Health Office Visits

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Enter a Health Office Visit | Add a Complaint | Add Medication Doses | Add a Discharge | Add a Treatment | Generate the Individual Health Visits Report | Upload and Manage Health Documents | Archived Health Visits

Tool Search: Health Office Visits

The Health Office Visits tab allows a school to track the time and date when a student came into the health office, when the student left, and why the student was there. From this tool, a district is able to establish a care pathway by documenting any complaints, medications, treatments, observations, interventions or discharges related to a student's health office visit.

All complaints, treatments, observations, interventions, and discharges are predefined by the district to assure that consistent and predictable care is offered for all students. Medication records are created for all medications a student may have administered at school.

	Office Visits ☆					Student Information > Health > Office Vis
	lan T 🔳 Gr		Counse	elor: Danielle		
	VIRTUAL LEARNIN	G CONSENT				Related Tools 🗸
Save	e 😣 Delete 🕂 New	😑 Print 📄 Prin	t All 🕹 Documen	nts		
	e to Archived Visits Report					-
Health Off Complete	fice Visits Editor Date Com	plaint Treatr	ent Me	edication Dose	Comments	
8	08/17/2022 13:59 Illnes				student reported	
Health Off	fice Visit ord Complete		Add Medicatic	on Dose 🗋 Add Dis	scharge 🗋 Add Treatment	
*Date	08/17/2022		Medication Dose	_		
*Time	01:59 PM	-	medication Dose	:(5)		
*Recorder By			Treatment(s)			
Referred I Discharge			Discharge(s)			
Time			X Back to cla	355	~	
Appointm	ent Student was here for approximately student did not show up	pintment	Comments			
Visit Com						
student n	eported nasal congestion. Temp 98	3.8 Student				
is allergie	congestion and returned to class. S es.	uueni reports it				
Complaint	t(r)					
× Co	· · ·	Comments				
	ness	▼				
					1	
			Health O	ffice Visi	ts Tool	

Read - View existing health office visit records.
Write - Edit existing health office visit records.
Add - Create new health office visit records.
Delete - Delete health office visit records.

For more information on the Health tool rights, see the Student Information Tool Rights article.

Medication information, including Remaining/Submitted doses, Medication Strength, Medication Form, Route, Directions, Amount per Dose, and Dose Measurement fields will be automatically populated from the Medications tool for scheduled visits or when Add Medication Dose is selected. These items are not editable from the Health Office Visits tab.



The following instructions describe how a health office visit is entered when appointments are not scheduled. See the Health Office Calendar for information on processing scheduled health office visits.

- The **Recorded By** field is populated based on the **Health** checkbox on the staff person's District Assignment record. Because of this, a school must be selected in the Campus toolbar.
- When multiple complaints are assigned to one health office visit, observations and interventions are attached to the correct complaint.
- Users who do not have Locked Health Office Visit tool rights are allowed to edit unlocked health office visits and view (but not edit) locked health office visits.

Enter a Health Office Visit

- 1. Select the **New** button near the top of the tab. A **Health Office Visit** window will appear near the bottom of the page.
- The Date and Time fields will auto-populate with the current date and time. If this is incorrect, change the time and date accordingly. Time entries of 12 will populate as 12 PM.
- 3. Enter the **Recorded By** box by using the dropdown list and selecting the appropriate name. This field will default to the current user. Only staff with a Health district assignment will appear on this list. If the staff person has a Health License designation on the District Assignments tool, this title also displays at the end of the person's name (i.e. Smith, Joe: RN).

When entering a new office visit, the Recorded By field displays the user that is currently logged in. When editing an existing office visit, the Recorded By field will display the person who originally entered the visit.

Staff district assignments must be active to appear in the Recorded By dropdown list. On a saved Health Office Visit, if the staff member's district assignment has ended, the date range of the district assignment will appear next to the staff member's name. For example: Johnson, Mary (01/01/2009 - 01/01/2010).

- 4. The **Referred by** field can be used to track who sent the student to the Health Office. This field allows the entry of up to 50 characters and can be used in an Ad Hoc filter.
- 5. Enter a **Discharge Time** by manually entering a time or by clicking the **Now** button, which populates the current time.
- 6. Select the **Appointment** option; either Student was here for appointment or Student did not show up.

No Show Rea	Student was here for appointment Student did not show up
01: Absent	T
Visit Commen	ts

When the Student did not show up option is selected, the **No Show Reason** dropdown will display if it is not hidden. The option to hide/unhide the field, edit the display name and values populated in the dropdown can be accessed in the Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > HealthVisit > No Show Reason. See the Attribute Dictionary documentation for



additional information.

- 7. Enter any Visit Comments.
- 8. **Optional**: Mark the Diabetes Medication Error checkbox.

The option to hide/unhide the field and edit the display name can be accessed in the Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > HealthVisit > Diabetes Medication Error. See the Attribute Dictionary documentation for additional information.

9. Select an Administered by option from the dropdown if desired.

The option to hide/unhide the field, edit the display name and values populated in the dropdown can be accessed in the Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > HealthVisit > Administered by. See the Attribute Dictionary documentation for additional information.

Add a Complaint

- 1. Select the Add Complaint button. The add Complaint(s) fields appear on the bottom of the screen.
- 2. Select the appropriate complaint from the **Complaint** drop-down list.
- 3. Enter any **Comments** to be associated with the complaint.

Comments attached to a complaint can be written in a word processing document and then copy/pasted into the **Comments** section.

- 4. Attach Observation(s) and Intervention(s) to the Complaint. This step is optional.
 - To attach an observation or intervention, select the Add Observation or Add Intervention button within the Complaint(s) section.
 - $\circ~$ Select the appropriate observations or interventions to attach.
 - Enter any comments related to the observation or intervention.
- 5. If a student's health office visit has been completed and requires no additional information or modification by health staff, check the **Record Complete** check box located in the left-hand corner of the Health Office Visits editor. This places a lock icon next to the record under the Complete section of the Health Office Visits Editor.
- 6. Click the **Save** button.

Complaints are created in the Health Complaint Type tool. Only active complaints are available for selection.

Add Medication Doses

Note: the Medication doses are NOT reduced until the day of the visit, not the day the health office visit record is created.



- Select the Add Medication Dose button near the top of the Health Office Visits editor to attach medication dose(s) to the visit. This will add the Medication Dose(s) field to the right hand side of the window.
- 2. Enter the number of doses in the left field and select the appropriate medication by using the dropdown list.
- Users may add additional medication doses for different medications by clicking Add Medication Dose at the top of the window.
- 4. Select the **Save** button.

The medication dropdown is populated by the student's current medication(s). See the Medications tool documentation for additional information.

Health Office Visit Record Complete *Date 09/18/2017 *Time 02:20 PM *Recorded Learn, Tilly By Referred by Aarons, Michigan Discharge Discharge 02:20 PM Time 02:20 PM Appointment Student was here for appointment Student did not show up Visit Comments	Add Medication Dose Add Discharge Add Treatment Medication Dose(s)
Diabetes Medication Error	Discharge(s) Returned to Class Comments

Dosage Amount Warnings

Users are only allowed to enter medication doses for the quantity available, shown as Remaining Doses on the Medications tool. If a dose amount is entered beyond what is available, a warning message will appear with the number of available doses. The medication dose field will be cleared, requiring the user to enter a new medication dose. Health Office Visits can be saved without entering dose or medication information.

A dose amount must be entered if a medication is selected. If not selected, a warning message appears indicating the dose value is required.

Add a Discharge

Discharge options are created in the Health Discharge Type tool.

- Select the Add Discharge button near the top of the Health Office Visits window to attach a discharge to the visit. This will add Discharge(s) options to the right hand side of the window.
- 2. Select the appropriate **Discharge** from the dropdown list.



- 3. Enter any additional **Comment** related to the discharge in the comments field to the right of the dropdown.
- 4. Users may add additional discharges by selecting the **Add Discharges** button at the top of the window.
- 5. Enter a **Discharge Time** if appropriate by clicking the **Now** button or entering the actual time the student left the Health Office. The entered discharge time must be after the time the student arrived at the Health Office. If it is not, a warning message displays indicating such.
- 6. Select the **Save** button if there is no additional information required.

Discharges are sorted alphabetically in the dropdown list.

Health Office Visit	
Record Complete	Add Medication Dose Add Discharge Add Treatment
*Date 09/18/2017 == *Time 02:20 PM	Medication Dose(s)
*Recorded Learn, Tilly	ADDERALL IR Remaining/Submitted: 99/150
By Referred by Aarons Michigan	Medication Form: Capsule Route: Oral
Referred by Aarons, Michigan Discharge 02:20 PM Now	Medication Strength: 50mg Directions: Take with water and a snack
Time	Amount per Dose: 1.00
Appointment Student was here for appointment	Dose Measurement: 1 Pill
O Student did not show up	Treatment(s)
Visit Comments	
	Discharge(s)
1	Returned to Class
Diabetes Medication Error	Comments
Complaint(s)	
Add Complaint	
Add Disch	arge

Add a Treatment

Treatments for conditions are created in the Treatment List tool.

- 1. Select the **Add Treatment** button near the top of the Health Office Visits editor to attach a treatment to the visit. This will add Treatment(s) options to the right hand side of the window.
- 2. Select the appropriate treatment from the drop-down list. Note that the options in the list display as Condition: Treatment
- 3. Users may add additional treatments by selecting the **Add Treatments** button at the top of the window.
- 4. Select the **Save** button if there is no additional information required.

Record Complete *Date 09/18/2017 *Time 02:20 PM *Recorded By Referred by Aarons, Michigan Discharge 02:20 PM Now Time Appointment Student was here for appointment Student did not show up Visit Comments Diabetes Medication Error	Add Medication Dose Add Discharge Add Treatment Medication Dose(s) X 1 ADDERALL IR ▼ Remaining/Submitted: 99/150 Medication Form: Capsule Route: Oral Medication Strength: 50mg Directions: Take with wate and a snack Amount per Dose: 1.00 Dose Measurement: 1 Pill Treatment(s) Discharge(s) X Returned to Class Comments
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Multiple treatments can be assigned to a single visit. All treatments are visible (upon saving the record) in the Health Office Visit Editor.

Generate the Individual Health Visits Report

Users can review data in either a PDF or DOCX format from the Health Office Visits tab for individual students by clicking the **Print** button or the **Print All** button.

The Health Office Visit Report includes information on complaints, medications, and treatments the student receives during a visit to the Health Office. Report Format: • PDF • DOCX Generate Report • Student Health Office Visit Report Format Option	Health Office Visit Report	ĸ
Generate Report	complaints, medications, and treatments the student receives	
	Report Format: PDF DOCX	-
Student Health Office Visit Report Format Option	Generate Report	/
	Student Health Office Visit Report Format Optic	эn

Option Description

Example



Option	Description	Example					
Print	The printed report includes details for a single visit selected on the Health Office		1 School 01:56:31 PM		Health O Effect Total V	Pffice Visit Repo tive Date: Sort: Visits: 1 Page 1 of 1	rt
	Visits Editor.			High Scho	ool		
		Student Name	Complaint(s)	Observation(s)	Intervention(s)	Medications(s)	Treatment(s)
		Student, Lynn	Illness, Gastrointestinal	Gastrointestinal - Nausea Gastrointestinal - Temp < 100			
		Recorded By: Nurse, Gail	Date/Time: 09/12/2013 10:05 AM	Discharge(s): 10:08 AM home			
Print All	The printed report includes a summary of all the student's Health Office Visits for the designated Calendar.		Student Hea		Health (Diffice Visit Repo ctive Date Sort: Visits: 2 Page I of 1	
	designated earchair.				School		
		Student Name	Complaint(s)	201 Observation(s)	3-14 Intervention(s)	Medications(s)	Treatment(s)
		Student, Lynn	Illness, Gastrointestinal	Gastrointestinal - Nause Gastrointestinal - Temp 100	ea Other - Parent contact		
		Recorded By: Nurse, Gail	Date/Time: 09/12/2013 10:05 AM	Discharge(s): 10:08 AM home			
		Student, Lynn	Injury, Follow-up		Injury, Follow-up - Wou cleansed and covered	nd	
		Recorded By: Nurse, Gail	Date/Time: 04/15/2014 07:07 AM	Discharge(s): 07:09 AM return to class	Comments: requested BA , cut her shaving on ineer right ankle, self-care	self	
			Student He	ealth Office V	/isit Report,	Summary P	DF

Upload and Manage Health Documents

The Office Visits tool allows you to store, manage, and view all health-related documents associated with the selected person.

To Upload a New Document:

- 1. Click the **Documents** button. A separate window will appear, containing an Upload Document button and the Documents List.
- 2. To begin uploading a new document, click the Upload Document button and select Add Files.
- 3. Locate the file on your local hard drive or network and click **OK**.
- 4. The file will appear in the Upload Documents list. From here you can add a **Description** (optional), see what tool will be associated with the file, and the size of the file.
- 5. Mark the checkbox in the left-hand corner to agree to the terms of the Infinite Campus Acceptable Use Policy (as well as any district-mandated policies).
- 6. Click **Upload**. The file is now uploaded and attached to the student where it can be accessed at any time.

New Print Vavigate to Archived eath Office Visits Editive complete Date 08/17/2022	d Visits Report				
	Upload Document Jpload Documents				×
	Name	Description	Campus Tool Student Information > Health > General > Health Office Visits	Size	*
	Add Files Max File Size: 20MB				Ŧ
	By uploading a file, I agree to be legally	bound by the terms of the Infinite	Campus Acceptable Use Policy, the policies referenced therein, and any	y applicable District polici Cancel Uplos	
l		Upload Do	ocument		

Delete or Edit an Existing File

If you need to delete the file, click the $\varkappa~$ next to the file needing deletion.

If you need to edit file details, click the 🖌 icon next to the file. The Edit Document editor will appear, allowing you to edit the file name, description, or replace the file.

Infinite Campus					×
Document List					
Date Uploaded	▼ Name ≑	File Description	Campus Tool	File Size	\$
02/01/2023 10:31 AM	Health Document Example	Description of the document goes here	Student Information > Health > General > Conditions	0.63 MB	
Click the X to remove the document Click the pencil icon to edit file details	Edit Document Name Health Document Example Description Description of the document goes her Campus Tool Student Information > Health > Gener; Replace File Health Docum		Cancel Save		
	Ea	lit Document			

Archived Health Visits



Users still have the ability to review data in report format from the Health Office Visits tab for individual students. If your district was using Campus before June of 2010, you may have health data that exists in health tables that are no longer used. This report pulls that data. This report will not report data from after June 2010.

This report can also be generated in batch form by generating the Archived Health Visits Report.

Summary	Conditions	Immunizations	Screenings	Medications	Health Office Visits	Docume
Save	😣 Delete 🧧	🖲 New 👩 Prin	t 📑 Print All			
Navigate	to Archived Visits	Report				
Complete	e Visits Editor Date	Complaint	Treatment	Medicatio	on Dose Comments	
(03/28/2014 14:16 04/08/2014 14:20 04/15/2014 14:20	Injury, Gym Clas		ACETAMINO	PHEN	
0	04/22/2014 14:20 04/29/2014 14:20					=
_		Arch	ived Health Vis	its Report		
Archived He	ealth Visits Repor	t				

art Date* 09/01/2005	Extract Format
d Date* 05/31/2006	PDF 🗸
	Generate Report

Generate the Archived Health Visits Report

- 1. Enter a **Start Date** for the report in *mmddyy* format.
- 2. Enter an **End Date** for the report. These dates are used to find health visits between the entered dates.
- 3. Click the **Generate Report** button. The report will appear in a new window in PDF format, listing the student's past health visits.



vent Non-Bolded = Resoluti				
уре		Student (#)	Staff	Comments
ut/Laceration 'ound Cleaned/Covered	12	Test, Breanna #11111	Nurse, Mrs.	cut self on thumb nail back to tennis
ar Problems	12	Test, Breanna #11111	Nurse, Mrs.	Has an ear infection that was making her head and ear hurt.
old Pack				Applied ice and btc.
	est, Breanna t/Laceration bund Cleaned/Covered ir Problems	est, Breanna tr/Laceration 12 bund Cleaned/Covered ir Problems 12	est, Breanna tt/Laceration 12 Test, Breanna #11111 ound Cleaned/Covered 12 Test, Breanna #11111 r Problems 12 Test, Breanna #11111	est, Breanna tt/Laceration 12 Test, Breanna #11111 Nurse, Mrs. pund Cleaned/Covered 12 Test, Breanna #11111 Nurse, Mrs.

Individual Student Archived Health Visits Report