



Assigning Medical Info Quick Reference

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

- 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. Student must be selected to add specific information. The Medical Alert icon will be displayed in the student's context area.

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

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.

- 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, make entries into the student's Health Log.

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

- Add Student Medication** – Add information about prescription drugs 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 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.

- 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, and Immunizations.

Navigation: StudentInformation – EZ Query – EZ Student – Medical

See StudentInformation EZ Query End User Documentation for details.

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

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

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

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

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

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

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

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

See StudentInformation Student and Registration User Documentation for details.