# Archived Health Visits Report

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Tool Search: Archived Health Visits

This report generates a list of health events and resolutions that have been archived from the Health Visits tab. The current calendar scope is used to filter which students are included in the report and is used to filter the grade list. The date range applies ONLY to health visits.



*Archived Health Visits Report editor*

See the Health Office Reports Tool Rights article for information on available tool rights.

# Report Logic

The Archived Health Visits report will provide details on information that was previously stored on

the student's Health Visits tool.

This report can also be generated from the student's [Health Office Visits](#) tool, if desired.

# Report Editor

| Option | Description |
|---|---|
| **Grade Selection** | Users are required to select grade levels of enrollment for the report, or use an Ad hoc filter that was created in the Ad hoc Filter Designer.  Grade levels listed are based on the calendar selected in the Campus toolbar.  Choose at least one grade level, or select All Students.  Only one ad hoc filter can be selected. |
| **Health Visit Date Ranger** | Required for report generation is the determination of a start date and an end date.  These dates are used to return health visit information between the entered dates.  Enter dates in mmddyy format. |
| **Sort Options** | This report can be sorted by the following:<br>• **Student Grade Level** - student in the first selected grade level will appear first<br>• **Student Name -** students will appear alphabetical by last name<br>• **Calendar** - if the report was generated for more than one calendar year, information will be sorted by the calendar year.<br>• **Date/Time** - Displays student data in date/time order as it was entered on the health visits tab. |
| **Extract Format** | This report can only be generated in PDF format. |

# Generate the Report

1. Select the appropriate **Grade levels** to indicate which students to include in the report. Or, select an **Ad hoc Filter** from the dropdown list.
2. Enter a **Start Date** from which to begin pulling health visit data in *mmddyy* format.
3. Enter an **End Date** from which to stop pulling health visit data in *mmddyy* format.
4. Select the desired **Sort Options**.
5. Click the **Generate Report** button. The report will display in a new window in PDF format.

Key: Bolded = Event   Non-Bolded = Resolution

| Date/Time | Type | Student (#) | Staff | Comments |
|---|---|---|---|---|

### Grade: 09

| Date/Time | Type | Student (#) | Staff | Comments |
|---|---|---|---|---|
| 09/19/2005 14:08<br>14:08 | **Musculoskeletal Pain**<br>Cold Pack | **Student, Mary #11111** | **Nurse, Staff** | was hit in the upper left thigh |
| 09/21/2005 11:05<br>11:15 | **Sore Throat**<br>Observation/Discussion | **Student, Mary #11111** | **Nurse, Staff** | **Tonsils enlarged**<br>salt H20 gargle |
| 09/29/2005 10:45<br><br><br><br>10:50 | **Extremity Injury**<br><br><br><br>Cold Pack | **Student, Mary #11111** | **Nurse, Staff** | Fell last night while skateboarding.  Painful rt. wrist with quarter size abrasion to palm.  Says her mother cleaned the wound and is planning on having an MD eval.  Wearing wrist brace. |
| 10/07/2005 23:20<br><br>23:25 | **Bumped Arm/Leg/Head**<br><br>Cold Pack | **Student, Mary #11111** | **Nurse, Staff** | bumped L. upper lip in PE.  Slight swelling.  Wears<br>braces |
| 10/24/2005 08:40<br>08:43 | **Not Feeling Well**<br>Parent Contacted | **Student, Mary #11111** | **Nurse, Staff** | mom came into the HO stating she wanted a pass to take student home ill. student was not with her--she went to locker to get things. |
| 01/20/2006 13:45 | **Menstrual Concerns** | **Student, Mary #11111** | | |

*Archived Health Visits Report Example*