

Health Office Calendar

Last Modified on 12/14/2025 8:45 pm CST

[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.

Health Office Visits Calendar

This tool allows you to manage your health office from the perspective of time. Students appear on this screen once they have a Health Visit entered.

The students are grouped into three categories: Scheduled, In Progress and Complete. Students who've been scheduled using the Appointment record has not yet been marked Complete. Once the record is marked Complete the student will appear in the rightmost column.

Date: 04/17/2014
Change Date
Print

	Scheduled	In Progress	Complete
6 AM			
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 Calendar

See the [Health Office Calendar Tool Rights](#) 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 [Health Office Visits](#) tool.

Health Office Visits Calendar

This tool allows you to manage your health office from the perspective of time. Students appear on this screen once they have a Health Office Visit record.

The students are grouped into three categories: Scheduled, In Progress and Complete. Students who've been scheduled using the Appointment tool but whose record has not yet been marked Complete. Once the record is marked Complete the student will appear in the rightmost column.

Date: 04/17/2014 [Calendar Icon] [Change Date] [Print]

	Scheduled	In Progress	Complete
6 AM			
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			
3 PM			
4 PM			
5 PM			

Summary Conditions Immunizations Screenings Medications **Health Office Visits** Documents

[Save] [Delete] [New] [Print] [Print All]

[Navigate to Archived Visits Report](#)

Health Office Visits Editor

Complete	Date	Complaint	Treatment	Medication Dose	Comments
	04/17/2014 09:21...				
	04/18/2014 09:21...				
	04/21/2014 09:21...				
	04/22/2014 09:21...				
	04/23/2014 09:21...				
	04/24/2014 09:21...				
	04/25/2014 09:21...				
	04/28/2014 09:21...				
	04/29/2014 09:21...				
	04/30/2014 09:21...				
	05/01/2014 09:21...				
	05/02/2014 09:21...				

Health Office Visit

☐ Record Complete ☐ Add Medication Dose ☐ Add Discharge ☐ Add Treatment

*Date: 04/17/2014 [Calendar Icon]

*Time: 09:21 AM

*Recorded By: [Dropdown]

Discharge Time: [Text] [Now]

Appointment: ☐ Student was here for appointment ☒ Student did not show up

Visit Comments: [Text Area]

Complaint(s): ☐ Add Complaint

Medication Dose(s): ☒ 1 ACETAMINOPHEN
Medication Form: Capsule
Medication Strength: 250
Amount per Dose: 2.0

Treatment(s): [Text Area]

Discharge(s): [Text Area]

Health Office Visits

Scheduled Calendar Appointments

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

appointments created for administration of [Medications](#) or treatments for [Health Conditions](#). 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

1. 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**.
3. 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.

Date: 07/22/2019  [Change Date](#) [Print](#)

	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 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			
7 PM			
8 PM			
9 PM			
10 PM			

Absent student scheduled for a Health Office Visit

1. Select the student's name from the **Scheduled Appointment** column. The **Health Office Visits** tool displays.
2. Mark the **Record Complete** checkbox.
3. Select the radio button in the **Appointment** area for **Student did not show up**.
4. 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 Calendar

This tool allows you to manage your health office from the perspective of time. Students appear on this screen once they have a Health Visit.

The students are grouped into three categories: Scheduled, In Progress and Complete. Students who've been scheduled using the Appointment record has not yet been marked Complete. Once the record is marked Complete the student will appear in the rightmost column.

Date: 04/17/2014

	Scheduled	In Progress	Complete
6 AM			
7 AM			
8 AM			
9 AM		09:21 AM Adrian L Student	
10 AM			
11 AM			
12 PM			
1 PM			
2 PM			
3 PM			
4 PM			
5 PM			
6 PM			
7 PM			
8 PM			
9 PM			
10 PM			

Health Office Visit

☐ Record Complete

*Date: 04/17/2014

*Time: 09:21 AM

*Recorded By: Administrator, System

Discharge Time:

Appointment: ☒ Student was here for appointment ☐ Student did not show up

Visit Comments:

Complaint(s):

Medication Dose(s):
 1 ACETAMINOPHEN
Medication Form: Capsule
Medication Strength: 250
Amount per Dose: 2.0

Treatment(s):

Discharge(s):

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.

Date: 04/17/2014 [Change Date](#) [Print](#)

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6 AM			
7 AM			
8 AM			
9 AM			09:21 AM Adrian L Student
10 AM			
11 AM			
12 PM			
1 PM			
2 PM			
3 PM			
4 PM			
5 PM			
6 PM			
7 PM			
8 PM			
9 PM			
10 PM			

Health Office Visit

☒ Record Complete ☐ Add Medication Dose ☐ Add Discharge ☐ Add Treatment

*Date: 04/17/2014

*Time: 09:21 AM

*Recorded By: Administrator, System

Discharge Time: [Now](#)

Appointment: ☒ Student was here for appointment ☐ Student did not show up

Visit Comments:

Complaint(s): ☐ Add Complaint

Medication Dose(s): 1 ACETAMINOPHEN

Medication Form: Capsule

Medication Strength: 250

Amount per Dose: 2.0

Treatment(s):

Discharge(s):

Completed Health Office Records

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

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

Health Office Calendar [x](#)

The Health Office Calendar displays students with appointments or visits to the Health Office on the date selected.

Report Format: ☒ PDF ☐ DOCX

[Generate Report](#)

Print Health Office Visits Calendar

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

Print Example

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

PDF Example Health Office Visits Calendar