

Medication Summary Report

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Tool Search: Medication Summary

The Medications Summary Report lists prescription information for students in the selected calendar or the student list.

Health Medication Summary Report

This report shows a summary of prescription information for students in the selected calendars or student list. The date range specifies the period in which to check if any medications were submitted into the system. Use the sort options to specify the order in which the results should appear. All three sort options are applied to the results, but the selected option is the first priority.

Which students would you like to include in the report?

Students:

Student Name(#Student Number)-Grade

All students

Ad Hoc Filter:

Which medications would you like to include in the report?

All Medications

- ABILIFY (Aripiprazole)
- ACETAMINOPHEN
- ADDERALL IR
- ADDERALL XR
- ADVAIR
- ALBUTEROL
- ALEVE
- ALLEGRA
- AMITRIPTYLINE
- AMOXICILLIN

CTRL-click or SHIFT-click to select multiple

Medication Date Range (Required fields)

Start Date*

End Date* 09/24/2019

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

19-20

- 19-20 Arthur Elementary
- 19-20 Carter Middle
- 19-20 Cleveland Elementary
- 19-20 Fillmore Middle School
- 19-20 Harrison High
- 19-20 Lincoln Elementary
- 19-20 Taylor K-8
- 19-20 Van Buren High School
- KG 19-20 Cleveland Elementary

CTRL-click or SHIFT-click to select multiple

Sort Options

School Year / Name

Student Name

Medication Name / Form

Date Submitted

Report Format: PDF

Generate Report

Image 1: Medication Summary Report editor

Report Logic

The Medication Summary Report pulls data from the student's Medications tool. Medications submitted within the Date Range will report.

Report Editor Details

Options	Descriptions
Student Selection	Users can select specific students who have medications entered in their health record. Students are listed alphabetically by last name. The student's grade level and student number are also listed. Or, select an Ad hoc Filter from which to pull students.
Medication Selection	Choose the types of medication to include in the report. This list will only display active medications that are entered in Medication Name tool in System Administration.
Medication Date Range	The Start Date and End Date fields are required entry in order for the report to generate. The End Date field is defaulted to the current date. Dates are entered in mmddyy format, or use the calendar icon to select a date.
Calendar Selection	Select the desired calendars to include on the report. If a calendar is chosen in the Campus toolbar, that calendar will already be selected. Select more calendars as needed by using the CTRL and SHIFT keys.
Sort Options	The Medication Summary Report can be sorted by the following: <ul style="list-style-type: none"> • School Year/Name • Student Name (alphabetical by last name) • Medication Name/Form (alphabetical by medication name and then by medication form - tablet, liquid, etc.) • Date Submitted
Report Format	The printed format of the report. Options include: PDF or DOCX.

Generate the Medication Summary Report

1. Select the **Students** to include on the report. All students may be selected; however, doing so may increase the generation time. Students can also be selected using a pre-saved **Ad hoc filter**.
2. Select the **Medications** to include in the report. These medications come from the Medications entered in System Administration health.
3. Enter the **Medication Date Range** in *mmddyy* format, or use the calendar icon to select a date. Medications with a Date Submitted within the range will report.
4. Select the **Calendars** to include on the report.
5. Select the **Sort Options** for the report - by school year/name, student name, medication name/form or date submitted.
6. Select the **Report Format**.
7. Click the **Generate Report** button. The report will display in a new window listing the medications for the students during the entered date range.

