

# Health Processing

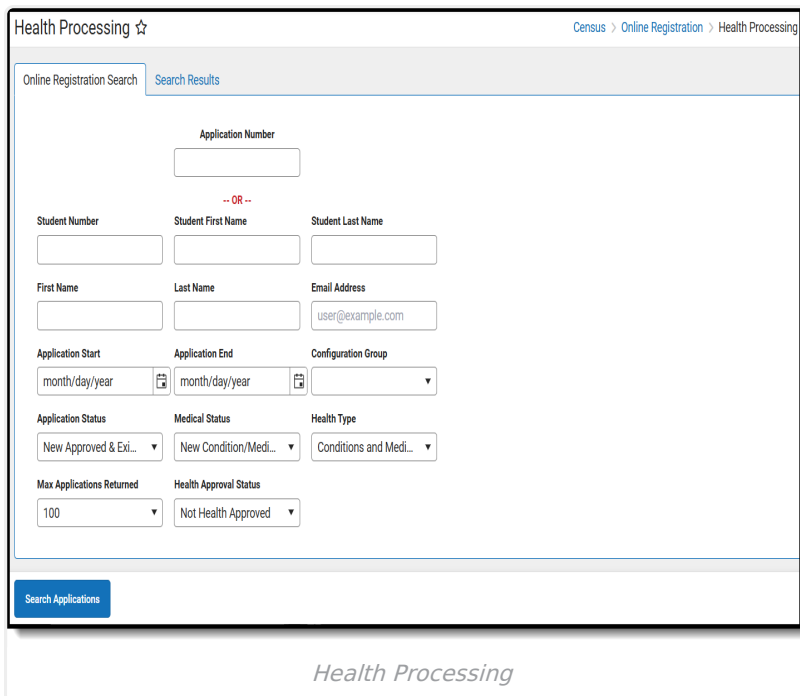
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This documentation applies to both versions of Online Registration.

## Tool Search: Health Processing

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



The screenshot shows the 'Health Processing' search interface. At the top, there is a breadcrumb trail: 'Census > Online Registration > Health Processing'. Below this, there is a search bar with 'Search Results' and a 'Search Applications' button. The main search area contains several input fields and dropdown menus:

- Application Number:** A single text input field.
- OR --**: A separator indicating alternative search criteria.
- Student Number:** A text input field.
- Student First Name:** A text input field.
- Student Last Name:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email Address:** A text input field with the placeholder 'user@example.com'.
- Application Start:** A date picker with the format 'month/day/year'.
- Application End:** A date picker with the format 'month/day/year'.
- Configuration Group:** A dropdown menu.
- Application Status:** A dropdown menu with options like 'New Approved & Exi...'. The selected option is 'New Approved & Exi...'.
- Medical Status:** A dropdown menu with options like 'New Condition/Medi...'. The selected option is 'New Condition/Medi...'.
- Health Type:** A dropdown menu with options like 'Conditions and Medi...'. The selected option is 'Conditions and Medi...'.
- Max Applications Returned:** A dropdown menu with the value '100' selected.
- Health Approval Status:** A dropdown menu with the value 'Not Health Approved' selected.

At the bottom of the search area, there is a blue button labeled 'Search Applications'.

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.

## Online Registration Workflow

► [Click here to expand...](#)

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime).

Step		Campus Location	OLR	OLR Prime
<b>Calendar and Enrollment Management</b>				
1	Create <a href="#">calendars</a> for the next school year	System Administration > Calendar > Calendar Wizard	X	X
2	Roll <a href="#">enrollments forward</a> for the next school year.	System Administration > Student > Enrollment Roll Forward	X	X
3	Review the grade levels associated with each calendar, and if desired, mark the <a href="#">Exclude from Online Registration Calculations</a> checkbox.	System Administration > Calendar > Calendar > Grade Levels	X	X
<b>Online Registration Setup</b>				
4	Add <a href="#">Languages</a> .	System Administration > Data Utilities > Multi-Language Editor > Language Groups	X	X
5	Enter <a href="#">language translations</a> that display on Online Registration panels.	System Administration > Data Utilities > Multi-Language Editor > OLR Literals Bank	X	X
6	Enter <a href="#">language translations</a> that display on Online Registration panels in the dropdown lists.	System Administration > Data Utilities > Multi-Language Editor > OLR Lists Bank	X	X
7	Create <a href="#">letters</a> to send to parents announcing acceptance or denial based on their applications.	Ad hoc Reporting > Letter Designer	X	X
8	Create <a href="#">approval/denial statuses</a> .	Census > Online Registration > OLR Status	X	X
9	Enter <a href="#">OLR setup information</a> for online registration.	Census > Online Registration > OLR Set Up > OLR Setup	X	X

Step	Campus Location	OLR	OLR Prime	
10	Enable the Online Registration Portal <a href="#">outline link</a> for the active date range on the OLR Setup.	System Administration > Custom > Custom Tab	X	X
11	Select <a href="#">OLR System Settings</a> .	Census > Online Registration > OLR Set Up > OLR System Settings	X	X
12	Enter <a href="#">registration dates</a> for each school.	Census > Online Registration > OLR Set Up > Registration Window by School		X
13	Set <a href="#">Document Upload</a> Options.	Census > Online Registration > OLR Set Up > Document Upload		X
14	Modify fields that appear on pleats using the <a href="#">OLR Builder</a> . (OLR version has limited functionality.)	Census > Online Registration > OLR Set Up > OLR Builder	X	X
15	Create <a href="#">Notifications</a> .	Census > Online Registration > OLR Setup > OLR Notification Editor		X
16	Reference the <a href="#">OLR Information Center</a> to view links to OLR tools.	Census > Online Registration > OLR Setup > OLR Information Center	X	X
17	Create <a href="#">application queues</a> .	Census > Online Registration > OLR Queue Setup		X
18	Modify <a href="#">application queues</a> .	Census > Online Registration > OLR Queue Applications		X
19	Review the <a href="#">Configuration List Editor</a> to verify the appropriate options are in the dropdown lists.	Census > Online Registration > OLR Setup > OLR Configuration List Editor	X	X

Step	Campus Location	OLR	OLR Prime
<b>Student Application Entry</b> <i>These articles are intended for the parents/guardians entering the registration information. All articles can be saved as a PDF and given to the parent, or made available on the district website. See the <a href="#">Enter Applications</a> article for information on accessing OLR and other important information.</i>			
20	Enter <a href="#">Household Information</a> .	Portal > Online Registration > Household	X X
21	Enter <a href="#">Parent/Guardian Information</a> .	Portal > Online Registration > Parent/Guardian	X X
22	Enter <a href="#">Emergency Contact Information</a> .	Portal > Online Registration > Emergency Contact	X X
23	Enter <a href="#">Other Household Children</a> .	Portal > Online Registration > Other Household (non-enrolled children)	X X
24	Enter <a href="#">Student Information</a> .	Portal > Online Registration > Student	X X
25	Review and complete <a href="#">student registration</a> .	Portal > Online Registration > Completed	X X
<b>Process and Analyze Applications</b>			
26	View <a href="#">applications that have been submitted</a> by year or school and by status.	Census > Online Registration > OLR Dashboard	X X
27	Search for applications by status and begin review and approval of them. <ul style="list-style-type: none"> <li>• <a href="#">Staff Processing</a></li> <li>• <a href="#">Student Processing</a></li> <li>• <a href="#">Health Staff Processing</a></li> <li>• <a href="#">Parent Information</a></li> </ul>	Census > Online Registration > Staff Processing, Student Processing, Health Staff Processing, Parent Information	X X
28	Run the <a href="#">Audit Reports and Summary Reports</a> .	Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary	X X
29	Merge list options from the <a href="#">List Bank Replacer</a> from the OLR database into Campus.	Census > Online Registration > OLR List Bank Replacer	X X

Step		Campus Location	OLR	OLR Prime
30	Merge list options from the <a href="#">List Value Updater</a> from the OLR database into Campus.	Census > Online Registration > OLR List Value Updater		X
31	When necessary, <a href="#">mass re-post</a> registration data.	Census > Online Registration > Mass Re-Post Applications Data		X
32	Review the <a href="#">Data Change Tracker</a> tools to track OLR information being added to Campus.	System Administration > Data Change Tracker	X	X

## Health 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 2024-25 school year, the end year is 2025.
<b>Configuration Group</b>	Indicates the Configuration Group for which the application is associated.

Option	Description
<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>
<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 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 ☆ Census > Online Registration > Health Processing

Online Registration Search Search Results Refresh Search

Full Name	Enrollment Calendar	Enrollment Grade	Application Grade	Total Conditions	Total Medications	Review Status	Approved By
Katie Kay Arauz	24-25 Newton Senior High School	12	12	3	3	NOT APPROVED	

App#	Name	Status	Type	Date Submitted	Modified by	Date Last Process...	Comments
1816	Hernandez, Jodi	Approved - Existing Family	Existing	10/11/2024 09:15:00 AM	System Administrator	10/11/2024 09:15:00 AM	

Household ID	Email	Home Phone	Register Start Date	Language	Staff Comments
5813		(555)160-7568	10/11/2024	English	

1 - 1 of 1 items

Review Application Print 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.

Health Processing ☆ Census > Online Registration > Health Processing

Students in Application 1816

Full Name	Enrollment Calendar	Enrollment Grade	Application Grade	Total Conditions	Total Medications	Review Status	Approved By
Katie Kay Arauz	24-25 Newton Senior High School	12	12	3	3	NOT APPROVED	>

Return to Search Print Application

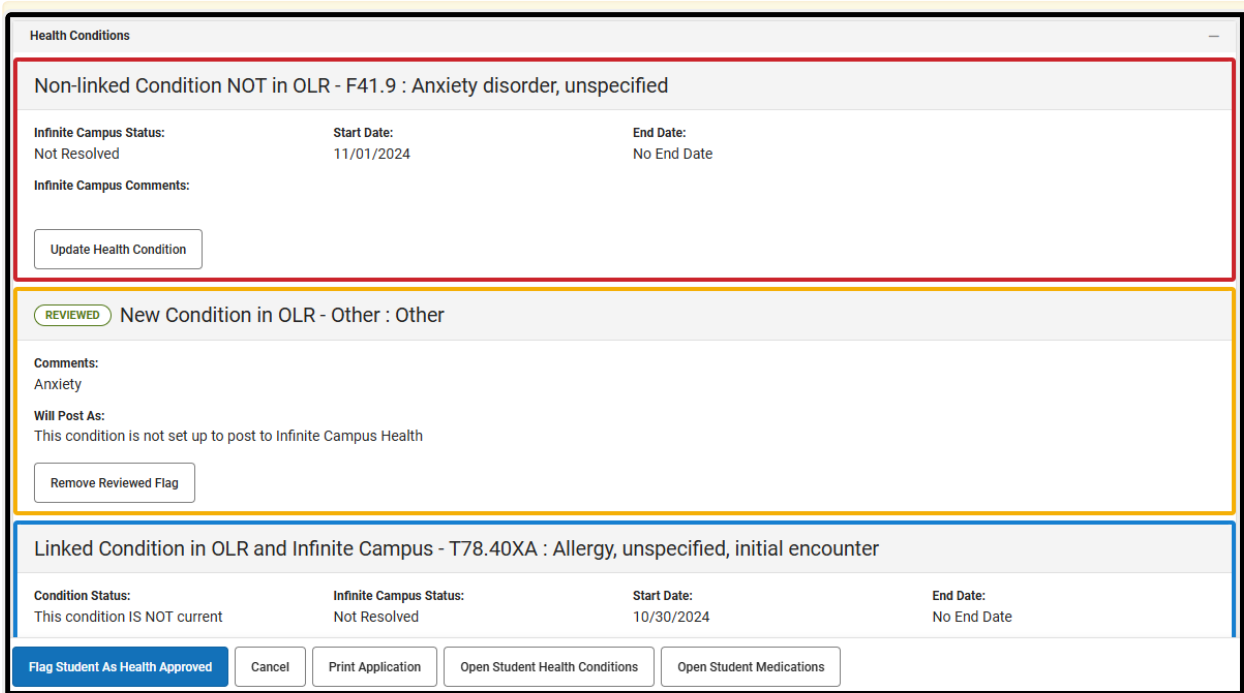
*Students in Application*

## 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.

Health Processing ☆

Full Name	Enrollment Calendar	Enrollment Grade	Application Grade
Sam Rose Anderson	24-25 Newton Senior High School	12	12
Configuration Group	Student Review Status		
24-25	<span style="border: 1px solid blue; border-radius: 5px; padding: 2px;">NOT APPROVED</span>		

Health Conditions

New Condition in OLR - T78.40XA : Allergy, unspecified, initial encounter

Comments:

Will Post As:  
T78.40XA: Allergy, unspecified, initial encounter

Post Health Condition
Flag as Reviewed

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.

**Post Health Condition**
×

T78.40XA : Allergy, unspecified, initial encounter

**Staff Initials (Required)**

**Post Comments As Well**

**Set Condition Flag**

Post Health Condition
Cancel

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 Processing ☆
Census > Online Registration > Health Processing

Full Name Katie Kay Arauz	Enrollment Calendar 24-25 Newton Senior High Schoo	Enrollment Grade 12	Application Grade 12
Configuration Group 24-25	Student Review Status <span style="border: 1px solid #007bff; border-radius: 5px; padding: 2px 5px; color: #007bff;">NOT APPROVED</span>		

**Health Conditions**

**New Condition in OLR - J45.20 : Mild intermittent asthma, uncomplicated**

**Comments:**  
Needs inhaler for Gym

**Will Post As:**  
J45.20: Mild intermittent asthma, uncomplicated

Post Health Condition
Flag as Reviewed

**Linked Condition in OLR and Infinite Campus - E23.2 : Diabetes insipidus**

<b>Condition Status:</b> This condition IS current	<b>Infinite Campus Status:</b> Not Resolved	<b>Start Date:</b> 10/09/2024	<b>End Date:</b> No End Date
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**Infinite Campus Comments:**

Flag Student As Health Approved
Cancel
Print Application
Open Student Health Conditions
Open Student Medications

*Health Review - Health Approve/Save*

Health Processing ☆ Census > Online Registration > Health Processing

Full Name Katie Kay Arauz	Enrollment Calendar 24-25 Newton Senior High School	Enrollment Grade 12	Application Grade 12
Configuration Group 24-25	Student Review Status <b>APPROVED</b>	Approved By admin	

**Health Conditions**

Linked Condition in OLR and Infinite Campus - E23.2 : Diabetes insipidus

Condition Status: This condition IS current	Infinite Campus Status: Not Resolved	Start Date: 10/09/2024	End Date: No End Date
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Infinite Campus Comments:

Update Health Condition    Flag as Reviewed

Linked Condition in OLR and Infinite Campus - T78.40XA : Allergy, unspecified, initial encounter

Condition Status: New Condition	Infinite Campus Status: Not Resolved	Start Date: 10/15/2024	End Date: No End Date
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Infinite Campus Comments:  
Peanut Allergy

Remove Health Approved Flag for Student    Cancel    Print Application    Open Student Health Conditions    Open Student Medications

*Health Review - Student Application Health Staff Approved*

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

Health Processing ☆ Census > Online Registration > Health Processing

Full Name Katie Kay Arauz	Enrollment Calendar 24-25 Newton Senior High School	Enrollment Grade 12	Application Grade 12
Configuration Group 24-25	Student Review Status <b>APPROVED</b>	Approved By admin	

**Health Conditions**

Linked Condition in OLR and Infinite Campus - E23.2 : Diabetes insipidus

Condition Status: This condition IS current	Infinite Campus Status: Not Resolved	Start Date: 10/09/2024	End Date: No End Date
--	---	---------------------------	--------------------------

Infinite Campus Comments:

Update Health Condition    Flag as Reviewed

Linked Condition in OLR and Infinite Campus - T78.40XA : Allergy, unspecified, initial encounter

Condition Status: New Condition	Infinite Campus Status: Not Resolved	Start Date: 10/15/2024	End Date: No End Date
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Infinite Campus Comments:  
Peanut Allergy

Remove Health Approved Flag for Student    Cancel    Print Application    Open Student Health Conditions    Open Student Medications

*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).

OLR Lists Bank ☆ System Settings > Online Registration Setup > OLR Lists Bank

Related Tools ▾

Configuration (Required): 24-25 | Language Group (Required): English | **OLR List Bank (Required): person-healthConditions**

Translation	Description	Code	Seq
	Allergies	T78.40XA	3
	Asthma	J45.20	3
	Attention Deficit Disorder/Hyper Activity	ADHD	3
	Bone/Joint	Bone/Joint	3
	Convulsions/Epilepsy	Convulsions/Epile	3
	Degenerate Disease (Arthritis, etc)	Degenerate	3
	Dental	Dental	3
	Diabetes	Diabetes	3
	Eczema	Eczema	3
	Emotional	Emotional	3
	Fainting Spells	Fainting Spells	3
	Frequent Ear Infection	Ear Infection	3
	Headaches/Migraines	Headaches/Migr	3

- OLR Setup
- OLR System Settings
- OLR Builder
- OLR Literals Bank
- OLR Lists Bank**
- OLR Status
- OLR Notification Editor
- Document Upload Options
- OLR Configuration List Editor
- Registration Window By School
- OLR Queue Setup
- Language Groups
- OLR Information Center
- Mass Repost Applications

*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.

Health Processing ☆ Census > Online Registration > Health Processing

Full Name: Katie Kay Arauz | Enrollment Calendar: 24-25 Newton Senior High Schoo | Enrollment Grade: 12 | Application Grade: 12

Configuration Group: 24-25 | Student Review Status: NOT APPROVED

**Health Conditions**

**New Condition in OLR - J45.20 : Mild intermittent asthma, uncomplicated**

Comments:  
Needs inhaler for Gym

Will Post As:  
J45.20: Mild intermittent asthma, uncomplicated

**Linked Condition in OLR and Infinite Campus - E23.2 : Diabetes insipidus**

Condition Status:	Infinite Campus Status:	Start Date:	End Date:
This condition IS current	Not Resolved	10/09/2024	No End Date

Infinite Campus Comments:

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.

The screenshot displays two main windows. The 'Condition List' window on the left shows a table of conditions with columns for Group, Code, and Description. Below this is a 'HealthConditionList Detail' section with fields for Active, Flagable, Code (088.81), Type (V), Description (Lyme Disease), and Group. The 'OLR Lists Bank' window on the right shows a table of translations with columns for Translation, Description, Code, and Seq. A red box highlights the 'V088.81' code in the 'Code' column for the 'Lyme Disease' row. A red arrow points from the 'Type' field in the 'Condition List' window to the 'V088.81' code in the 'OLR Lists Bank' window. A third red box highlights the 'Lyme Disease' row in the 'OLR Lists Bank' table.

*Condition List Type OLR Lists Bank Setup*