

Health Office Calendar

Last Modified on 07/17/2025 3:47 pm CDT

Scheduled Calendar Appointments | Process Scheduled Appointments for Present Students | Process Scheduled Appointments for Absent Students | In Progress Appointments | Process In Progress Appointments | Completed Appointments | Print Calendar

Tool Search: Health Office Calendar

The Health Office Calendar displays all scheduled and unscheduled visits and any in-progress and completed visits for a specific date. As scheduled visits are created, they will appear on the calendar as a hyperlink to assist the nurse in rapidly entering the actual visit.

This tool is calendar specific based on the calendar selected in the toolbar. The Health Office Visits Calendar will display as blank if the All Schools options is selected.

ealth Of	ffice Visits Calendar			
This	tool allows you to manage your health o	ffice from the perspective of time. St	idents appear on this screen once they have a Heal	lth Visit e
The	students are arouned into three categor	es: Scheduled In Progress and Com	Nete Students who've been scheduled using the An	nointmer
reco	rd has not yet been marked Complete. O	nce the record is marked Complete th	e student will appear in the rightmost column.	pointmen
Date: 0	4/17/2014 Change Date Prin	t		
_	Cabadulad		Complete	
6 AM	Scheduled	In Progress	Complete	
7 AM				
8 AM				
9 AM				
10 AM	10:11 AM Claire E Student (AUV: Unverified)		10:10 AM Abby J Student	
11 AM	11:30 AM Joshua D Student	11:30 AM Joshua D Student		
12 PM				
1 PM				
2 PM	02:30 PM Sarah M Student			
3 PM	03:00 PM Joshua D Student			
4 PM				
5 PM				
6 PM				
7 PM				
8 PM				
9 PM				
10 PM				
		Health Office Caler	dar	

See the <u>Health Office Calendar Tool Rights</u> article for information about rights needed to use this tool.



The Calendar automatically shows health office appointments for the current day. Users can modify the date field to view office visits for another date, either in the future or in the past.

To view the reason for the office visit, select the student's name. This displays the student's <u>Health</u> <u>Office Visits</u> tool.

The students are groupe record has not yet been Date: 04/17/2014	anage your nealth of ed into three categoria marked Complete. Of nange Date Prin	the trom the perspecters: Scheduled, In Prog nee the record is mark	tive of time. Students	appear on this screen Students who've been : lent will appear in the r	once they have a Health scheduled using the App ightmost column.	
S AM 7 AM 8 AM	neduled	In Pro	gress	Comple	ete	
AM 0 AM 10:11 AM Claire Unverified) 1 AM 11:30 AM Joshua 2 PM	E Student (AUV:	11:30 AM Joshua D	Student	10:10 AM Abby J Stuc	lent	
PM Summary PM Summary PM Save 6 PM Navigate to 0	Conditions	Immunizations New Print Proof	Screenings	Medications	Health Office Visits	Documents
Health Office Vi Complete Date 04/1 04/1 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/2 04/3 05/0	sits Editor 7/2014 09:21 8/2014 09:21 1/2014 09:21 2/2014 09:21 3/2014 09:21 3/2014 09:21 9/2014 09:21 9/2014 09:21 1/2014 09:21 1/2014 09:21	Complaint	Treatment	Medicatio	on Dose Comments	
Health Office V Record Con Date Time Recorded By Discharge Time Appointment Visit Comments	isit mplete 04/17/2014 09:21 AM OS:21 AM Student was he Student did not	Now ere for appointment show up	Add Medication Medication Dose X 1 7 Medication Form: Medication Streng Amount per Dose Treatment(s) Discharge(s)	Add Dischar (s) ACETAMINOPHEN Capsule th: 250 : 2.0	ge 🗋 Add Treatment	•
Complaint(s)						

Scheduled Calendar Appointments

Student names display on the Health Office calendar based on scheduled or unscheduled



appointments created for administration of <u>Medications</u> or treatments for <u>Health Conditions</u>. Visits that have data saved but are not complete will display in the In Progress column until they are marked Complete, at which time they will appear in the Complete column.

Process Scheduled Appointments for Present Students

- Select the student's name from the Scheduled Appointment column. The Health Office Visits tool displays.
- 2. Select the radio button in the Appointment area for Student was here for appointment.
- Click the Save button at the top of the Health Office Visits tab. At this time, the student's name will be moved from the Scheduled column to the In Progress column on the Health Office Calendar..
- 4. Continue processing the appointment by entering medication doses or adding treatments. Add a discharge when necessary based on the student's presented issue.
- 5. When finished processing the appointment and the student leaves the health office, mark the **Record Complete** checkbox. The health office visit record will be moved to the end of the list with a lock icon next to it, meaning the visit has been completed.
- 6. Reselect the **Health Office Calendar**. The student's name now appears in the **Completed** column.

Process Scheduled Appointments for Absent Students

Students who have a scheduled health office appointment but are marked absent display in their scheduled time slot with the entered absent reason. This gives the nurse the ability to mark the visit as complete.

An absence code does not display if the student's appointment time is in a non-attendance period or if it is between periods.

	Scheduled	In Progress	Complete
6 AM			
7 AM			
8 AM			
9 AM			
10 AM		10:00 AM Jing-Ho Carver	
11 AM	11:30 AM <u>Dekisa L Johnson (AEX:</u> Absent Excused)		
12 PM	Absent		
1 PM		01:30 PM Jing-Ho Carver	
2 PM			
3 PM			
4 PM			
5 PM			
6 PM			
7 PM			
8 PM			
9 PM			
10 PM			

- Select the student's name from the Scheduled Appointment column. The Health Office Visits tool displays.
- 2. Mark the Record Complete checkbox.

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- 3. Select the radio button in the **Appointment** area for **Student did not show up**.
- If the student was to receive medication or treatment, the click the X in front of the medication or treatment to remove it from the visit. If the medication is not removed, the count of remaining medication doses will be reduced.
- 5. Click the **Save** button at the top of the Health Office Visits tool.
- 6. Reselect the **Health Office Calendar**. The student's name appears in the **Completed** column.

If the Student did not show up option is selected on a Health Office Visit with Medication dose or Treatment information and the user attempts to save the visit, a warning displays prompting the user to remove the medication or treatment before saving the record.

In Progress Appointments

In Progress appointments are an indication that the student did show up for the scheduled appointment and the student is still in the Health Office. When the student has completed the visit, the record can be marked as complete.

If a student has an unscheduled Health Office Visit that is saved, it is listed in the In Progress column. Once the Health Office Visit is marked complete, the visit moves to the Complete column. Hovering over the student's name in the In Progress or Complete categories will display additional information, such as "Scheduled for Medication" or "Scheduled for Treatment".



Health Office Visits Ca	lendar
This tool allows you t	to manage your health office from the perspective of time. Students appear on this screen once they have a Health Visit
The students are gro record has not yet be	uped into three categories: Scheduled, In Progress and Complete. Students who've been scheduled using the Appointm seen marked Complete. Once the record is marked Complete the student will appear in the rightmost column.
Date: 04/17/2014	Change Date Print
6 AM 7 AM 8 AM 9 AM	Scheduled In Progress Complete
11 AM	
12 PM	
1 PM	Health Office Visit
2 PM	Record Complete Add Medication Dose Add Discharge Add Treatment
3 PM	*Date 04/17/2014 Medication Dose(s)
5 PM	*Time 09:21 AM X 1 ACETAMINOPHEN
6 PM	*Recorded By Administrator, System Medication Form: Cancelle
7 PM	Discharge Time Now Medication Strength: 250
8 PM	Amount per Dose: 2.0
9 PM	Appointment I Student was here for appointment
10 PM	O Student did not show up
	Visit Comments Discharge(s)
_	
	.:: Complaint/e)
	Processing Appointments

Process In Progress Appointments

- 1. Select the student's name from the **In Progress** column. The **Health Office Visits** tool displays.
- 2. Mark the **Record Complete** checkbox on the Health Office Visit record.
- 3. Click the **Save** button. The screen will not display the **Health Office Calendar**. Reselect the tool. The student's name will display in the Complete column.

6 AM 7 AM 8 AM 9 AM 10 AM 11 AM 12 PM	Scheduled In Progress	Complete 09:21 AM Adrian L Student
1 PM 2 PM 3 PM 4 PM 5 PM 6 PM 7 PM 8 PM 9 PM 10 PM	Health Office Visit Image: Record Complete *Date 04/17/2014 *Time 09:21 AM *Recorded By Administrator, System ↓ Discharge Time Now Appointment Image: Student was here for appointment Image: Student did not show up Visit Comments	Add Medication Dose Add Discharge Add Treatment Medication Dose(s) ACETAMINOPHEN Medication Form: Capsule Medication Strength: 250 Amount per Dose: 2.0 Treatment(s) Discharge(s)
	Complaint(s)	⁴⁴

Completed Appointments

Once the health office visit record has been marked complete and all students have left the health office, no further processing needs to be done on the Health Office Calendar. At the end of the school day or at the closing of the health office for the day, all student names should display in the Complete column.

Print Calendar

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Click the Print button to print the HOV Calendar. A pop-up displays.



Select the Report Format, either PDF or DOCX, then click Generate Report.



Print Example

19-20 Harrison High 5856 Peachtree Parkway, Metro City MN 55436 Generated on 07/31/2019 09:28:30 AM Page 1		Health Office Calendar Effective Date: 07/22/2019		
	Scheduled	In Progress	Complete	
6 AM		<u></u>		
7 AM	1	4		
	+	10:00 AM ling Ho. Conver		
11 AM	11:30 AM Dekisa L Johnson (AEX: Absent Excused)			
12 PM				
1 PM		01:30 PM Jing-Ho Carver		
2 PM				
3 PM				
4 PM				
5 PM				
6 PM	1			
/ PM				
8 PM				
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