

# Health Staff Processing

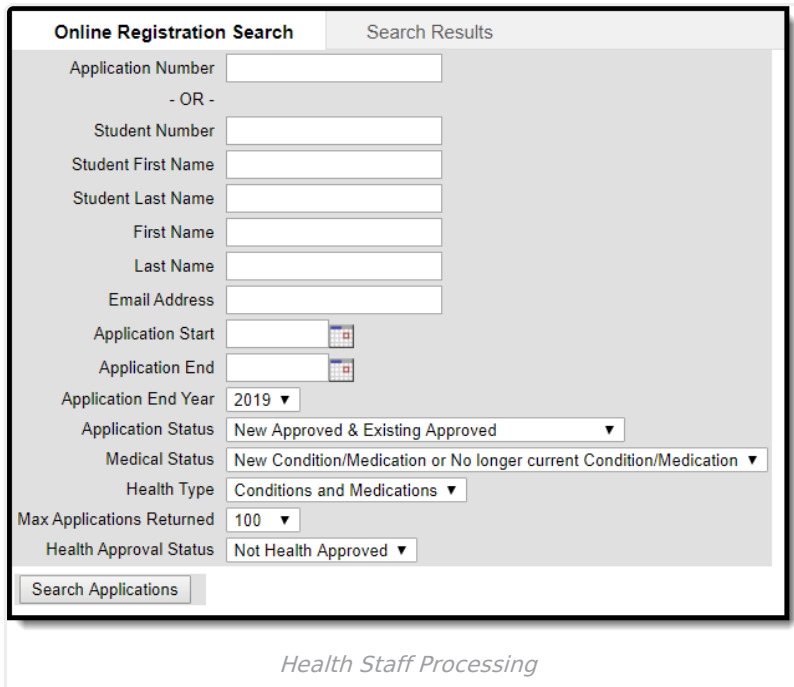
Last Modified on 03/11/2024 8:46 am CDT

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This documentation applies to both versions of Online Registration.

Tool Search: Health Staff Processing

The Health Staff Processing module allows health staff to search approved student health applications.



The screenshot shows the 'Online Registration Search' interface. It features a search form with the following fields and options:

- Application Number**: Text input field
- OR -**: Separator text
- Student Number**: Text input field
- Student First Name**: Text input field
- Student Last Name**: Text input field
- First Name**: Text input field
- Last Name**: Text input field
- Email Address**: Text input field
- Application Start**: Date picker
- Application End**: Date picker
- Application End Year**: Dropdown menu (set to 2019)
- Application Status**: Dropdown menu (set to New Approved & Existing Approved)
- Medical Status**: Dropdown menu (set to New Condition/Medication or No longer current Condition/Medication)
- Health Type**: Dropdown menu (set to Conditions and Medications)
- Max Applications Returned**: Dropdown menu (set to 100)
- Health Approval Status**: Dropdown menu (set to Not Health Approved)
- Search Applications**: Search button

The interface also includes a 'Search Results' tab and a 'Health Staff Processing' label at the bottom.

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.

## Online Registration Workflow

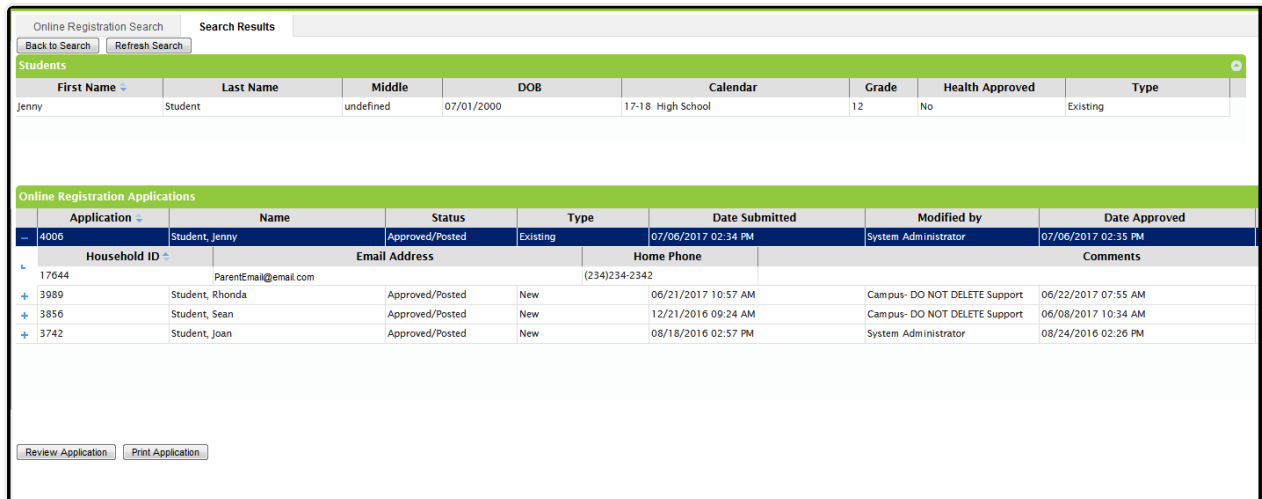
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# Health Staff Processing Search Editor Fields

Option	Description
<b>Application Number</b>	System-assigned number associated with the application.
<b>Student Number</b>	Locally assigned identification number for the student. This number is created when the enrollment is saved.
<b>Student First and Last Name</b>	Legally recognized name of the student.
<b>First and Last Name</b>	Legally recognized name of the parent/guardian who entered the application.
<b>Email Address</b>	Email address entered when the application was created, usually of the parent/guardian.
<b>Application Start and End</b>	Date fields used as a range to return applications entered between the two dates.
<b>Application End Year</b>	Indicates the ending school year for which the application is associated. For the 2017-18 school year, the end year is 2018.
<b>Application Status</b>	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. Core statuses are as follows: <ul style="list-style-type: none"> <li>• New Approved and Existing Approved - This option displays all new and existing applications that have been approved and posted.</li> <li>• New Approved and Existing Approved or Submitted - This option displays all approved new, approved existing, and submitted Existing applications.</li> <li>• New Approved - This option displays all new approved applications.</li> <li>• Existing Approved - This option only displays Existing approved applications.</li> <li>• Existing Approved or Submitted - This option displays existing approved or existing submitted application.</li> </ul>
<b>Medical Status</b>	Indicates the status of the student's medical/condition history. <ul style="list-style-type: none"> <li>• New Condition/Medication or No longer current Condition/Medication</li> <li>• All</li> <li>• New Health Condition or Medication</li> <li>• Condition or Medication no longer current</li> </ul>

Option	Description
<b>Health Type</b>	Indicates the type of health record: <ul style="list-style-type: none"> <li>• Conditions or Medications</li> <li>• Health Conditions</li> <li>• Medications</li> </ul>
<b>Max Application Returned</b>	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.
<b>Health Approval Status</b>	Indicates the status of the application for the entered health reasons: <ul style="list-style-type: none"> <li>• Not Health Approved - This option will display applications that have not been verified by health staff.</li> <li>• Health Approved - This option will display all applications that have already been verified.</li> </ul>

Applications matching the entered criteria display on the Search Results tab.



The screenshot shows the 'Search Results' tab in the 'Online Registration Search' application. It features two main tables:

**Students Table:**

First Name	Last Name	Middle	DOB	Calendar	Grade	Health Approved	Type
Jenny	Student	undefined	07/01/2000	17-18 High School	12	No	Existing

**Online Registration Applications Table:**

Application	Name	Status	Type	Date Submitted	Modified by	Date Approved
4006	Student, Jenny	Approved/Posted	Existing	07/06/2017 02:34 PM	System Administrator	07/06/2017 02:35 PM

Below the applications table, there is a detailed view for application 4006, including fields for Household ID, Email Address, Home Phone, and Comments.

*Health Staff Processing Search Results*

## Health Review

Upon selecting an application to review, the application opens on the student list screen. From here the health staff can clearly see which students have health conditions or medications that need verification.

Online Registration Search Search Results

Students

First Name	Last Name	Middle	DOB	Calendar	Grade	Health Approved	Type
Jenny	Student	undefined	07/01/2000	17-18 High School	12	No	Existing

Online Registration Applications

Application	Student
4006	Student, Jenn
Household ID	
17644	Parent, Jenn
3989	Student, Rho
3856	Student, Sean
3742	Student, Joan

Health Review

Students: Student, Jenny Student, Jenny DoB: 07/01/2000 Grade: 12

Conditions Medications

Allergies

995.30  
Linked Condition in OLR & Campus

Parent Status: Parent status unknown or unrecognized  
Campus Status: N:Not Resolved  
Campus Comments:  
Start-Dated: 07/17/2017  
End-Dated: Not end-dated  
 Set status to R:Resolved  
 End-date today

Staff Initials \*

This will only save information for THIS student!

Post Student Conditions  
Open Campus Conditions  
Health approve this student

Print Application

Health Review

## 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 from a single click for data entry. It is highly recommended that users have two computer screens to easily copy information from the application to the student's Conditions and Medications tabs. See the [Conditions](#) and [Medications](#) articles for information on how to enter student medical information into Campus.

Health Review

Students: Student, Jenny Student, Jenny DoB: 07/01/2000 Grade: 12

Conditions Medications

Allergies

995.30  
Linked Condition in OLR & Campus

Print Application

Health Conditions

Save Condition Edit Condition New Condition New Treatment Print

Health Condition Code Search Description Search

\*Code: 995.30 \*Description: Allergies (ACTIVE)  
\*Start Date: 07/17/2017 \*End Date:  
\*Status: N: Not Resolved \*Flags:  
Doctor Name: Doctor Phone:  
Flag:  
User Warning:  
Instructions:  
Comments:

Staff Initials \*

Post Student Conditions  
Open Campus Conditions  
Health approve this student

Health Review - Conditions Data Entry

# Health Processing Approval

Once all health conditions and medications have been verified, the health staff will approve the health information. This flags the application as being complete.

\* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Guardian
✓ Emergency Contact
✓ Other Household
✓ Student
▼ Health Review

**Health Review**

Students: Student, Jenny | Student, Jenny | DoB: 07/01/2000 | Grade: 12

Conditions
Medications

**Allergies**  
995.30  
Linked Condition in OLR & Campus

Parent Status: Parent status unknown or unrecognized  
 Campus Status: N:Not Resolved  
 Campus Comments:  
 Start-Dated: 07/17/2017  
 End-Dated: Not end-dated  
 Set status to R:Resolved  
 End-date today

Staff Initials \*   
 This will only save information for THIS student!  
 Post Student Conditions  
 Open Campus Conditions  
Health approve this student

Print Application

Health Review - Health Approve/Save

The student screen will show a green check next to the caduceus medical symbol indicating that health information is complete for that student.

\* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Guardian
✓ Emergency Contact
✓ Other Household
✓ Student
▼ Health Review

**Health Review**

Students: Student, Jenny | Student, Jenny | DoB: 07/01/2000 | Grade: 12 | ✓ Health Approved

Conditions
Medications

**Allergies**  
995.30  
Linked Condition in OLR & Campus

Parent Status: Parent status unknown or unrecognized  
 Campus Status: N:Not Resolved  
 Campus Comments:  
 Start-Dated: 07/17/2017  
 End-Dated: Not end-dated  
 Set status to R:Resolved  
 End-date today

Staff Initials \*   
 This will only save information for THIS student!  
 Post Student Conditions  
 Open Campus Conditions  
 Health approve this student

Print Application

Health Review - Student Application Health Staff Approved

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

Infinite Campus Online Registration Application Number 4076

\* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Guardian
✓ Emergency Contact
✓ Other Household
! Student
▼ Health Review

**Health Review**

Students: Richter, Kyle | DoB: 03/14/2000 | Grade: 12 | ✓ Health Approved

**Conditions**

**Heart failure, unspecified**  
I50.9  
*Linked Condition in OLR & Campus*

Parent Status: Parent status unknown or unrecognized  
 Campus Status: N:Not Resolved  
 Campus Comments:  
 Start-Dated: 03/23/2018  
 End-Dated: Not end-dated

Set status to R:Resolved  
 End-date today

Staff Initials \*

This will only save information for THIS student!

Post Student Conditions  
Open Campus Conditions  
Undo health approval

Print Application

Undo Health Approval

# Map Health Conditions

Locate and have available the **Description** and **Code** of the health condition from the [Condition List](#) (System Administration > Health > Condition List).

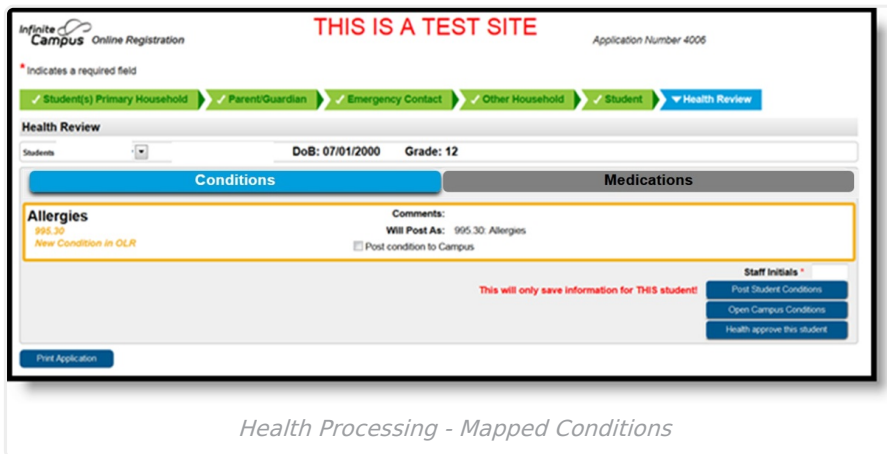
1. Select the **Person - Health Conditions** from the **Language Group/OLR Lists**.
2. Enter the **Description** and **Code** from the **Condition List** for the conditions that should be mapped on the List Bank Translations tool.
3. Save the entry.

The screenshot shows three overlapping windows in the Infinite Campus system:

- Condition List Editor:** A table with columns for Group, Code, and Description. The entry for 'Allergies' with code '995.30' is highlighted.
- Language Group/OLR Lists Editor:** A list of categories with 'Person - Health Conditions' selected.
- List Bank Translations:** A table for mapping conditions. The 'Person - Health Conditions' translation is shown with 'Allergies, unspecified' (Code: 995.30) mapped to 'Allergies, unspecified' (Code: I50.9).

Health Conditions, Health Literals Values

The Health Staff Processing tool displays the mapped conditions.



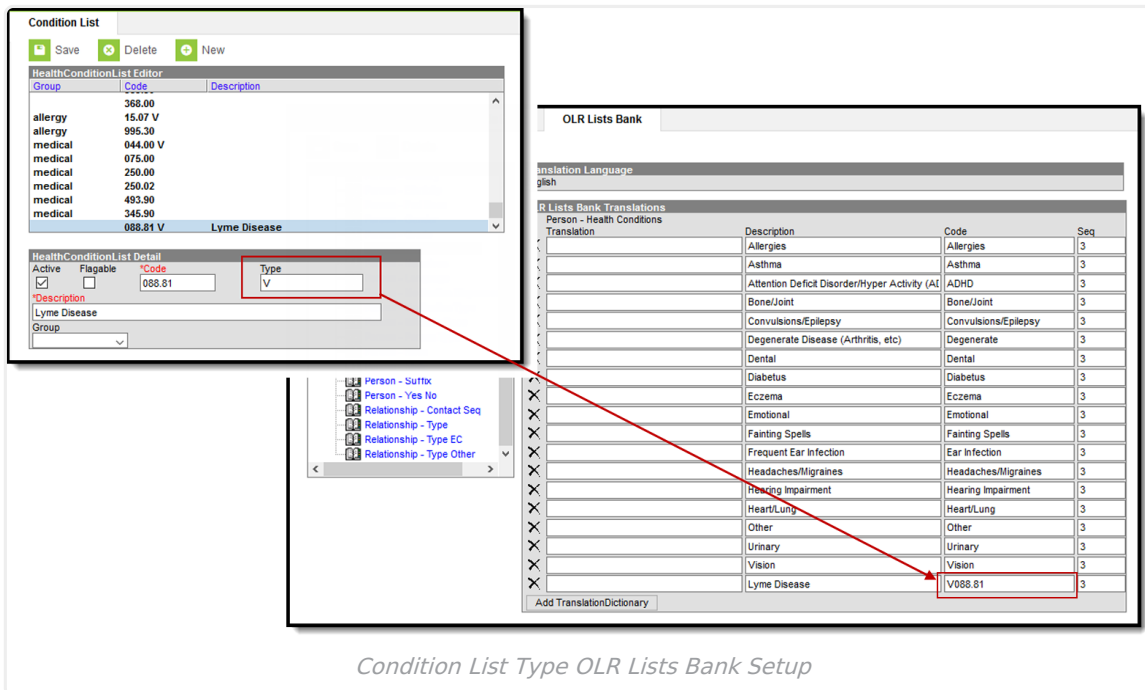
Health Processing - Mapped Conditions

In order to map the medical/mental health conditions:

- Mark the **Post condition to Campus** 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** (System Administration > Health > Condition List), the Type and Condition must be entered together, with no spaces, in the OLR Lists Bank Code field (see example below).



Condition List Type OLR Lists Bank Setup