

Assigning Student Medical Info Procedural Checklist



Change Log

Date	Section Number/Name	Change Description
2/11/19	Entire document	Update screenshots

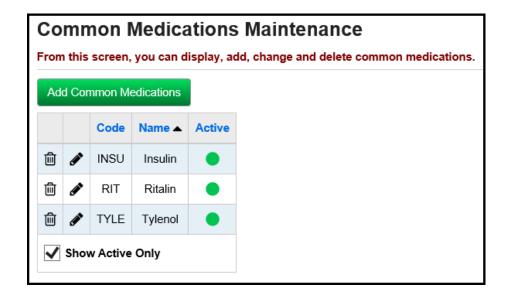
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Before Assigning Medical Info to Students: Verify that all necessary codes and parameters are defined properly before entering student medical information. If you are confident that these steps have been properly completed previously, then you may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

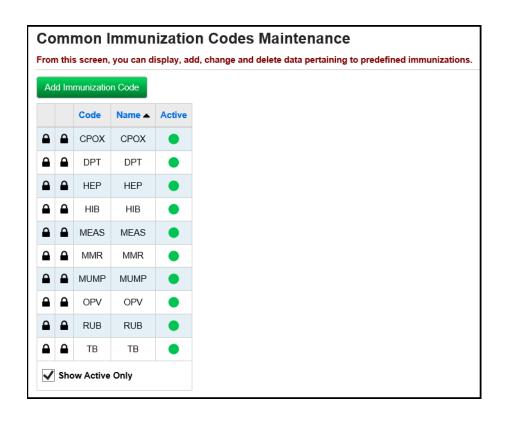
Define Common Medications – Verify that all necessary Common Medications have been defined.

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



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

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



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

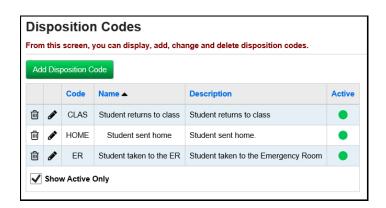
Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Care Type Codes

Care Type Code Maintenance From this screen, you can display, add, change and delete care type codes. Add Care Type Code Code Name A Description Active Antibiotic Ointment Antibiotic Ointment ⑩ Antb 圙 Basc Basic Care Basic Care 阃 Eye Eye Observation Eye Observation 圙 Fem FeminineCare FeminineCare Hlth Health Ed Counsel Health Ed Counsel 圃 Lice Care Lice Care Lice 圃 圃 Med Medication Required Medication Required 圙 Mth Mouth Care Mouth Care 圃 Nbld Nose Bleed Care Nose Bleed Care Rchk Recheck Recheck 圙 圙 Rest Rest Or Observation Rest Or Observation 圃 RICE RICE Care RICE Care SIng Sling Splint Sling Splint 阃 衄 Stng Sting Wipe Sting Wipe Show Active Only

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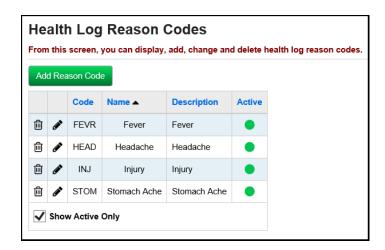
☐ **Define Disposition Codes –** Verify that all necessary Disposition Codes have been defined. These will appear as options on the Student Medical Health Log.

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



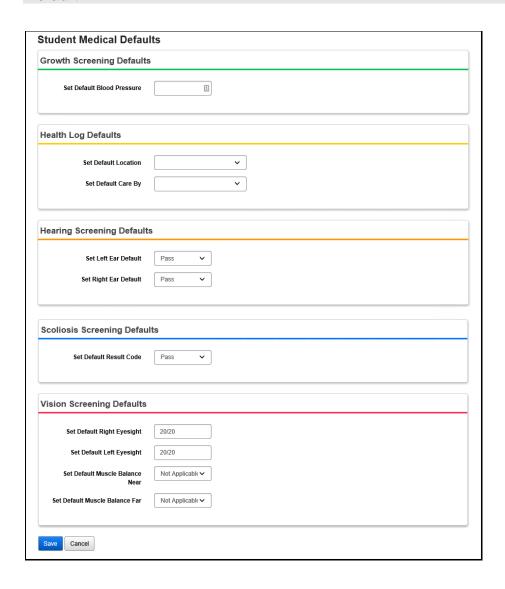
Define Health Log Reason Codes – Verify that all necessary Health Log Reason Codes have been defined. These will appear as options on the Student Medical Health Log.

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



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

Navigation: StudentInformation – SIS – Medical – Student Medical Default



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

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

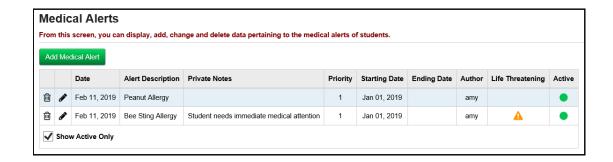
Add Medical Alert – If a student has a medical condition that requires special attention, you may wish to add a Medical Alert to make staff aware of the student's condition. The student must be selected to add specific information.

The Medical Alert icon will be displayed in the student's context area. The Life Threatening Medical Alert icon will also display in the student's context area identifying the student has a life threatening condition.

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

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

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



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

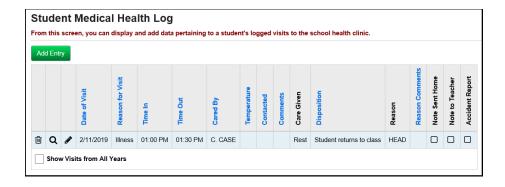
(To Add or Edit a contact) Navigation: StudentInformation – SIS – Student – Contacts Summary

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



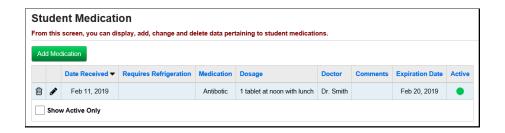
Add Health Log Entries – To track care given to a student, make entries into the student's Health Log.

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



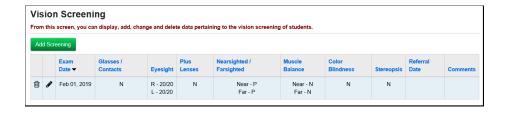
Add Student Medication – Add information about medications a student may require. Options come from the Common Medications page, or you can enter a medication name.

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



Add Vision Screening - Add results of student's vision screening.

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



Add Scoliosis Screening - Add results of student's scoliosis screening.

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



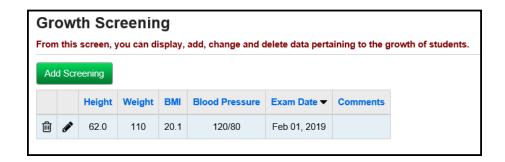
Add Dental Screening - Add results of student's dental screening.

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



Add Growth Screening – Add results of student's growth screening.

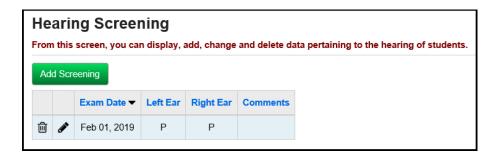
Navigation: StudentInformation – SIS – Student – Medical – Growth Screening



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

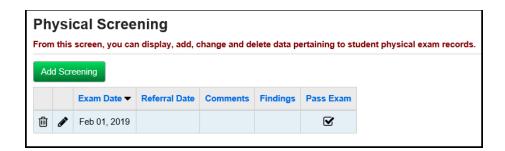
Add Hearing Screening – Add results of student's hearing screening.

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



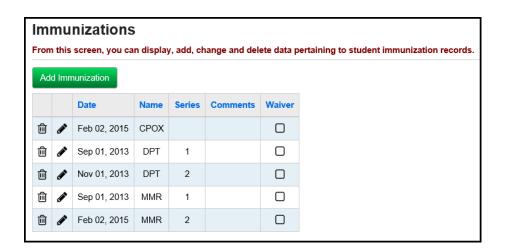
Add Physical Screening - Add results of student's physical screening.

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



Add Immunization – Add student's immunization information.

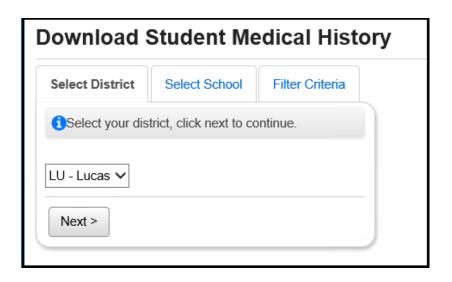
Navigation: StudentInformation - SIS - Student - Medical -**Immunizations**

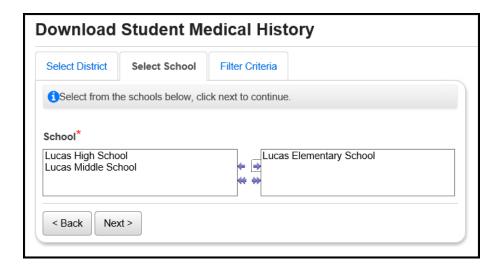


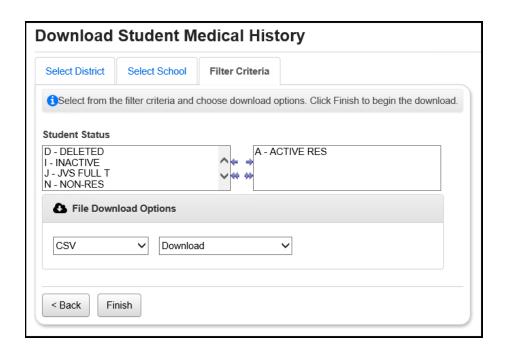
Download Student Medical History— Export Student Medical History data in .xls, .csv, or .txt format for external processing.

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

See StudentInformation EZ Query End User Documentation for details.







	Α	В	С	D	E	F	G	Н	- 1	J	
1	SchoolCod	SSN	StudentNu	Status	StudentNa	Comment	MedicalCo	AlertName	AlertComn	Grade	
2	LUES		990123	Α	Smith, Joh	n		Medical	Asthma		3
3	LUES		990333	Α	Jones, Sara	ah		Medical	Dairy Aller		2
4	LUES		990222	Α	White, Ma	rv		Medical	Milk Allerg		1

View Student Medical Information – View student medical information in the following areas Medical Alerts, Student Medication, Vision Screening, Scoliosis Screening, Dental Screening, Growth Screening, Hearing Screening, Immunizations, and Physical Screening.

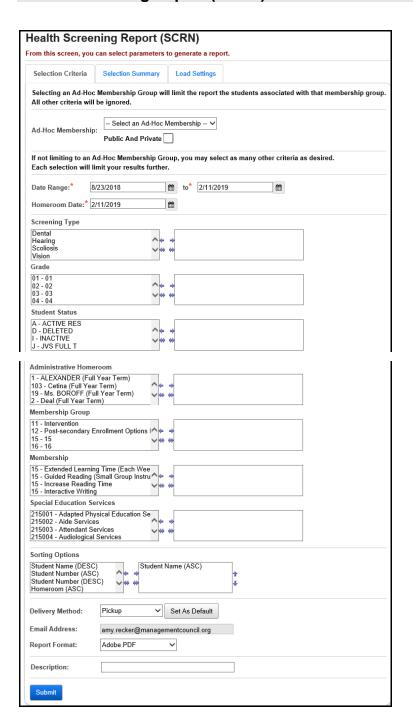
Navigation: StudentInformation - EZ Query - EZ Students - Medical

See StudentInformation EZ Query End User Documentation for details.



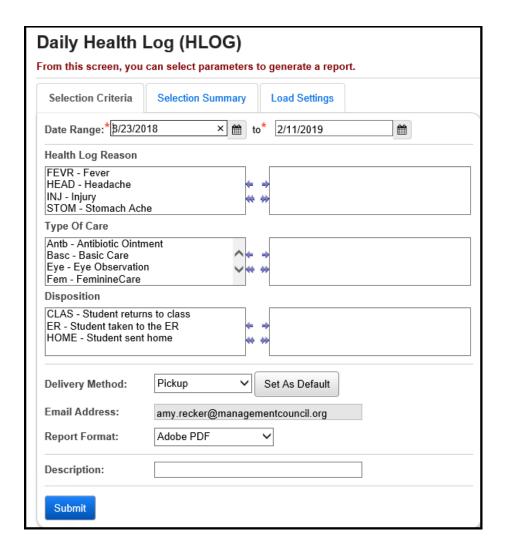
Run Health Screening Report (SCRN) – Run the Health Screening Report (SCRN) in order to produce a list of screening results for a specified time period.

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



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

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



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

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

	Student Immunization Report							
From this screen, you o	can select parameters t	to generate a	report.					
Selection Criteria	Selection Summary	Load Settin	igs					
Immunization Date R	ange:* 7/1/2013	×	2/11/2019					
Ad-Hoc Membership:								
Public And Private								
-	d-Hoc Membership Gro nit your results further		select as many	other criteria as de	sired.			
Immunization Type								
CPOX - CPOX								
DPT - DPT HEP - HEP		⇒						
HIB - HIB	~	77						
Grade								
01 - 01								
02 - 02	^	⇒						
03 - 03 04 - 04	~ **	**						
Student Status								
A - ACTIVE RES								
D - DELETED	^-	→						
I - INACTIVE	~ **	**						
J - JVS FULL T								
Membership Group								
11 - Intervention	nrollment Ontions IA	_						
12 - Post-secondary E 15 - 15	monment Options I	₩						
16 - 16	ndess							
Special Education Se								
215001 - Adapted Phy 215002 - Aide Service		⇒						
215003 - Attendant Se	rvices 🗸 🛶	**						
215004 - Audiological	Services							
Sorting Options								
Student Name (DESC)	Student N	lame (ASC)						
Grade (ASC) Grade (DESC)			*					
Immunization Type (AS	SC) ***		↓					
Delivery Method:	Pickup ~	Set As Defau	lt					
Email Address:	amy.recker@managen	nentcouncil.or	9					
Report Format:	Adobe PDF	~						
Description:								
Submit								

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

Navigation: StudentInformation - SIS - School - Student Reports -Student Alerts (STD ALRT)

See StudentInformation Student and Registration User Documentation for details.

