if you are sure you want to deactivate the care type code.

2. Click **OK**.

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.

Are you sure you want to deactivate the following Care Type Code?

Antb - Antibiotic Ointment

A confirmation message displays, and the care type code no longer displays in the list if you have the **Show Active Only** checkbox selected.

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.

The selected Care Type Code was deactivated successfully.

[Add Care Type Code](#)

		Code	Name ▲	Description	Active
		Basc	Basic Care	Basic Care	
		Hlth	Health Ed Counsel	Health Ed Counsel	
		Med	Medication Required	Medication Required	
		Stng	Sting Wipe	Sting Wipe	

Show Active Only

Maintain Disposition Codes

When adding a student medical health log record in StudentInformation, you have the option to indicate how a student was handled or dismissed after the student visited the school’s health clinic. (See [“Maintain Student Health Logs.”](#)) You can maintain disposition codes in StudentInformation in the following ways:

- To enter a new disposition code, see [“Add Disposition Codes.”](#)
- To edit an existing disposition code, see [“Edit Disposition Codes.”](#)
- To delete a disposition code, see [“Deactivate Disposition Codes.”](#)

Note: You can create disposition codes at the ITC, district, or building level. If

icons display at the beginning of the row, this indicates the record was created at a higher level, and you can only edit or delete it at that higher level.

Add Disposition Codes

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

1. On the **Disposition Codes** screen, click **Add Disposition Code**.

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
		Phon	Phone Call Home	Phone Call Home	<input checked="" type="checkbox"/>
		Clas	Return to classroom		<input checked="" type="checkbox"/>
		Home	Student sent home		<input checked="" type="checkbox"/>
		ER	Student taken to Emergency Room		<input checked="" type="checkbox"/>

Show Active Only

The add/edit version of the screen displays.

2. In the **Code** field, enter a disposition code of up to four alphanumeric characters.
3. In the **Name** field, enter a name for the disposition code.
4. (Optional) In the **Description** field, enter a description of this code.
5. (Optional) If you do not want this disposition code to be active at this point, deselect the **Is Active** checkbox.

Note: You cannot use inactive disposition codes on new student medical records.

6. Click **Save**. Or, to continue adding disposition codes, click **Save and New**.

StudentInformation > Management > School Administration > Medical Office Administration > Disposition Codes

Disposition Codes

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

Code: *

Name: *

Description:

Is Active:

A confirmation message displays, and the new disposition code displays in the list.

StudentInformation > Management > School Administration > Medical Office Administration > Disposition Codes

Disposition Codes

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

The Disposition Code was successfully saved

Add Disposition Code

		Code	Name ▲	Description	Active
		Phon	Phone Call Home	Phone Call Home	●
		Optm	Referred to optometrist	Given letter to follow up with optometrist	●
		Clas	Return to classroom		●
		Home	Student sent home		●
		ER	Student taken to Emergency Room		●

Show Active Only

Note: Inactive disposition codes (indicated by ○ in the **Active** column) display only if you deselect the **Show Active Only** checkbox.

Edit Disposition Codes

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

1. On the **Disposition Codes** screen, in the row of the disposition code you want to edit, click .

StudentInformation > Management > School Administration > Medical Office Administration > Disposition Codes

Disposition Codes

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

The Disposition Code was successfully saved

Add Disposition Code

		Code	Name ▲	Description	Active
		Phon	Phone Call Home	Phone Call Home	●
		Optm	Referred to optometrist	Given letter to follow up with optometrist	●
		Clas	Return to classroom		●
		Home	Student sent home		●
		ER	Student taken to Emergency Room		●

Show Active Only

The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Disposition Codes.”](#)

StudentInformation > Management > School Administration > Medical Office Administration > Disposition Codes

Disposition Codes

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

Code: *

Name: *

Description:

Is Active:

Save Cancel

A confirmation message displays, and the edited disposition code displays in the list.

StudentInformation > Management > School Administration > Medical Office Administration > Disposition Codes

Disposition Codes

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

The Disposition Code was successfully saved

Add Disposition Code

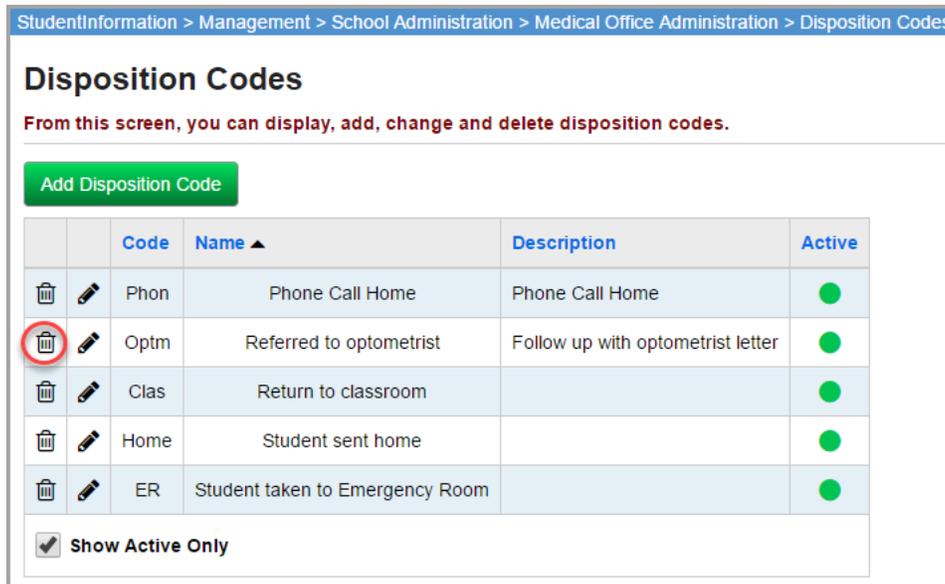
		Code	Name ▲	Description	Active
		Phon	Phone Call Home	Phone Call Home	
		Optm	Referred to optometrist	Follow up with optometrist letter	
		Clas	Return to classroom		
		Home	Student sent home		
		ER	Student taken to Emergency Room		

Show Active Only

Deactivate Disposition Codes

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

1. On the **Disposition Codes** screen, in the row of the disposition code you want to deactivate, click .



StudentInformation > Management > School Administration > Medical Office Administration > Disposition Codes

Disposition Codes

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

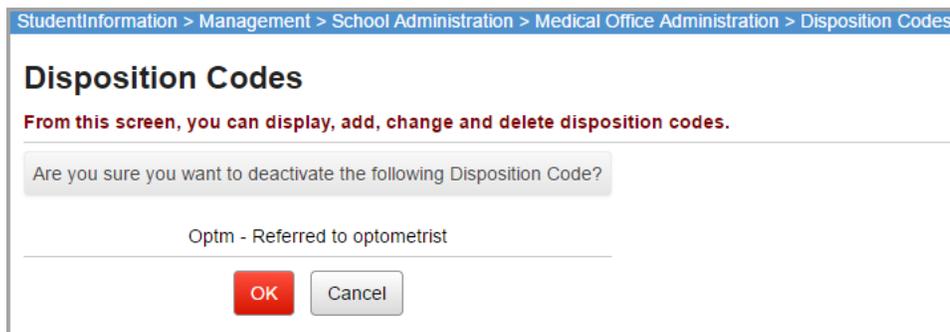
[Add Disposition Code](#)

		Code	Name ▲	Description	Active
		Phon	Phone Call Home	Phone Call Home	
		Optm	Referred to optometrist	Follow up with optometrist letter	
		Clas	Return to classroom		
		Home	Student sent home		
		ER	Student taken to Emergency Room		

Show Active Only

A message displays, asking if you are sure you want to deactivate the disposition code.

2. Click **OK**.



StudentInformation > Management > School Administration > Medical Office Administration > Disposition Codes

Disposition Codes

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

Are you sure you want to deactivate the following Disposition Code?

Optm - Referred to optometrist

[OK](#) [Cancel](#)

A confirmation message displays, and the disposition code no longer displays in the list if you have the **Show Active Only** checkbox selected.

StudentInformation > Management > School Administration > Medical Office Administration > Disposition Codes

Disposition Codes

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

The selected Disposition Code was deactivated successfully. ✕

Add Disposition Code

		Code	Name ▲	Description	Active
		Phon	Phone Call Home	Phone Call Home	
		Clas	Return to classroom		
		Home	Student sent home		
		ER	Student taken to Emergency Room		

Show Active Only

Student Medical Defaults

Navigation: StudentInformation > SIS > Medical > Student Medical Defaults

Student Medical Defaults are used to automatically populate certain information fields when you add new student medical data. These defaults are set at the building level. When adding new student medical data, the defaults automatically display on their corresponding screens, but you can change the values as needed.

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

1. Under **Growth Screening**, enter the appropriate **Set Default Blood Pressure** value in the text field.

Growth Screening Defaults	
Set Default Blood Pressure	<input type="text" value="100/30"/>

2. Under **Health Log Defaults**, click on the **Set Default Location** drop-down list to choose a pre-existing location as the default, and the **Set Default Care By** drop-down list to select a pre-existing caregiver as the default.

Health Log Defaults	
Set Default Location	<input type="text" value="0101-0101"/>
Set Default Care By	<input type="text" value="Mr. Miles Edgeworth"/>

3. Under **Hearing Screen Defaults**, you can select a default from the **Set Left Ear Default** and **Set Right Ear Default** drop-down lists.

Hearing Screening Defaults	
Set Left Ear Default	<input type="text" value="Pass"/>
Set Right Ear Default	<input type="text" value="Pass"/>

4. Under **Scoliosis Screening Defaults**, you can select a default from the **Set Default Result Code** drop-down list.

Scoliosis Screening Defaults	
Set Default Result Code	<input type="text" value="Pass"/>

5. Under **Vision Screening Defaults**, enter an appropriate value for **Set Default Right Eyesight** and **Set Default Left Eyesight**.

6. Select a default from the **Set Default Muscle Balance Near** and **Set Default Muscle Balance Far** drop-down lists.

Vision Screening Defaults	
Set Default Right Eyesight	<input type="text" value="20/20"/>
Set Default Left Eyesight	<input type="text" value="20/20"/>
Set Default Muscle Balance Near	<input type="text" value="Not Applicable"/> ▾
Set Default Muscle Balance Far	<input type="text" value="Not Applicable"/> ▾

Medical Records

StudentInformation lets you collect and record student medical data. See the appropriate topics as follows:

- To maintain student medical alerts, see [“Maintain Student Medical Alerts.”](#)
- To view a student’s medical contact information, see [“View Student’s Medical Contacts.”](#)
- To maintain records of medication a student needs to take at school, see [“Maintain Student Medication Records.”](#)
- To maintain student immunization records, see [“Maintain Student Immunization Records.”](#)
- To maintain records of health screenings given to students at your school’s health clinic, see [“Maintain Student Health Screening Records.”](#)
- To maintain records of student visits to your school’s health clinic, see [“Maintain Student Health Logs.”](#)

Maintain Student Medical Alerts

You can maintain student medical alert information in the following ways:

- To view any medical alerts for a student, see [“View Student’s Medical Alerts.”](#)
- To enter a new medical alert, see [“Add Medical Alerts.”](#)
- To edit a medical alert, see [“Edit Medical Alerts.”](#)
- To delete a medical alert, see [“Delete Medical Alerts.”](#)

View Student’s Medical Alerts

In the student in context area of the banner, if a student has one or more medical alerts,  displays. If a student has a life threatening medical alert,  displays.

Note: Medical alerts are not year-specific. They display indefinitely or until the specified **Ending Date**.

To open the medical alert, click  or .



The screenshot shows the StudentInformation banner with the following information:

- ProgressBook** logo and menu icon.
- School:** SADoc High School
- Home School:** SADoc High School
- Homeroom:** Freeman_Joan
- Counselor:**
- Calendar:** HS17
- Program:**
- User:** Fletcher, Maelene (4308020 / 10 / A)
- Medical Alerts:** One red plus icon (), indicating one or more alerts.
- Life-Threatening Alert:** One red plus icon in a box (), indicating a life-threatening alert.
- Navigation:** Menu, back, forward, and refresh icons.

The **Medical Alerts** screen displays, and you can review the student’s medical alert details.

Note: If this alert is life threatening,  displays in the **Life Threatening** column.

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.

[Add Medical Alert](#)

	Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
	Nov 22, 2017	Concussion.	Student should be observed.	1	Nov 06, 2017		Principal1		
	Nov 17, 2017	Headaches--meds in clinic		9					

Show Active Only

Add Medical Alerts

Navigation: StudentInformation > SIS > Student > Medical > Medical Alerts

1. With the appropriate student in context, on the **Medical Alerts** screen, click **Add Medical Alert**.

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.

[Add Medical Alert](#)

	Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
	Nov 22, 2017	Concussion.	Student should be observed.	1	Nov 06, 2017		Principal1		
	Nov 17, 2017	Headaches--meds in clinic		9					

Show Active Only

The add/edit version of the screen displays.

2. In the **Priority** drop-down list, select the priority order in which this alert should appear in the list of this student’s medical alerts. Priority ranges from 1 (highest) to 10 (lowest).
3. (Optional) In the **Starting Date** and/or **Ending Date** fields, enter dates to define the starting and/or ending time period during which this alert should actively display for the student, or select a date or dates from the calendar date picker.
4. In the **Medical Alert Condition** field, define the condition causing this alert.
5. In the **Private Notes** field, you can enter information that is relevant to the alert. Users with access to the **Medical Alerts** screen can view these notes; they do not display in GradeBook.
6. (Optional) If the alert is life threatening, select the **Life Threatening** checkbox.
7. (Optional) If you do not want this medical alert to be active, deselect the **Is Active** checkbox.

- Click **Save**. Or, to continue adding medical alerts, click **Save and New**.

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.

Date: 11/22/2017

Priority*: 1

Starting Date: 08/28/2017

Ending Date:

Medical Alert Condition*: Student is allergic to bee stings and carries an EpiPen.

Private Notes:

Life Threatening:

Is Active:

Save Save and New Cancel

A confirmation message displays, and the new medical alert displays in the list.

StudentInformation > SIS > Student > Medical > Medical Alerts [Find Students]

Medical Alerts

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

The Medical Alert saved successfully.

Add Medical Alert

	Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
	Aug 02, 2018	Headaches - medicine in clinic		1	Aug 06, 2018				
	Jul 10, 2018	Highly allergic to bees.		1	Aug 06, 2018				

Show Active Only

Note: Inactive medical alerts (indicated by in the **Active** column) display only if you deselect the **Show Active Only** checkbox.

Edit Medical Alerts

Navigation: StudentInformation > SIS > Student > Medical > Medical Alerts

1. With the appropriate student in context, on the **Medical Alerts** screen, in the row of the medical alert you want to edit, click .

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.

[Add Medical Alert](#)

	Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
 	Nov 22, 2017	Concussion.	Student should be observed.	1	Nov 06, 2017		Principal1		
 	Nov 17, 2017	Headaches--meds in clinic		9					

Show Active Only

The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Medical Alerts.”](#)

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.

Date:

Priority:

Starting Date: 

Ending Date: 

Medical Alert Condition:

Private Notes:

Life Threatening:

Is Active:

[Save](#) [Cancel](#)

A confirmation message displays, and the edited medical alert displays in the list.

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.

The Medical Alert saved successfully.

Add Medical Alert

		Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
		Nov 22, 2017	Concussion.	Student should be observed.	1	Nov 06, 2017		Principal1		
		Nov 22, 2017	Headaches--meds in clinic		9	Nov 01, 2017		Principal1		

Show Active Only

Delete Medical Alerts

Navigation: StudentInformation > SIS > Student > Medical > Medical Alerts

1. With the appropriate student in context, on the **Medical Alerts** screen, in the row of the medical alert you want to delete, click .

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.

Add Medical Alert

		Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
		Aug 02, 2018	Headaches - medicine in clinic		1	Aug 06, 2018				
		Jul 10, 2018	Highly allergic to bees.		1	Aug 06, 2018				

Show Active Only

A message displays, asking if you are sure you want to delete the medical alert.

2. Click **OK**.

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.

Are you sure you want to delete the following Medical Alert?

Headaches - medicine in clinic

OK Cancel

A confirmation message displays, and the medical alert no longer displays in the list.

The screenshot shows the 'Medical Alerts' interface. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Medical > Medical Alerts'. Below this is the title 'Medical Alerts' and a red instruction: 'From this screen, you can display, add, change and delete data pertaining to the medical alerts of students.' A green success message states: 'The selected Medical Alert was deactivated successfully.' Below the message is a green 'Add Medical Alert' button. A table lists the medical alerts with columns: Date, Alert Description, Private Notes, Priority, Starting Date, Ending Date, Author, Life Threatening, and Active. One alert is shown: 'Highly allergic to bees.' with a priority of 1, starting on Aug 06, 2018, and marked as active. A checkbox labeled 'Show Active Only' is checked.

	Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
	Jul 10, 2018	Highly allergic to bees.		1	Aug 06, 2018		RichardsonH		

View Student’s Medical Contacts

Navigation: StudentInformation > SIS > Student > Medical > Medical Contacts

With the appropriate student in context, the **Medical Contacts** (view only) screen lists the individuals designated as the student’s medical contacts.

Note: For information on setting up medical contacts for a student, see *ProgressBook StudentInformation Student and Registration Guide*.

The screenshot shows the 'Medical Contacts' interface. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Medical > Medical Contacts'. Below this is the title 'Medical Contacts' and a red instruction: 'From this screen, you can view student contact information.' The contact information is displayed under the heading 'Mother' and includes the name 'Christine' and a home phone number field.

Maintain Student Medication Records

You can maintain information about medications students need to take at school in the following ways:

- To view any medications a student needs to take at school, see [“View Student’s Medications.”](#)
- To enter a new medication, see [“Add Medications.”](#)
- To edit a medication, see [“Edit Medications.”](#)
- To delete a medication, see [“Deactivate Medications.”](#)
- To track specific instances of administering medication to a student, see [“Maintain Student Health Logs.”](#)

View Student’s Medications

Navigation: StudentInformation > SIS > Student > Medical > Student Medication

With the appropriate student in context, the **Student Medication** screen displays all medications the student needs to take at school.

Note: If a medication requires refrigeration,  displays in the **Requires Refrigeration** column.

StudentInformation > SIS > Student > Medical > Student Medication

Student Medication

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

Add Medication

		Date Received ▼	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date	Active
		Jan 08, 2018		Amoxicillin	Twice a day	Dr. Miller		Jan 26, 2018	●

Show Active Only

Add Medications

Navigation: StudentInformation > SIS > Student > Medical > Student Medication

1. With the appropriate student in context, on the **Student Medication** screen, click **Add Medication**.

The screenshot shows the 'Student Medication' screen. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Medical > Student Medication'. Below this is the title 'Student Medication' and a red instruction: 'From this screen, you can display, add, change and delete data pertaining to student medications.' A green button labeled 'Add Medication' is highlighted with a red circle. Below the button is a table with the following columns: 'Date Received', 'Requires Refrigeration', 'Medication', 'Dosage', 'Doctor', 'Comments', 'Expiration Date', and 'Active'. The table contains one row of data: 'Jan 08, 2018', a yellow warning triangle icon, 'Amoxicillin', 'Twice a day', 'Dr. Miller', an empty field, 'Jan 26, 2018', and a green circle icon. At the bottom of the table, there is a checkbox labeled 'Show Active Only' which is checked.

The add/edit version of the screen displays.

2. In the **Date Received** field, enter the date you received the medication to store at the school's health clinic for this student, or select a date from the calendar date picker.
3. (Optional) If this medication expires, in the **Expiration Date** field, enter or select the expiration date on which you should throw the medication away.
4. In the **Medication** drop-down list, select one of the defined common medications, if applicable. If the medication does not appear in the list, select **Other** and then enter the name of the medication in the **Medication Name** field.

Note: For information on maintaining the common medications included in this list, see ["Maintain Medication Codes."](#)

5. In the **Dosage** field, enter how much of the medication the student needs to take each time you administer it.
6. In the **Doctor** field, enter the name of the doctor who prescribed this medication.

Note: If this is not a prescription medication, enter other details, such as "N/A," "mother," "over the counter," etc.

7. (Optional) If you need to enter any other information, enter it in the **Comments** field.
8. (Optional) If this medication requires refrigeration, select the **Requires Refrigeration** checkbox.
9. (Optional) If you do not want this medication record to be active at this point, deselect the **Is Active** checkbox.

Note: You cannot use inactive medications on new student medical records.

10. Click **Save**. Or, to continue adding medications, click **Save and New**.

StudentInformation > SIS > Student > Medical > Student Medication

Student Medication

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

Date Received*: 02/08/2018

Expiration Date:

Medication*: Other

Medication Name: Advil

Dosage*: 1 as needed

Doctor: Over the counter

Comments:

Requires Refrigeration:

Is Active:

Save Save and New Cancel

A confirmation message displays, and the new medication displays in the list.

StudentInformation > SIS > Student > Medical > Student Medication

Student Medication

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

The Student Medication was saved successfully

Add Medication

		Date Received ▼	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date	Active
		Feb 08, 2018		Advil	1 as needed	Over the counter			
		Jan 08, 2018		Amoxicillin	Twice a day	Dr. Miller		Jan 26, 2018	

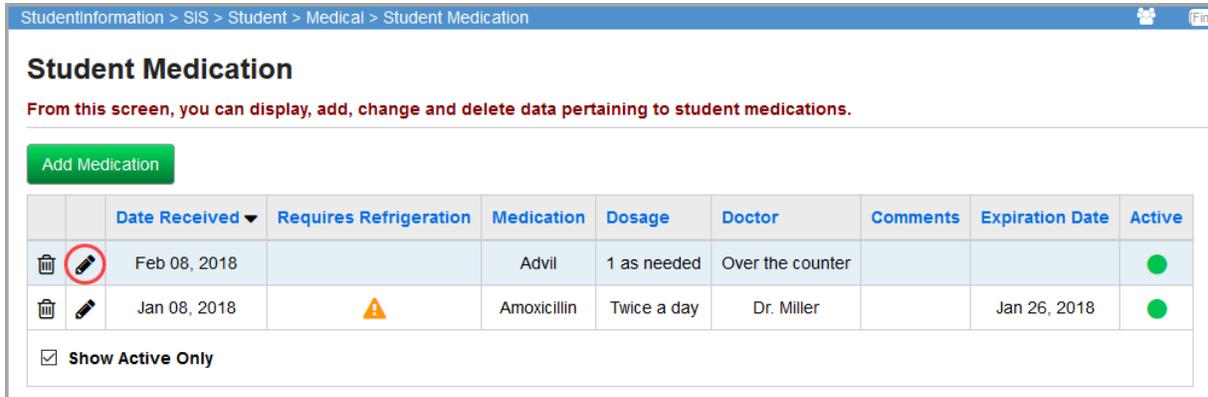
Show Active Only

Note: Inactive medications (indicated by in the **Active** column) display only if you deselect the **Show Active Only** checkbox.

Edit Medications

Navigation: StudentInformation > SIS > Student > Medical > Student Medication

1. With the appropriate student in context, on the **Student Medication** screen, in the row of the medication you want to edit, click  .



		Date Received ▼	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date	Active
		Feb 08, 2018		Advil	1 as needed	Over the counter			
		Jan 08, 2018		Amoxicillin	Twice a day	Dr. Miller		Jan 26, 2018	

Show Active Only

The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Medications.”](#)

; Is Active: . At the bottom are 'Save' and 'Cancel' buttons." data-bbox="205 481 781 904"/>

Student Medication

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

Date Received:* 2/8/2018 

Expiration Date: 

Medication:* Other ▼

Medication Name: Advil

Dosage:* 1

Doctor: Over the counter

Comments: Provide medication as needed.

Requires Refrigeration:

Is Active:

Save Cancel

A confirmation message displays, and the edited medication displays in the list.

StudentInformation > SIS > Student > Medical > Student Medication

Student Medication

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

The Student Medication was saved successfully

Add Medication

	Date Received	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date	Active
	Feb 08, 2018		Advil	1	Over the counter	Provide medication as needed.		
	Jan 08, 2018		Amoxicillin	Twice a day	Dr. Miller		Jan 26, 2018	

Show Active Only

Deactivate Medications

Navigation: StudentInformation > SIS > Student > Medical > Student Medication

1. With the appropriate student in context, on the **Student Medication** screen, in the row of the medication you want to deactivate, click .

StudentInformation > SIS > Student > Medical > Student Medication

Student Medication

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

Add Medication

	Date Received	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date	Active
	Feb 08, 2018		Advil	1	Over the counter	Provide medication as needed.		
	Jan 08, 2018		Amoxicillin	Twice a day	Dr. Miller		Jan 26, 2018	

Show Active Only

A message displays, asking if you are sure you want to deactivate the medication.

2. Click **OK**.

StudentInformation > SIS > Student > Medical > Student Medication

Student Medication

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

Are you sure you want to deactivate the following Medication?

Advil

A confirmation message displays, and the medication no longer displays in the list if you have the **Show Active Only** checkbox selected.

StudentInformation > SIS > Student > Medical > Student Medication

Student Medication

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

The selected Medication was deactivated successfully. ✕

[Add Medication](#)

		Date Received ▼	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date	Active
		Jan 08, 2018		Amoxicillin	Twice a day	Dr. Miller		Jan 26, 2018	

Show Active Only

Maintain Student Immunization Records

You can maintain information about student immunizations in the following ways:

- To view a student’s immunizations, see [“View Student’s Immunizations.”](#)
- To enter a new immunization record for a student, see [“Add Immunizations.”](#)
- To edit an immunization record, see [“Edit Immunizations.”](#)
- To delete an immunization record, see [“Delete Immunizations.”](#)

View Student's Immunizations

Navigation: StudentInformation > SIS > Student > Medical > Immunizations

With the appropriate student in context, the **Immunizations** screen displays all of the student's immunization records.

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
		Jun 05, 2003	CPOX			<input type="checkbox"/>
		Jul 15, 2002	DPT			<input type="checkbox"/>
		Sep 17, 2002	DPT			<input type="checkbox"/>
		Nov 15, 2002	DPT			<input type="checkbox"/>
		Jul 15, 2002	HEP			<input type="checkbox"/>
		Sep 17, 2002	HEP			<input type="checkbox"/>
		Jun 05, 2003	MMR			<input type="checkbox"/>
		Apr 24, 2007	MMR			<input type="checkbox"/>
		Sep 17, 2002	OPV	2		<input type="checkbox"/>
		Jul 15, 2002	OPV	3		<input type="checkbox"/>
		Sep 04, 2003	OPV	4		<input type="checkbox"/>
		Apr 24, 2007	OPV	5		<input type="checkbox"/>

Add Immunizations

Navigation: StudentInformation > SIS > Student > Medical > Immunizations

1. With the appropriate student in context, on the **Immunizations** screen, click **Add Immunization**.

		Date	Name	Series	Comments	Waiver
		Jun 05, 2003	CPOX			<input type="checkbox"/>
		Jul 15, 2002	DPT			<input type="checkbox"/>
		Sep 17, 2002	DPT			<input type="checkbox"/>
		Nov 15, 2002	DPT			<input type="checkbox"/>
		Jul 15, 2002	HEP			<input type="checkbox"/>
		Sep 17, 2002	HEP			<input type="checkbox"/>
		Jun 05, 2003	MMR			<input type="checkbox"/>
		Apr 24, 2007	MMR			<input type="checkbox"/>
		Sep 17, 2002	OPV	2		<input type="checkbox"/>
		Jul 15, 2002	OPV	3		<input type="checkbox"/>
		Sep 04, 2003	OPV	4		<input type="checkbox"/>
		Apr 24, 2007	OPV	5		<input type="checkbox"/>

The add/edit version of the screen displays.

2. In the **Date** field, enter the date of the immunization or select a date using the calendar date picker.
3. In the **Immunization Type** drop-down list, select one of the defined common immunizations.

Note: For information on maintaining the common immunizations included in this list, see [“Maintain Immunization Codes.”](#)

4. (Optional) If the immunization is done as part of a series, in the **Series** field, enter the number in the series of this immunization.
5. (Optional) If you need to enter any other information, enter it in the **Comments** field.
6. (Optional) If the student has received a waiver for this immunization, select the **Waiver** checkbox.

- Click **Save**. Or, to continue adding immunizations, click **Save and New**.

StudentInformation > SIS > Student > Medical > Immunizations

Immunizations

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

Date:* 12/09/2014 

Immunization Type:* TB - TB 

Series:

Comments:

Waiver:

Save Save and New Cancel

A confirmation message displays, and the new immunization displays in the list.

StudentInformation > SIS > Student > Medical > Immunizations

Immunizations

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

The Immunization was saved successfully 

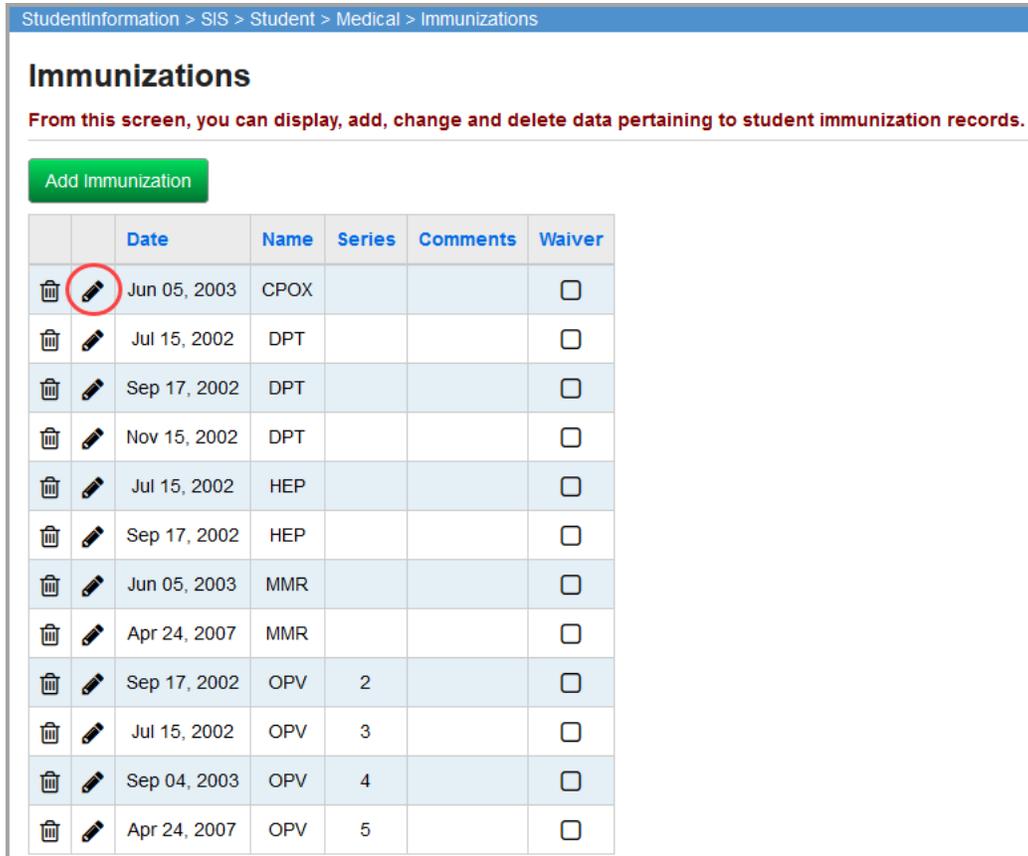
Add Immunization

		Date	Name	Series	Comments	Waiver
		Jun 05, 2003	CPOX			<input type="checkbox"/>
		Jul 15, 2002	DPT			<input type="checkbox"/>
		Sep 17, 2002	DPT			<input type="checkbox"/>
		Nov 15, 2002	DPT			<input type="checkbox"/>
		Jul 15, 2002	HEP			<input type="checkbox"/>
		Sep 17, 2002	HEP			<input type="checkbox"/>
		Jun 05, 2003	MMR			<input type="checkbox"/>
		Apr 24, 2007	MMR			<input type="checkbox"/>
		Sep 17, 2002	OPV	2		<input type="checkbox"/>
		Jul 15, 2002	OPV	3		<input type="checkbox"/>
		Sep 04, 2003	OPV	4		<input type="checkbox"/>
		Apr 24, 2007	OPV	5		<input type="checkbox"/>
		Dec 09, 2014	TB			<input type="checkbox"/>

Edit Immunizations

Navigation: StudentInformation > SIS > Student > Medical > Immunizations

1. With the appropriate student in context, on the **Immunizations** screen, in the row of the immunization you want to edit, click .



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
		Jun 05, 2003	CPOX			<input type="checkbox"/>
		Jul 15, 2002	DPT			<input type="checkbox"/>
		Sep 17, 2002	DPT			<input type="checkbox"/>
		Nov 15, 2002	DPT			<input type="checkbox"/>
		Jul 15, 2002	HEP			<input type="checkbox"/>
		Sep 17, 2002	HEP			<input type="checkbox"/>
		Jun 05, 2003	MMR			<input type="checkbox"/>
		Apr 24, 2007	MMR			<input type="checkbox"/>
		Sep 17, 2002	OPV	2		<input type="checkbox"/>
		Jul 15, 2002	OPV	3		<input type="checkbox"/>
		Sep 04, 2003	OPV	4		<input type="checkbox"/>
		Apr 24, 2007	OPV	5		<input type="checkbox"/>

The add/edit version of the screen displays.

2. Make any desired changes, then click **Save**.

Note: For more information about the fields on this screen, see [“Add Immunizations.”](#)

StudentInformation > SIS > Student > Medical > Immunizations

Immunizations

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

Date:*

Immunization Type:*

Series:

Comments:

Waiver:

Save

A confirmation message displays, and the edited immunization displays in the list.

StudentInformation > SIS > Student > Medical > Immunizations

Immunizations

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

The Immunization was saved successfully

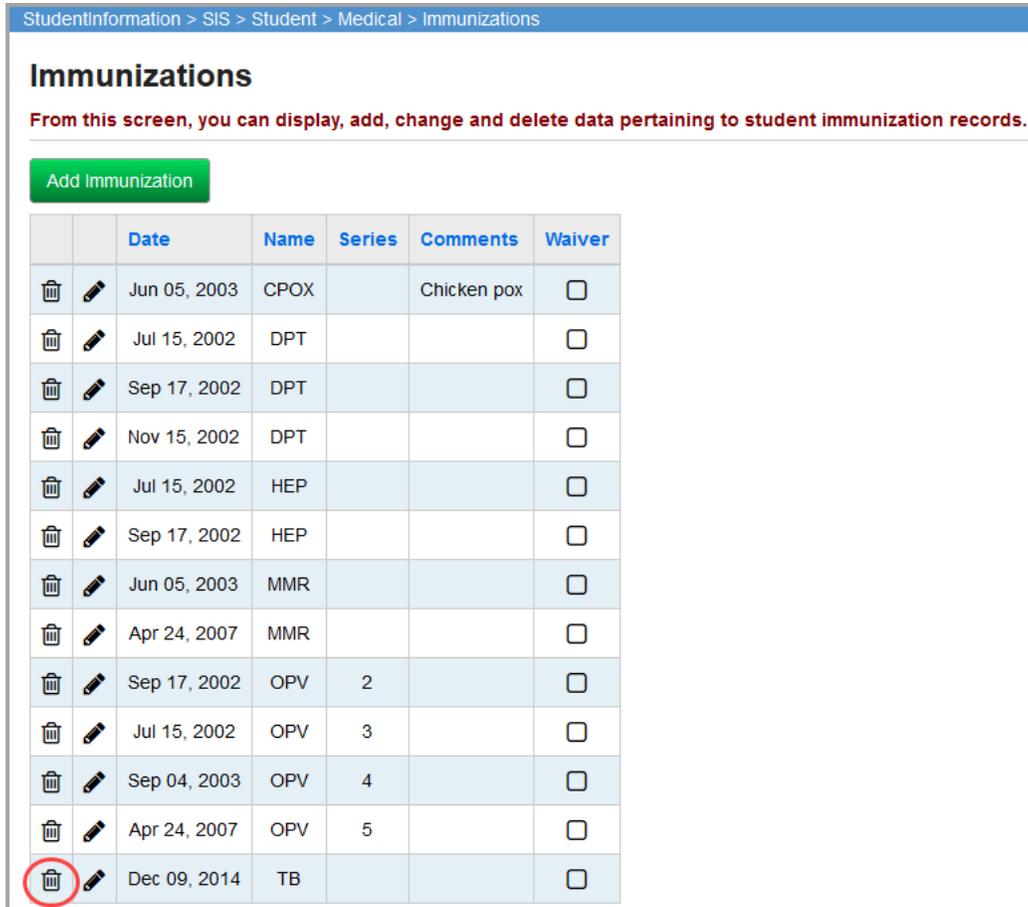
Add Immunization

		Date	Name	Series	Comments	Waiver
		Jun 05, 2003	CPOX		Chicken pox	<input type="checkbox"/>
		Jul 15, 2002	DPT			<input type="checkbox"/>
		Sep 17, 2002	DPT			<input type="checkbox"/>
		Nov 15, 2002	DPT			<input type="checkbox"/>
		Jul 15, 2002	HEP			<input type="checkbox"/>
		Sep 17, 2002	HEP			<input type="checkbox"/>
		Jun 05, 2003	MMR			<input type="checkbox"/>
		Apr 24, 2007	MMR			<input type="checkbox"/>
		Sep 17, 2002	OPV	2		<input type="checkbox"/>
		Jul 15, 2002	OPV	3		<input type="checkbox"/>
		Sep 04, 2003	OPV	4		<input type="checkbox"/>
		Apr 24, 2007	OPV	5		<input type="checkbox"/>
		Dec 09, 2014	TB			<input type="checkbox"/>

Delete Immunizations

Navigation: StudentInformation > SIS > Student > Medical > Immunizations

1. With the appropriate student in context, on the **Immunizations** screen, in the row of the immunization you want to delete, click .



StudentInformation > SIS > Student > Medical > Immunizations

Immunizations

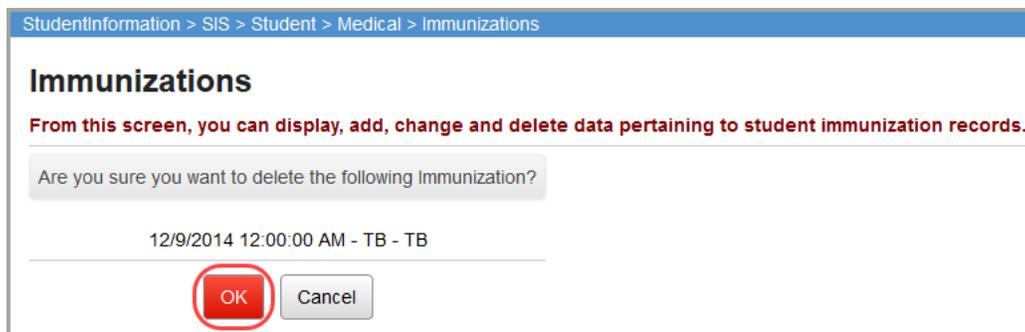
From this screen, you can display, add, change and delete data pertaining to student immunization records.

[Add Immunization](#)

		Date	Name	Series	Comments	Waiver
		Jun 05, 2003	CPOX		Chicken pox	<input type="checkbox"/>
		Jul 15, 2002	DPT			<input type="checkbox"/>
		Sep 17, 2002	DPT			<input type="checkbox"/>
		Nov 15, 2002	DPT			<input type="checkbox"/>
		Jul 15, 2002	HEP			<input type="checkbox"/>
		Sep 17, 2002	HEP			<input type="checkbox"/>
		Jun 05, 2003	MMR			<input type="checkbox"/>
		Apr 24, 2007	MMR			<input type="checkbox"/>
		Sep 17, 2002	OPV	2		<input type="checkbox"/>
		Jul 15, 2002	OPV	3		<input type="checkbox"/>
		Sep 04, 2003	OPV	4		<input type="checkbox"/>
		Apr 24, 2007	OPV	5		<input type="checkbox"/>
		Dec 09, 2014	TB			<input type="checkbox"/>

A message displays, asking if you are sure you want to delete the immunization.

2. Click **OK**.



StudentInformation > SIS > Student > Medical > Immunizations

Immunizations

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

Are you sure you want to delete the following Immunization?

12/9/2014 12:00:00 AM - TB - TB

A confirmation message displays, and the immunization no longer displays in the list.

StudentInformation > SIS > Student > Medical > Immunizations

Immunizations

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

The selected Immunization was successfully deleted ✕

Add Immunization

		Date	Name	Series	Comments	Waiver
		Jun 05, 2003	CPOX		Chicken pox	<input type="checkbox"/>
		Jul 15, 2002	DPT			<input type="checkbox"/>
		Sep 17, 2002	DPT			<input type="checkbox"/>
		Nov 15, 2002	DPT			<input type="checkbox"/>
		Jul 15, 2002	HEP			<input type="checkbox"/>
		Sep 17, 2002	HEP			<input type="checkbox"/>
		Jun 05, 2003	MMR			<input type="checkbox"/>
		Apr 24, 2007	MMR			<input type="checkbox"/>
		Sep 17, 2002	OPV	2		<input type="checkbox"/>
		Jul 15, 2002	OPV	3		<input type="checkbox"/>
		Sep 04, 2003	OPV	4		<input type="checkbox"/>
		Apr 24, 2007	OPV	5		<input type="checkbox"/>

Maintain Student Health Screening Records

StudentInformation lets you track several types of health screenings given to students in your school's health clinic. This topic covers all of the screening records available in the product. You can maintain information about student health screenings in the following ways:

- To view a student's health screenings, see ["View Student's Health Screenings."](#)
- To enter a new health screening record for a student, see ["Add Health Screenings."](#)
- To edit a health screening record, see ["Edit Health Screenings."](#)
- To delete a health screening record, see ["Delete Health Screenings."](#)

View Student's Health Screenings

With the appropriate student in context, you can view all of the student's health screening records by selecting the appropriate navigation for each screening type as shown:

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

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.

Add Screening

	Exam Date	Glasses / Contacts	Eyesight	Plus Lenses	Nearsighted / Farsighted	Muscle Balance	Color Blindness	Stereopsis	Referral Date	Comments
	Sep 13, 2018	N	R - 30 L - 30	N	Near - P Far - P	Near - N Far - N	N	N		

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

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
	Sep 07, 2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>			no cavities; redness of gums; check again in 2 months

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

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
	Feb 21, 2022	P	P	

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

StudentInformation > SIS > Student > Medical > Growth Screening [Find Students] [Go To]

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
		68.0	134	20.4		Feb 01, 2021	
		67.0	124	19.4		Feb 01, 2020	
		65.0	112	18.6		Feb 01, 2019	
		62.0	100	18.3		Feb 01, 2018	
		59.0	88	17.8		Feb 01, 2017	
		57.0	79	17.1		Feb 01, 2016	
		55.0	71	16.5		Feb 01, 2015	
		53.0	63	15.8		Feb 01, 2014	
		50.0	57	16.0		Feb 01, 2013	
		48.0	51	15.6		Feb 01, 2012	
		46.0	46	15.3		Feb 01, 2011	

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

StudentInformation > SIS > Student > Medical > Scoliosis Screening [Find Students] [Go To]

Scoliosis Screening

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

[Add Screening](#)

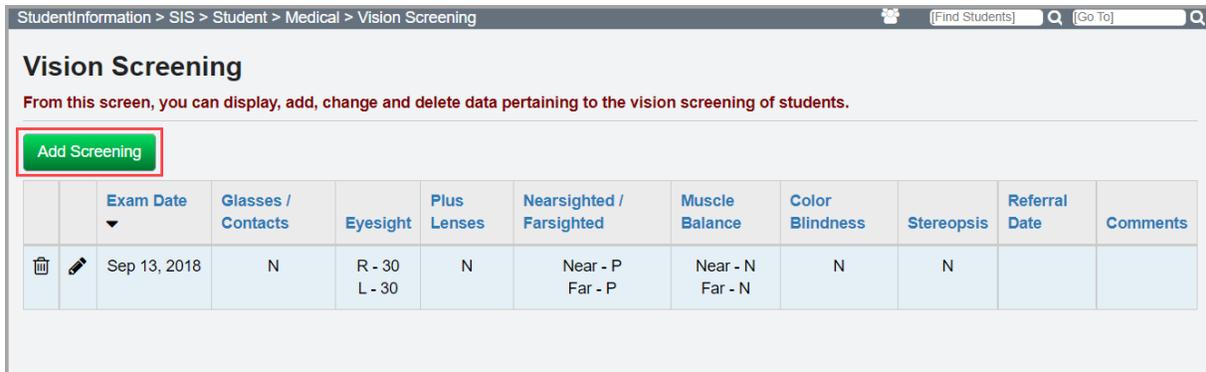
		Exam Date ▼	Result Code	Comments
		Sep 13, 2021	P	

Add Health Screenings

Navigation: StudentInformation > SIS > Student > Medical > <Screening Type> Screening

Note: You can use this procedure to add all of the available types of student health screening records.

1. With the appropriate student in context, navigate to the appropriate screening type screen. (See “View Student’s Health Screenings.”)
2. Click **Add Screening**.



The add/edit version of the screen displays.

3. Enter information about this record based on the screening type as follows:

Dental Screening:

- **Exam Date** (required) – Date the dental screening took place.
- **Referral Date** – Date of referral to another health provider.
- **Special Services Rendered** – Any special services provided during this dental screening.
- **Findings** – Any findings as a result of this screening.
- **Mouthwash** – Select checkbox if student used mouthwash during this screening.
- **Private Exam** – Select checkbox if student received a private (not school) exam.

Growth Screening:

- **Exam Date** (required) – Date the growth screening took place.
- **Height** (required) – Student’s height in inches.
- **Weight** (required) – Student’s weight in pounds.
- **BMI** (read-only) – Automatically calculated when student’s height and weight are entered.
- **Blood Pressure** – Student’s blood pressure reading.
- **Comments** – Any additional information related to this screening.

Hearing Screening:

- **Exam Date** (required) – Date the hearing screening took place.
- **Right Ear** (required) – Student’s right ear hearing test results.
- **Left Ear** (required) – Student’s left ear hearing test results.
- **Comments** – Any additional information related to this screening.

Physical Screening:

- **Exam Date** (required) – Date the hearing screening took place.
- **Referral Date** (required) – Date of referral to another health provider.
- **Comments** – Any additional information related to this screening.
- **Findings** – Any relevant findings related to this screening.
- **Pass Exam** – Select this checkbox if the student passed the physical exam.

Vision Screening:

- **Exam Date** (required) – Date the vision screening took place.
- **Glasses/Contacts** (required) – Select if the student wears **Glasses, Contacts** or **None**.
- **Right Eyesight** (required) – Visual acuity of the right eye (e.g., 20/30).
- **Left Eyesight** (required) – Visual acuity of the left eye (e.g., 20/30).
- **Plus Lenses** – Student’s vision test results with the use of lenses.
- **Near Sighted** – Student’s near sighted screening results.
- **Far Sighted** – Student’s far sighted screening results.
- **Color Blindness** – Student’s color blindness screening results.
- **Stereopsis** – Student’s stereopsis (eye alignment-depth perception) screening results.
- **Muscle Balance Near** – Student’s strabismus (eye muscle imbalance) near results.
- **Muscle Balance Far** – Student’s strabismus (eye muscle imbalance) far results.
- **Referral Date** – Date of referral to another health provider.
- **Comments** – Any additional information related to this screening.

Scoliosis Screening:

- **Exam Date** (required) – Date the scoliosis screening took place.
- **Result Code** (required) – Student’s scoliosis test results.
- **Comments** – Any additional information related to this screening.

4. Click **Save**. Or, to continue adding screenings, click **Save and New**.

The screenshot shows a web browser window with the URL "StudentInformation > SIS > Student > Medical > Vision Screening". The page title is "Vision Screening". Below the title, there is a red instruction: "From this screen, you can display, add, change and delete data pertaining to the vision screening of students." The form contains the following fields:

- Exam Date: * 2/21/2022 (with a calendar icon)
- Glasses/Contacts: * None (dropdown menu)
- Right Eyesight: * 20/20
- Left Eyesight: * 20/20
- Plus Lenses: Not Applicable (dropdown menu)
- Near Sighted: Pass (dropdown menu)
- Far Sighted: Pass (dropdown menu)
- Color Blindness: Not Applicable (dropdown menu)
- Stereopsis: Not Applicable (dropdown menu)
- Muscle Balance Near: Not Applicable (dropdown menu)
- Muscle Balance Far: Not Applicable (dropdown menu)
- Referral Date: (with a calendar icon)
- Comments: (text area)

At the bottom of the form, there are three buttons: "Save" (highlighted with a red box), "Save and New", and "Cancel".

A confirmation message displays, and the new screening displays in the list.

Edit Health Screenings

Navigation: StudentInformation > SIS > Student > Medical > <Screening Type> Screening

Note: You can use this procedure to edit all of the available types of student health screening records.

1. With the appropriate student in context, navigate to the appropriate screening type screen. (See "[View Student's Health Screenings.](#)")

2. In the row of the screening you want to edit, click  .

StudentInformation > SIS > Student > Medical > Vision Screening

Find Students [] [Go To] []

Vision Screening

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

[Add Screening](#)

	Exam Date	Glasses / Contacts	Eyesight	Plus Lenses	Nearsighted / Farsighted	Muscle Balance	Color Blindness	Stereopsis	Referral Date	Comments
 	Feb 21, 2022	N	R - 20/20 L - 20/20	N	Near - P Far - P	Near - N Far - N	N	N		
 	Sep 13, 2018	N	R - 30 L - 30	N	Near - P Far - P	Near - N Far - N	N	N		

The add/edit version of the screen displays.

3. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Health Screenings.”](#)

StudentInformation > SIS > Student > Medical > Vision Screening

Find Students [] [Go To] []

Vision Screening

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

Exam Date: * 2/21/2022 

Glasses/Contacts: * None

Right Eyesight: * 20/20

Left Eyesight: * 20/20

Plus Lenses: Referred

Near Sighted: Fail

Far Sighted: Pass

Color Blindness: Pass

Stereopsis: Not Applicable

Muscle Balance Near: Pass

Muscle Balance Far: Pass

Referral Date: 03/15/2022 

Referred to ophthalmologist.

Comments:

[Save](#)

A confirmation message displays, and the edited screening displays in the list.

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.

The Vision Screening was saved successfully

Add Screening

		Exam Date	Glasses / Contacts	Eyesight	Plus Lenses	Nearsighted / Farsighted	Muscle Balance	Color Blindness	Stereopsis	Referral Date	Comments
		Feb 21, 2022	N	R - 20/20 L - 20/20	R	Near - F Far - P	Near - P Far - P	P	N	Mar 15, 2022	Referred to ophthalmologist.
		Sep 13, 2018	N	R - 30 L - 30	N	Near - P Far - P	Near - N Far - N	N	N		

Delete Health Screenings

Navigation: StudentInformation > SIS > Student > Medical > <Screening Type> Screening

Note: You can use this procedure to delete all of the available types of student health screening records.

1. With the appropriate student in context, navigate to the appropriate screening type screen. (See “View Student’s Health Screenings.”)
2. In the row of the screening you want to edit, click .

StudentInformation > SIS > Student > Medical > Vision Screening

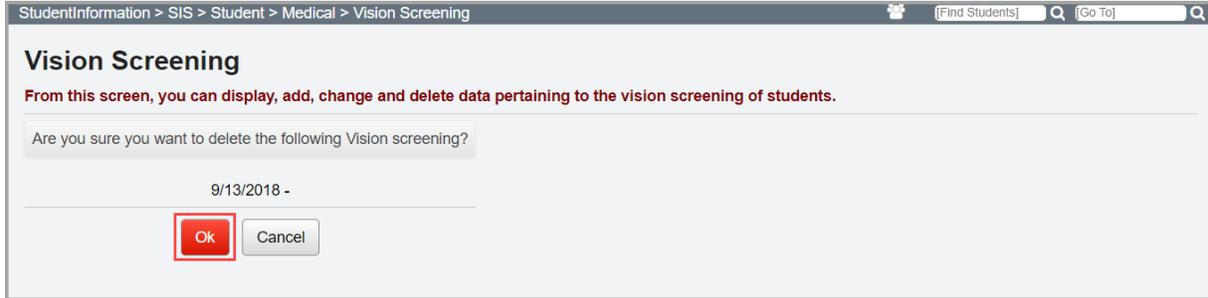
Vision Screening
From this screen, you can display, add, change and delete data pertaining to the vision screening of students.

Add Screening

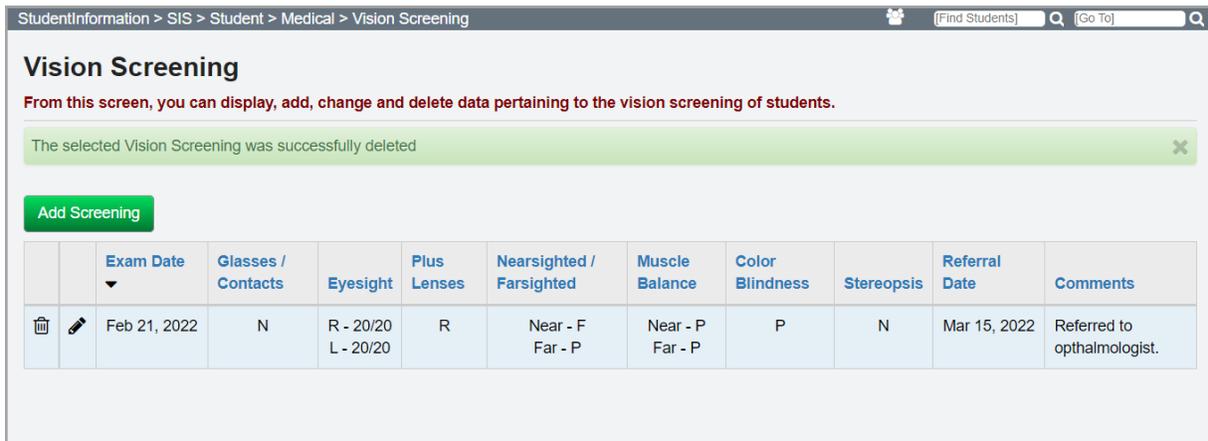
		Exam Date	Glasses / Contacts	Eyesight	Plus Lenses	Nearsighted / Farsighted	Muscle Balance	Color Blindness	Stereopsis	Referral Date	Comments
		Feb 21, 2022	N	R - 20/20 L - 20/20	R	Near - F Far - P	Near - P Far - P	P	N	Mar 15, 2022	Referred to ophthalmologist.
		Sep 13, 2018	N	R - 30 L - 30	N	Near - P Far - P	Near - N Far - N	N	N		

A message displays, asking if you are sure you want to delete the screening.

3. Click **OK**.



A confirmation message displays, and the screening no longer displays in the list.



Maintain Student Health Logs

Student health logs provide information about students' visits to your school's health clinic. You can maintain health log information in the following ways:

- To view a student's health log, see ["View Student's Health Log."](#)
- To create a new entry in the health log for a student, see ["Add Health Log Entries."](#)
- To edit a health log entry, see ["Edit Health Log Entries."](#)
- To delete a health log entry, see ["Delete Health Log Entries."](#)

View Student's Health Log

You can access a student's health log in either of the following ways:

- With the appropriate student in context, navigate to **SIS > Student > Medical > Health Log**.

- On the student's **View Profile** screen, in the **I want to...** drop-down list, select **View The Medical Health Log**.

StudentInformation > SIS > Student > View Profile

Aguilar, Taylen

From this screen, you can view the student's profile.

Address of Residence: 1335 7th Street
SADoc, OH 44320

Mailing Address: 1335 7th Street
SADoc, OH 44320

Phone Number: (440) 433-5900 Unlisted

Email Address: S4314024@SADoc.org

Parent/Guardian: Aguilar, Emily
H: (440) 433-5900

Parent/Guardian: Aguilar, Jimmy
H: (440) 433-5900

Student Status: ACTIVE RES

Birthdate: 7/23/2001

I want to...

- Edit This Student's Profile
- View/Edit Full Schedule
- View/Apply Fees
- View The Medical Health Log**
- View This Student's Memberships
- View Today's Schedule
- View Contacts
- View Lockers
- View A Student's Family Group
- View A Student's Discipline Incidents
- View Latest Report Card
- View Student Roadmap

The **Student Medical Health Log** screen displays all of the student's visits to the school's health clinic during the current school year.

Note: To view previous years' history, select the **Show Visits from All Years** checkbox.

To view details of a clinic visit, in the row of the visit, click .

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.

[Add Entry](#)

		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
		8/19/2015		01:10 PM	01:25 PM	MRS. FANNING	102.00		Student was administered Advil 200mg for fever	PRN	Home	Cold		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Show Visits from All Years

StudentInformation > SIS > Student > Medical > Health Log > Health Log Entry Details

Student Medical Health Log Entry

From this screen, you can view the details for a Medical Health Log entry.

Date:	8/19/2015
Time In:	01:10 PM
Time Out:	01:25 PM
Care By:	FANNING, MRS.
Reason:	Cold Symptoms
Location:	Clinic
Temperature:	102.00
Contacted:	
Disposition:	Home
Care Given:	PRN meds
Comments:	Student was administered Advil 200mg for fever

Note Sent Home:

Note Sent to Teacher:

Accident Report:

[Return to Health Log](#)

Add Health Log Entries

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

1. With the appropriate student in context, on the **Student Medical Health Log** screen, click **Add Entry**.

	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
	8/19/2015		01:10 PM	01:25 PM	MRS. FANNING	102.00		Student was administered Advil 200mg for fever	PRN	Home	Cold		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Show Visits from All Years

The add/edit version of the screen displays.

2. In the **Date of Visit** field, enter the date the student visited the health clinic, or select the date from the calendar date picker.
3. In the **Reason for Visit** drop-down list, select the student's reason for the visit.
4. In the **Time In** field, enter the time the student arrived at the health clinic, or select the time from the drop-down time picker. (As a shortcut, you can enter time as **10A** for 10:00 AM or **3:02P** for 3:02 PM)
5. (Optional) To record the time the student left the health clinic, in the **Time Out** field, enter the time or select it from the drop-down time picker. (As a shortcut, you can enter time as **10A** for 10:00 AM or **3:02P** for 3:02 PM)
6. In the **Care By** drop-down list, select the staff member who attended to the student in the clinic.
7. (Optional) To record the reason for the student's visit to the clinic, in the **Reason** option, select the checkbox(es) to indicate the reason(s).

Note: For information on maintaining the reason codes included in this list, see ["Maintain Reason Codes."](#)

8. (Optional) If you need to enter any other information about the selected **Reason**, enter it in the **Reason Comments** field.
9. In the **Location** drop-down list, select the location in the school where the student became injured or ill.
10. (Optional) To record the student's temperature, in the **Temperature** field, enter a numeric temperature of 2-3 digits in the range of 90-110.
11. (Optional) To record details of anyone you contacted regarding the student's condition, enter this information in the **Contacted** field.

- (Optional) To record how you handled or dismissed the student or where you sent the student after the clinic visit, in the **Disposition** drop-down list, select the appropriate option.

Note: For information on maintaining the disposition codes included in this list, see [“Maintain Disposition Codes.”](#)

- (Optional) To record the care you gave to the student during the clinic visit, in the **Care Given** option, select the checkbox(es) to indicate the care method(s).

Note: For information on maintaining the care type codes included in this list, see [“Maintain Care Type Codes.”](#)

- (Optional) If you need to enter any other information, enter it in the **Comments** field.
- (Optional) To record any documentation related to this clinic visit, select the **Note Sent Home**, **Note Sent to Teacher** (to inform the teacher that the student went home) and/or **Accident Report** checkboxes, as appropriate.
- Click **Save**. Or, to continue adding health log entries, click **Save and New**.

Student Information > 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: 10/27/2015

Reason for Visit: Injury

Time In: 10:40 PM

Time Out: 11:00 PM

Care By: MRS. VALENTINE

Reason:

<input type="checkbox"/> Allergies	<input type="checkbox"/> Cold Symptoms	<input type="checkbox"/> Eye(s)	<input type="checkbox"/> Rash-undiagnosed
<input type="checkbox"/> Asthma	<input type="checkbox"/> Cough	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Sorethroat
<input type="checkbox"/> Bee Sting	<input type="checkbox"/> Cramps	<input type="checkbox"/> Headache	<input type="checkbox"/> Stomach ache/Nausea/diarrhea
<input type="checkbox"/> Bloody Nose	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Injury	<input type="checkbox"/> Teeth
<input type="checkbox"/> Check Blood Sugar	<input checked="" type="checkbox"/> Dizzy	<input type="checkbox"/> Lice Check	<input type="checkbox"/> Vomited
<input type="checkbox"/> Contact Lens Problem	<input type="checkbox"/> Earache	<input type="checkbox"/> Medication	

Reason Comments: Collision in basketball game

Location: 153 - GYMNASIUM

Temperature:

Contacted:

Disposition: Return to Class

Care Given:

<input type="checkbox"/> First aid cream	<input type="checkbox"/> Food-hunger, diabetes	<input type="checkbox"/> Parent Administered PRN	<input type="checkbox"/> Restroom
<input type="checkbox"/> Bandaid	<input type="checkbox"/> H2O/ Soap	<input type="checkbox"/> Vaseline	<input type="checkbox"/> RX Daily Medication Required
<input type="checkbox"/> Bloody Nose Care	<input type="checkbox"/> Peroxide	<input type="checkbox"/> PRN meds	<input type="checkbox"/> Saline/ Contact Lens Solution
<input type="checkbox"/> Cool compress	<input type="checkbox"/> Ice	<input type="checkbox"/> Recheck	<input type="checkbox"/> Tweezers
<input type="checkbox"/> Cot	<input type="checkbox"/> Lice Care		

Comments:

Note Sent Home:

Note Sent To Teacher:

Accident Report:

Save Save and New Cancel

A confirmation message displays, and the new health log entry displays in the list.

The screenshot shows the 'Student Medical Health Log' interface. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Medical > Health Log'. Below this, a confirmation message states: 'The Student Medical Health Log was saved successfully'. A green 'Add Entry' button is visible. The main part of the screen is a table with the following columns: 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, and Accident Report. Two entries are listed:

			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
			10/27/2015	Injury	10:40 PM	11:00 PM	MRS. VALENTINE					Return to Class	Dizz	Collision in basketball game	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			8/19/2015		01:10 PM	01:25 PM	MRS. FANNING	102.00		Student was administered Advil 200mg for fever	PRN	Home	Cold		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom, there is a checkbox labeled 'Show Visits from All Years' which is currently unchecked.

Edit Health Log Entries

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

1. With the appropriate student in context, on the **Student Medical Health Log** screen, in the row of the health log entry you want to edit, click .

This screenshot is identical to the previous one, but the edit icon (pencil) in the first row of the table is circled in red to indicate it should be clicked to edit the entry.

The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Health Log Entries.”](#)

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:

Care By:

Reason:

<input type="checkbox"/> Allergies	<input type="checkbox"/> Cold Symptoms	<input type="checkbox"/> Eye(s)	<input type="checkbox"/> Rash-undiagnosed
<input type="checkbox"/> Asthma	<input type="checkbox"/> Cough	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Sorethroat
<input type="checkbox"/> Bee Sting	<input type="checkbox"/> Cramps	<input type="checkbox"/> Headache	<input type="checkbox"/> Stomach ache/Nausea/diarrhea
<input type="checkbox"/> Bloody Nose	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Injury	<input type="checkbox"/> Teeth
<input type="checkbox"/> Check Blood Sugar	<input checked="" type="checkbox"/> Dizzy	<input type="checkbox"/> Lice Check	<input type="checkbox"/> Vomited
<input type="checkbox"/> Contact Lens Problem	<input type="checkbox"/> Earache	<input type="checkbox"/> Medication	

Reason Comments:

Location:

Temperature:

Contacted:

Disposition:

Care Given:

<input type="checkbox"/> First aid cream	<input type="checkbox"/> Food-hunger, diabetes	<input type="checkbox"/> Parent Administered PRN	<input type="checkbox"/> Restroom
<input type="checkbox"/> Bandaid	<input type="checkbox"/> H2O/ Soap	<input type="checkbox"/> Vaseline	<input type="checkbox"/> RX Daily Medication Required
<input type="checkbox"/> Bloody Nose Care	<input type="checkbox"/> Peroxide	<input type="checkbox"/> PRN meds	<input type="checkbox"/> Saline/ Contact Lens Solution
<input type="checkbox"/> Cool compress	<input type="checkbox"/> Ice	<input type="checkbox"/> Recheck	<input type="checkbox"/> Tweezers
<input type="checkbox"/> Cot	<input type="checkbox"/> Lice Care		

Comments:

Note Sent Home:

Note Sent To Teacher:

Accident Report:

Save Save and New Cancel

A confirmation message displays, and the edited health log entry displays in the list.

The screenshot shows the 'Student Medical Health Log' interface. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Medical > Health Log'. Below this, a green confirmation message states: 'The Student Medical Health Log was saved successfully'. A green 'Add Entry' button is visible. The main part of the screen is a table with the following columns: 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, and Accident Report. Two entries are listed in the table:

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
10/27/2015	Injury	10:40 PM	11:00 PM	MRS. VALENTINE			Student felt better after resting		Return to Class	Dizz	Collision in basketball game	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/19/2015		01:10 PM	01:25 PM	MRS. FANNING	102.00		Student was administered Advil 200mg for fever	PRN	Home	Cold		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom of the table, there is a checkbox labeled 'Show Visits from All Years' which is currently unchecked.

Delete Health Log Entries

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

With the appropriate student in context, on the **Student Medical Health Log** screen, in the row of the health log entry you want to delete, click .

 **Caution:** There is no confirmation screen and no undo. Before deleting this record, be sure this is the action you want to take.

This screenshot is identical to the one above, but with a red circle highlighting the trash icon in the first row of the table, indicating the action to be taken to delete the entry.

The health log entry no longer displays in the list.

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.

The Student Medical Health Log was saved successfully

Add Entry

			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
			10/27/2015	Injury	10:40 PM	11:00 PM	MRS. VALENTINE			Student felt better after resting		Return to Class	Dizz	Collision in basketball game	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			8/19/2015		01:10 PM	01:25 PM	MRS. FANNING	102.00		Student was administered Advil 200mg for fever	PRN	Home	Cold		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Show Visits from All Years

Reports

The following reports are available in StudentInformation to help you manage your student medical data:

- [“Download Student Medical History”](#)
- [“Health Screening Report \(SCRN\)”](#)
- [“Daily Health Log \(HLOG\)”](#)
- [“Student Immunization Report”](#)
- [“Medications Class List”](#)
- [“Medical Alert Class List”](#)

For information on running reports, see *ProgressBook StudentInformation Getting Started Guide*.

Download Student Medical History

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

This report lets you download student medical history to use in other applications and reports.

	A	B	C	D	E	F	G	H	I	J
1	SchoolCoc	SSN	StudentNu	Status	StudentNa	Comment	MedicalCo	AlertName	AlertComments	Grade
2	DAHS	3.7E+08	7001	A	CONTRARY, JASON WILLIAM		Medical	Jason has asthr		9
3	DAHS	99898907	7002	A	PERRY, RICHARD MATTHE (RI		Medical	glass eye		9
4	DAHS	1.35E+08	7005	A	WILLIAMSON, RYAN SETH		Medical	diabetic		9

Health Screening Report (SCRN)

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

This report displays information on student health screenings.

REPORT: DASL - REPO SCRN		DALTON HIGH SCHOOL				RUN AT 10:59 AM 2/21/2014					
SCHOOLYEAR: 2013-2014		HEALTH SCREENING REPORT				PAGE 1 OF 1					
FROM: 2/20/2013 TO: 2/21/2014											
ID	STUDENT NAME	GN	GR	COUNSELOR	HMRM	HMRM TEACHER	SCREENING TYPE	EXAM DATE	RESULT	REFERRAL DATE	SERVICES
150215	AGUILAR, NELLIE	F	11	NAOMI WATKINS	SB Lunch	JEFFERY BRANCH	Hearing	2/9/2014 12:00:00 AM	P		
150215	AGUILAR, NELLIE	F	11	NAOMI WATKINS	SB Lunch	JEFFERY BRANCH	Scoliosis	9/12/2013 12:00:00 AM	P		
150215	AGUILAR, NELLIE	F	11	NAOMI WATKINS	SB Lunch	JEFFERY BRANCH	Vision	2/20/2014 12:00:00 AM			
150215	AGUILAR, NELLIE	F	11	NAOMI WATKINS	SB Lunch	JEFFERY BRANCH	Growth	2/9/2014 12:00:00 AM			

Daily Health Log (HLOG)

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

This report displays all health log entries for a specified date range.

REPORT: DASL - REPO HLOG		DALTON HIGH SCHOOL				RUN AT 11:09 AM 2/21/2014					
SCHOOLYEAR: 2013-2014		DAILY HEALTH LOG				PAGE 1 OF 1					
FROM: 02/07/2013 TO: 02/07/2013											
ID	STUDENT NAME	GN	GR	DATE OF CARE	TIME IN	TIME OUT	HEALTH LOG REASON	TYPE OF CASE	TEMP	DISPOSITION OF VISIT	Care Given By
150215	AGUILAR, NELLIE	F	11	02/07/2013	14:45:00	15:00:00	HEAD - Headache	Med - Medication Required	102.00	Home	MRE CORNER
		COMMENTS Student was administered Advil 200mg for fever									

Student Immunization Report

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

This report displays all student immunizations for a specified date range.

REPORT: DASL - IMMUNIZATIONS		DALTON HIGH SCHOOL		RUN AT 11:19 AM 3/21/2014				
SCHOOLYEAR:		STUDENT IMMUNIZATIONS		PAGE 1 OF 1				
STUDENT NAME:	STUDENT NUMBER:	GRADE:	SERIES	IMMUNIZATION DATE	IMMUNIZATION TYPE	WAIVER	GRADE	COMMENTS
AGUILAR, NELLIE	150215	11	N/A	Dec 9, 2004	CPOX	NO	11	
AGUILAR, NELLIE	150215	11	N/A	Dec 9, 2004	DPT	NO	11	
AGUILAR, NELLIE	150215	11	N/A	Dec 9, 2004	Hepatitis A	NO	11	
AGUILAR, NELLIE	150215	11	N/A	Dec 9, 2004	HIB	NO	11	
AGUILAR, NELLIE	150215	11	N/A	Feb 1, 2005	HIB	NO	11	
AGUILAR, NELLIE	150215	11	N/A	Dec 9, 2004	MMR	NO	11	
AGUILAR, NELLIE	150215	11	N/A	Dec 9, 2004	OPV	NO	11	
AGUILAR, NELLIE	150215	11	N/A	Dec 9, 2004	TB	NO	11	

Medications Class List

Navigation: StudentInformation > Teacher Menu > Medications

This list lets you quickly review prescription medications for students by course section.

Note: You must have the correct security access to view this screen.

StudentInformation > Teacher Menu > Medications

Medications Class List

From this screen you can view and print classlists of student medications

Teacher: Course Section:

Miller, Kyle	00005001	Grade: 10
• Zyrtec D	• 1 pill at noon	• 9/13/2017
Shields, Mike	00005004	Grade: 09
• Experimental Drug	• 1 tablet at 9am	• 6/1/2017 - 5/1/2018
This must be taken every day promptly at 9am.		

Medical Alert Class List

Navigation: StudentInformation > Teacher Menu > Medical Alerts

This list lets you quickly review medical alerts for students by course section.

Note: You must have the correct security access to view this screen.

StudentInformation > Teacher Menu > Medical Alerts
Find Students

Medical Alert Class List

From this screen you can view and print classlists of student medical alerts

Teacher: Morty Lancaster Course Section: 938 (LIFE SKILL MATH) - 2

All Students
 Only Students with Alerts
 Return to Course List

SHIELDS, MIKE 1. Autistic w/ PVL- Periven Tricular Leukommalacia Pulmonic Stenosis (Congenital Heart Disease) 8/20/2014	00005004	Grade: 10	CONNOR AND NATALIE SHIELDS (Parent(s))
MILLER, KYLE	00005003	Grade: 09	
CARPENTER, CANDY	00005002	Grade: 09	SUSAN STARKS (MOTHER) Home: (123) 456-7890 Work: (123) 987-6540
SOLOMON, RIZDAL 1. NONVERBAL AUTISM 8/24/2016	00005001	Grade: 23	