Health Processing

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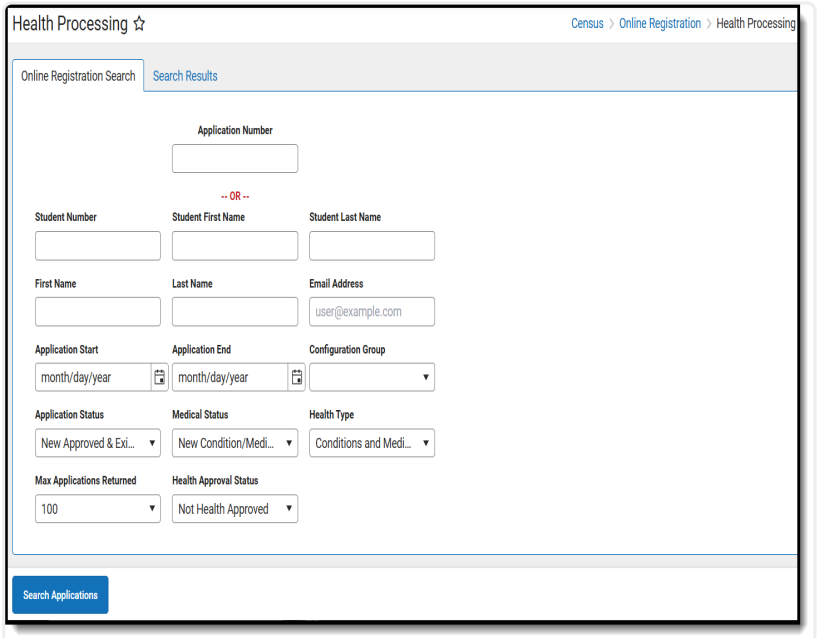
This documentation applies to both versions of Online Registration.

Tool Search: Health Processing

Health Processing allows staff to review parent-submitted health information and add medications or conditions to the student's records.



Health Processing

Once a parent or guardian has entered an online registration through the Portal, the designated health staff person can begin processing the application for specific health concerns. Applications can be reviewed by status, by first name/last name of the person who entered the registration, application number (assigned when the application is submitted) or an email address of the person who entered the registration.

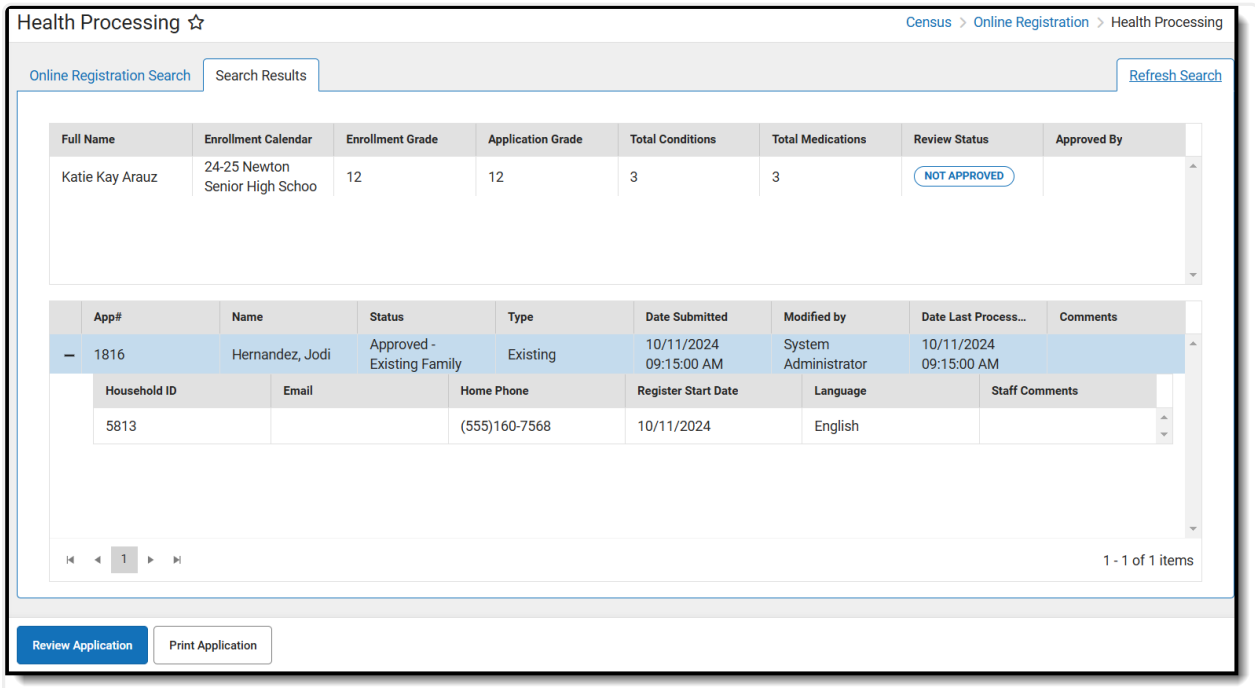
Staff can only search for applications associated with the calendar rights assigned to them (unless the Disable Calendar Filter for Staff Processing checkbox is marked). For example, a user who has rights to the Middle School and not to the High School can only view and approve applications for students at the Middle School.

Health Processing Search Editor Fields

Option	Description
Application Number	System-assigned number associated with the application.
Student Number	Locally assigned identification number for the student. This number is created when the enrollment is saved.
Student First and Last Name	Legally recognized name of the student.
First and Last Name	Legally recognized name of the parent/guardian who entered the application.
Email Address	Email address entered when the application was created, usually of the parent/guardian.
Application Start and End	Date fields used as a range to return applications entered between the two dates.
Application End Year	Indicates the ending school year for which the application is associated. For the 2024-25 school year, the end year is 2025.
Configuration Group	Indicates the Configuration Group for which the application is associated.
Application Status	Indicates the status of the application. This includes all core statues, link errors, post errors and custom statuses. Core statuses are as follows: • New Approved and Existing Approved - This option displays all new and existing applications that have been approved and posted. • New Approved and Existing Approved or Submitted - This option displays all approved new, approved existing, and submitted Existing applications. • New Approved - This option displays all new approved applications. • Existing Approved - This option only displays Existing approved applications. • Existing Approved or Submitted - This option displays existing approved or existing submitted application.
Medical Status	Indicates the status of the student's medical/condition history. • New Condition/Medication or No longer current Condition/Medication • All • New Health Condition or Medication • Condition or Medication no longer current
Health Type	Indicates the type of health record: • Conditions or Medications • Health Conditions • Medications

Option	Description
Max Application Returned	This field can be used to minimize a large number of returned applications in the search results area. Options include 100, 500, 1000 and al.
Health Approval Status	Indicates the status of the application for the entered health reasons: • Not Health Approved - This option will display applications that have not been verified by health staff. • Health Approved - This option will display all applications that have already been verified.

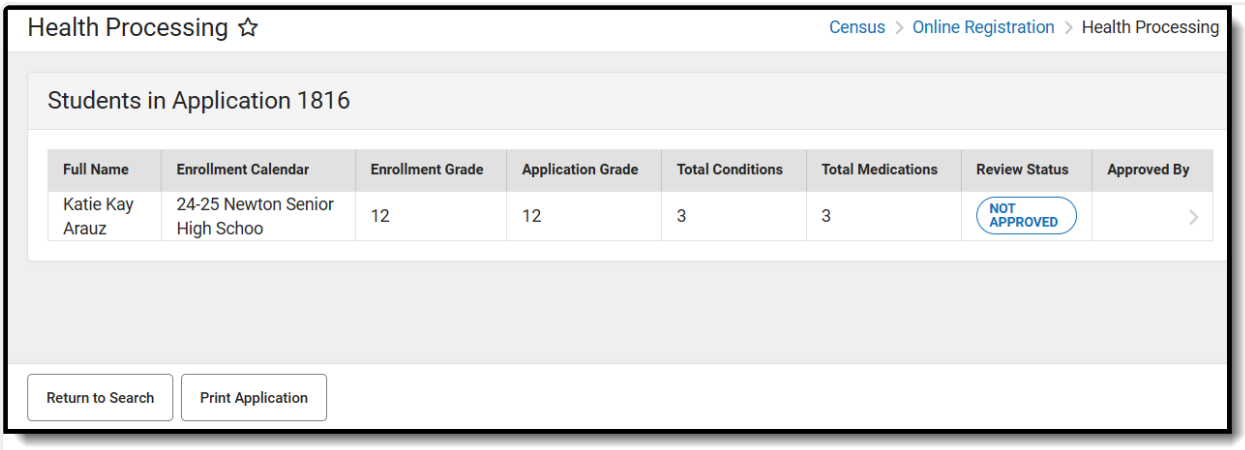
Applications matching the entered criteria are displayed on the Search Results tab. Upon selecting an application to review, click **Review Application** to open the list of students in the application.



Health Processing Search Results

Students in Application

On this screen, you can see all the students in the application, whether they have health conditions or medications attached to them, and if they have been reviewed. Select a student from the list to review their health conditions and medications.

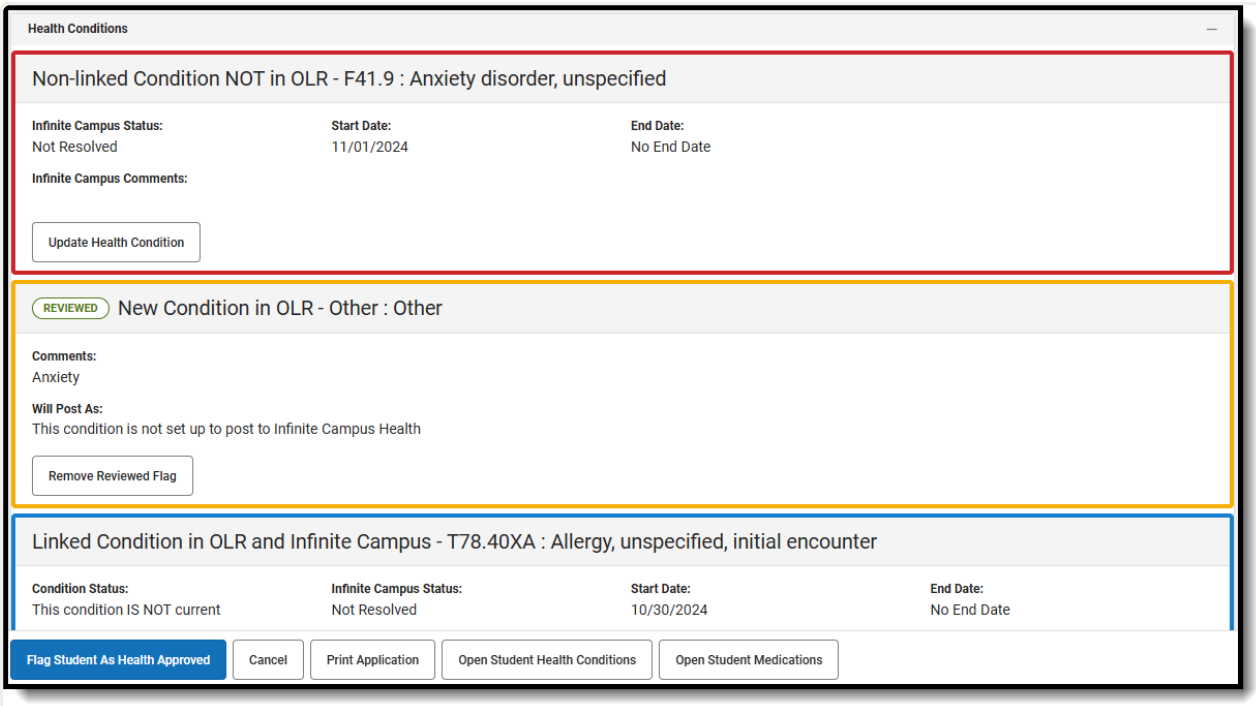


Students in Application

Health Conditions and Medications Review

When reviewing student's health conditions or medications, the health staff sees information added by the parent. From this screen, the health staff can directly open the student's health Conditions and Medications tools for data entry by using the buttons at the bottom of the screen. These buttons will open the student's Conditions or Medications tools in a separate browser tab and will continue to refresh that tab as they review other students and click those buttons again. See the Conditions and Medications articles for information on how to enter student medical information into Campus.

Click **Flag as Reviewed** for each Health Condition or Medication to track progress, enabling an easy return to Health Processing if interrupted.



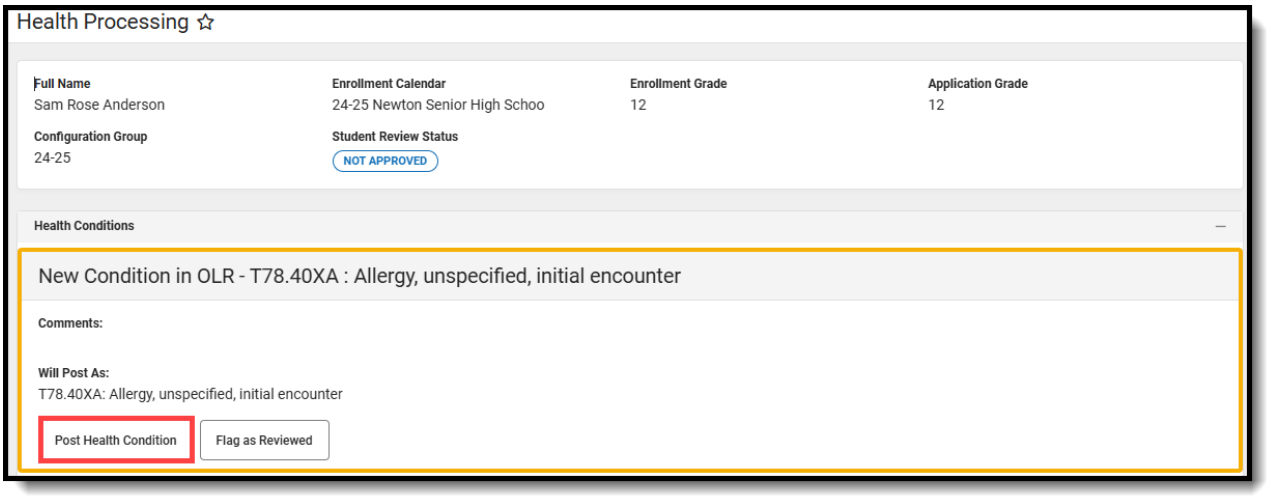
Health Review

There are three colors that will indicate the status of a health condition or medication:

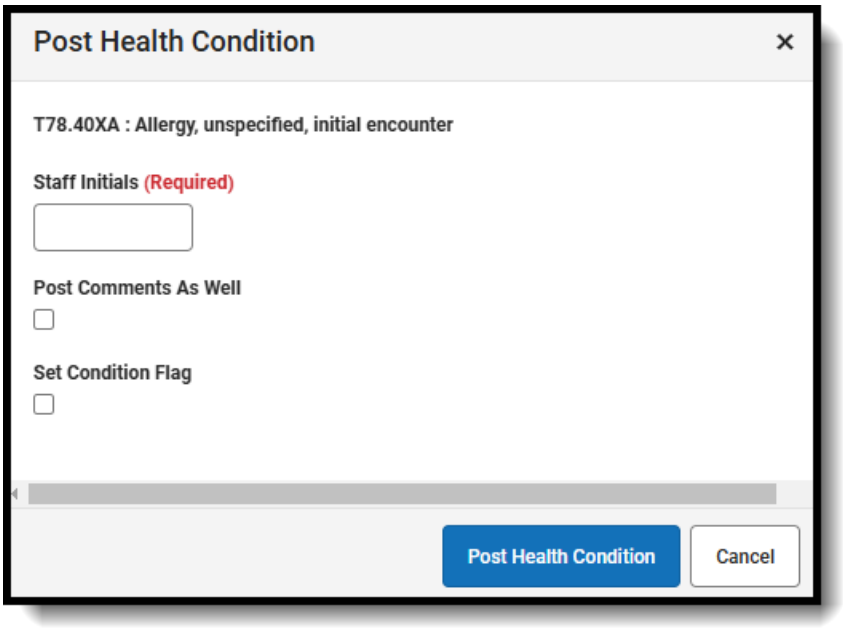
1. Yellow boxes indicate that the health condition or medication is New:
    - If a new health condition is not linked via the OLR Lists Bank (in the person-healthConditions list), the box will remain yellow even after entering the health condition for the student.
        - Once you have entered the unlinked health condition for the student and click Flag as Reviewed, the health condition will be listed on the review screen a second time with a red box around it. This is intentional, as the health condition in Infinite Campus technically was not in OLR and is not linked to the one entered in OLR in any way.
    - If a new health condition is linked via the OLR Lists Bank (in the person-healthConditions list) and the condition is posted using the "Post Health Condition" button, the box will turn blue.
    - New medications will always show as yellow boxes, even after entering the medication on the student.
2. Blue boxes indicate the following:
    - Existing Health Conditions or Medications.
    - New Health Conditions that were linked via the OLR Lists Bank (in the person-healthConditions list) and the condition was posted using the "Post Health Condition" button.
3. Red Boxes indicate a Health Condition or Medication was not in the OLR application, but was in Infinite Campus.

Post Health Condition

The Post Health Condition button is used to post a new linked health condition to Campus.



When this button is clicked, a pop-up window will appear, allowing the user to enter staff initials and include comments from the parent. Furthermore, the user can set a health condition flag for the student and add a user warning related to that flag.

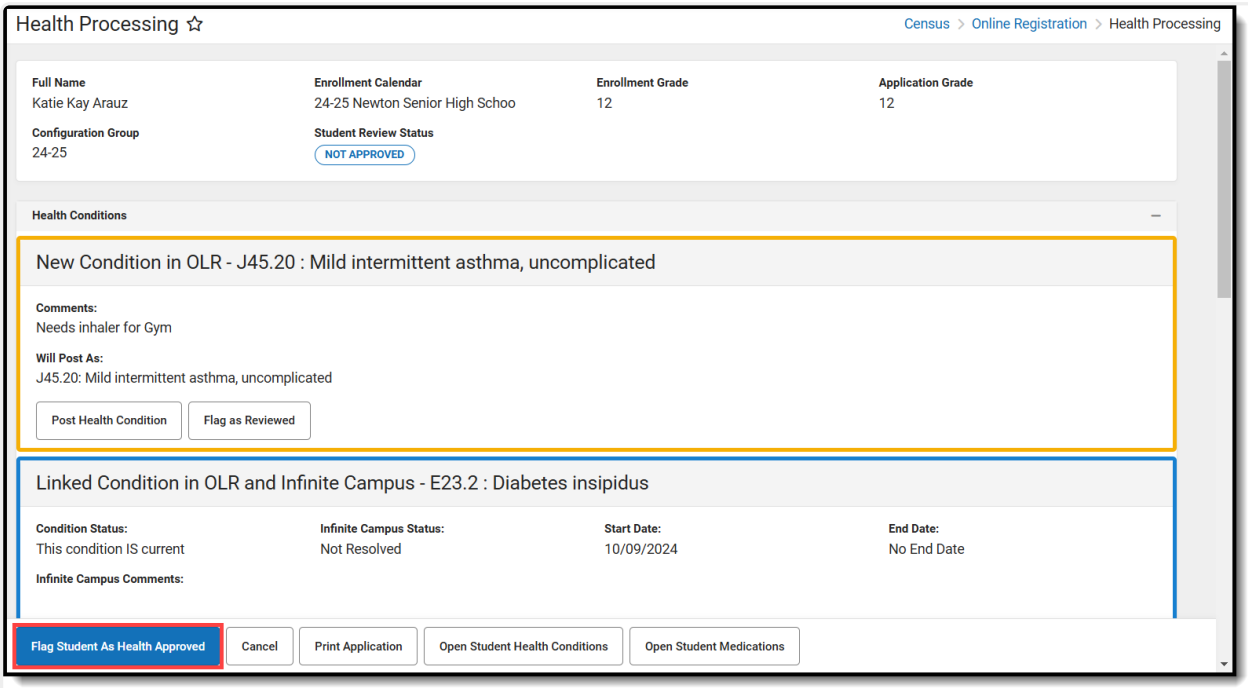


The health condition must be configured to allow flags for these options to function correctly.

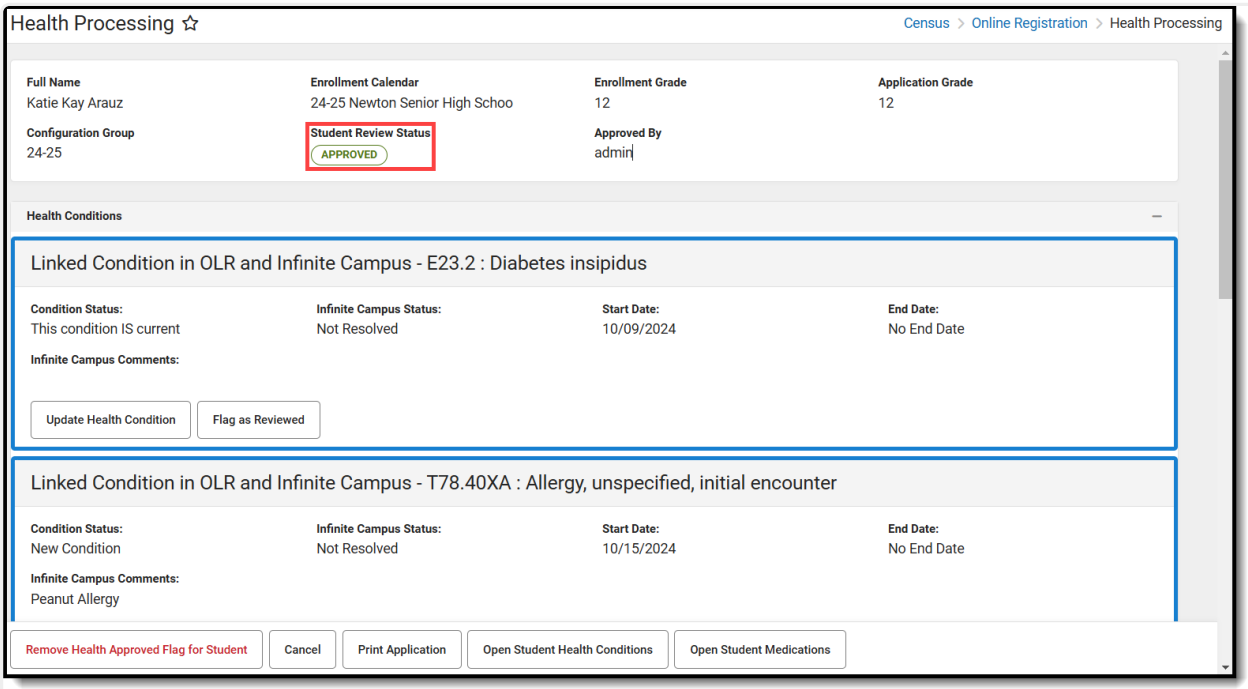
Health Processing Approval

Once all health conditions and medications have been verified for the student, the health staff will flag the student as Health Approved. Repeat these steps as needed for each student in the application. This will flip the Student's Review Status to Approved above and on the prior Student

in Application screen.

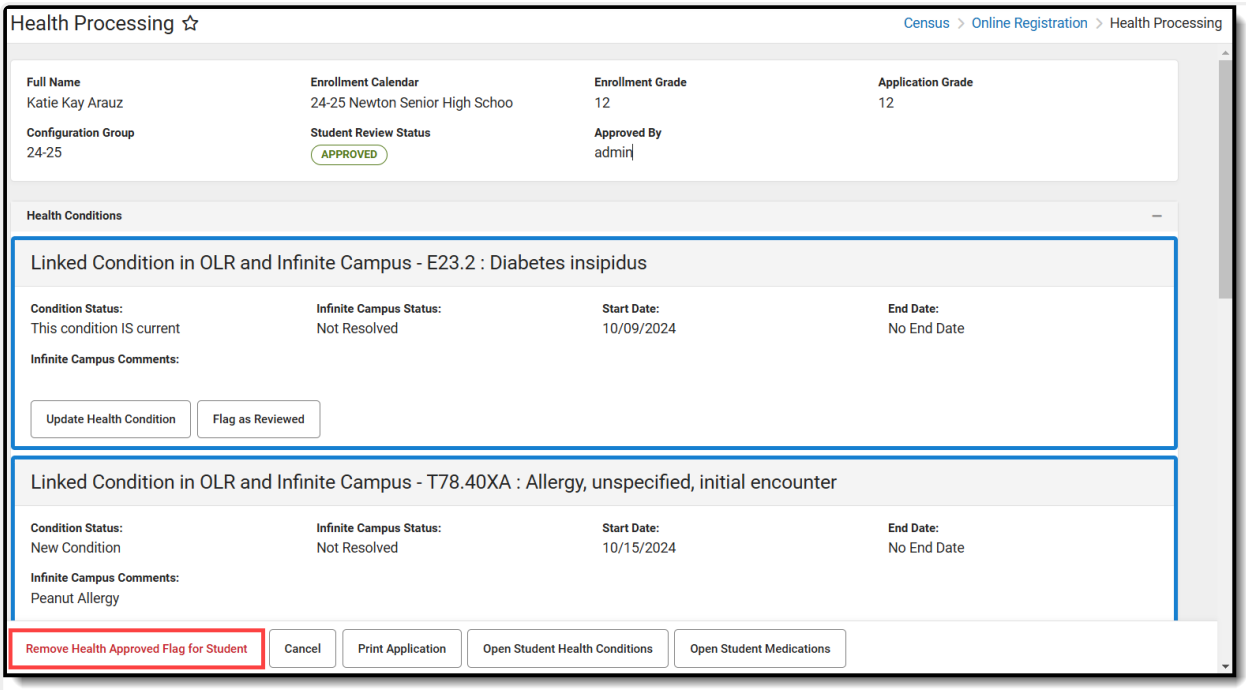


Health Review - Health Approve/Save



Health Review - Student Application Health Staff Approved

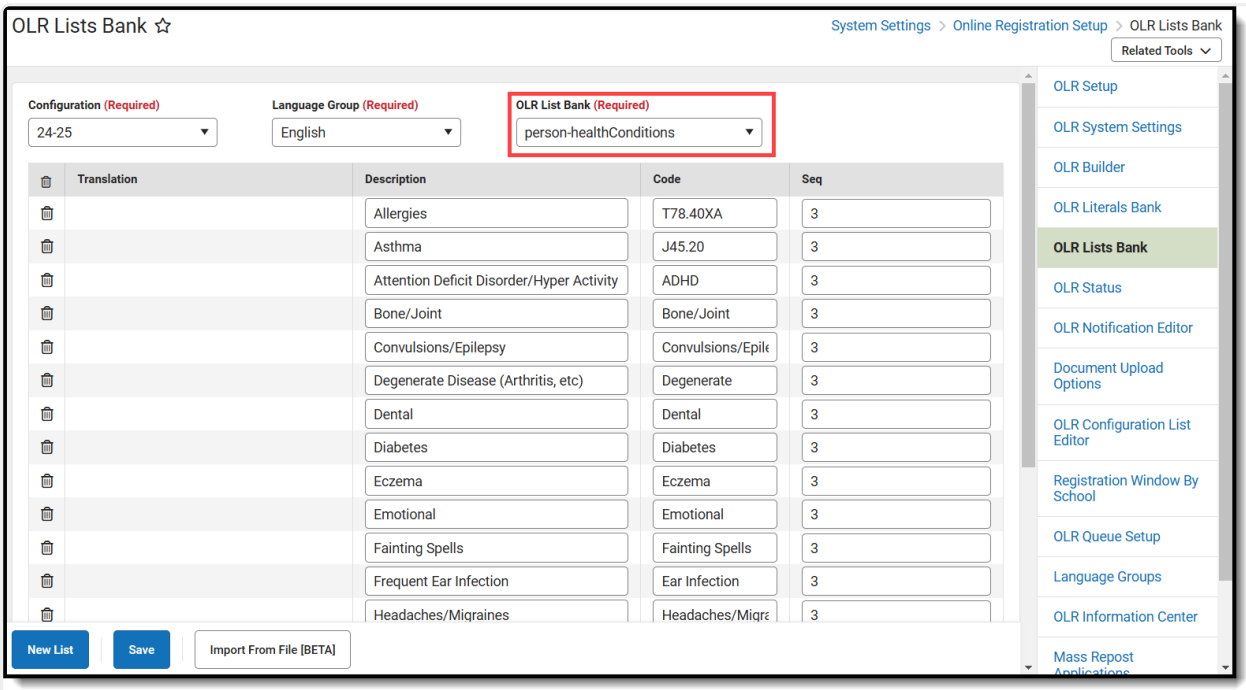
To undo the approval, click the **Undo Health Approval** button (available for OLR Prime only).



Undo Health Approval

Map Health Conditions

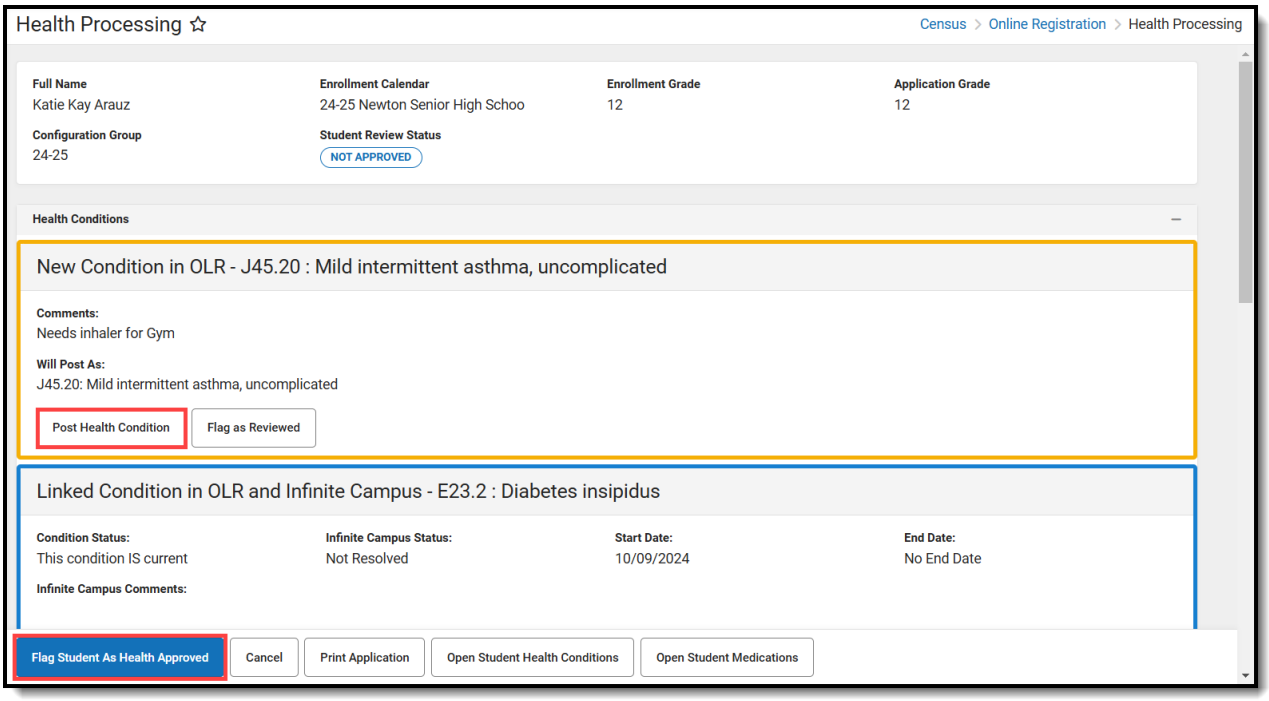
Locate and have available the **Description** and **Code** of the health condition from the Condition List (Student Information > Health Administration > Condition Setup).



Health Conditions, Health Literals Values

1. Select the **person-Health Conditions** from the OLR List Bank field.
2. Click **Add Row**.

3. Enter the **Description** and **Code** from the **Condition List** for the conditions that should be mapped on the List Bank Translations tool.
4. Click **Save**. The Health Processing tool displays the mapped conditions.

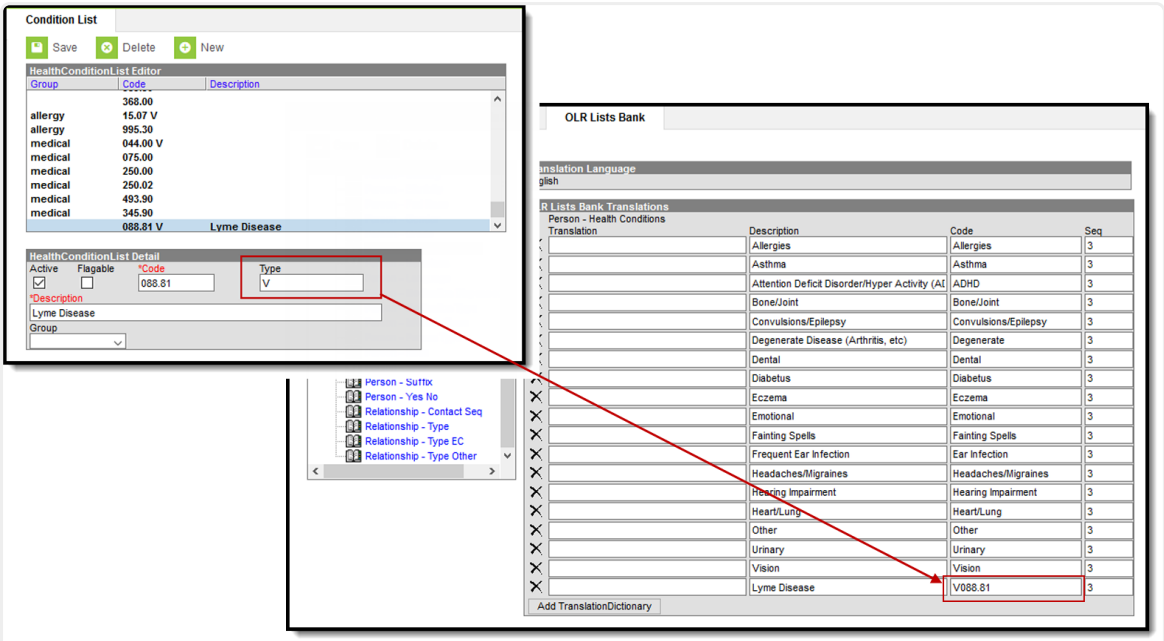


In order to map the medical/mental health conditions:

- Mark the **Post Health Condition** for each condition that should be mapped.
- Staff need to add their initials.
- Open the conditions to review or post student conditions.

Verify the conditions are there by clicking the Medications tab on the Health Processing view. Medications do NOT post automatically.

If districts use the optional **Type** field when entering conditions into the Condition List (Student Information > Health Administration > Condition Setup), the Type and Condition must be entered together, with no spaces, in the OLR Lists Bank Code field.



Condition List Type OLR Lists Bank Setup