

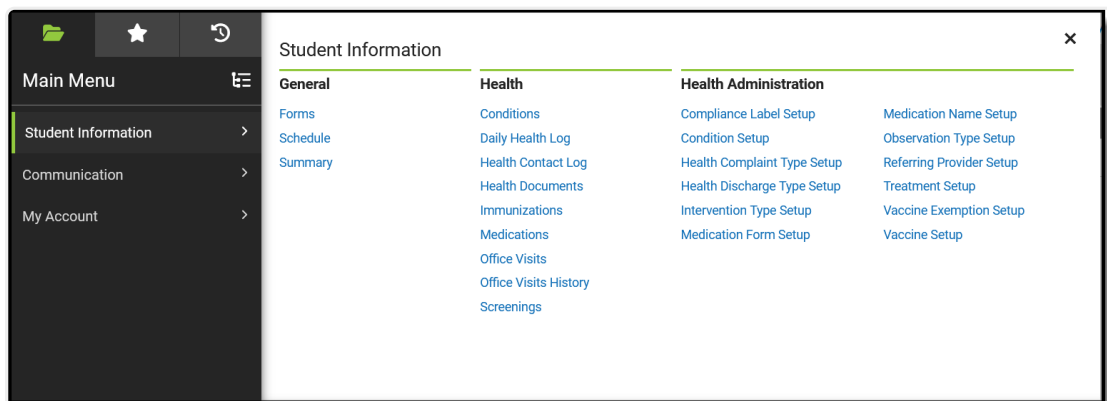
Health Office Administrators User Group

Last Modified on 12/14/2025 8:45 pm CST

The following are suggested tool rights for Health Office Administrators. Depending on their actual job duties, your health office administrators may need more or fewer tool rights. Start with this list and modify rights to meet your school's or district's needs.

Student Information

[General](#) | [Health](#) | [Health Administration](#)



Student Information Access for Health Office Administrators

General

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Forms	X			
Health	X	X	X	X
Custom Forms	X	X	X	X
Unlock	X	X	X	X
Copy	X	X	X	X
Blank Forms	X	X	X	X
Override	X	X	X	X
Schedule	X			
Summary	X			

Tool	Read	Write	Add	Delete
GUID	X			
Print Picture	X			
State ID	X			

Health

► [Click here to expand...](#)

When these rights are assigned or removed in Student Information, the same rights in Health Office > Student Health are assigned or removed.

Tool	Read	Write	Add	Delete
Conditions	X	X	X	X
Daily Health Log	X	X	X	X
Health Contact Log	X	X	X	X
Access to Records Created by Other Users	X	X	X	X
Health Documents	X	X	X	X
Custom Forms	X	X	X	X
Lock	X			
Unlock	X	X	X	X
Copy	X			
Document Upload	X	X	X	X
Lock	X	X	X	X
Unlock	X	X	X	X
Immunizations	X	X	X	X
Medications	X	X	X	X
Office Visits	X	X	X	X
Locked	X	X	X	X
Office Visits History	X			

Tool	Read	Write	Add	Delete
Screenings	X	X	X	X

Health Administration

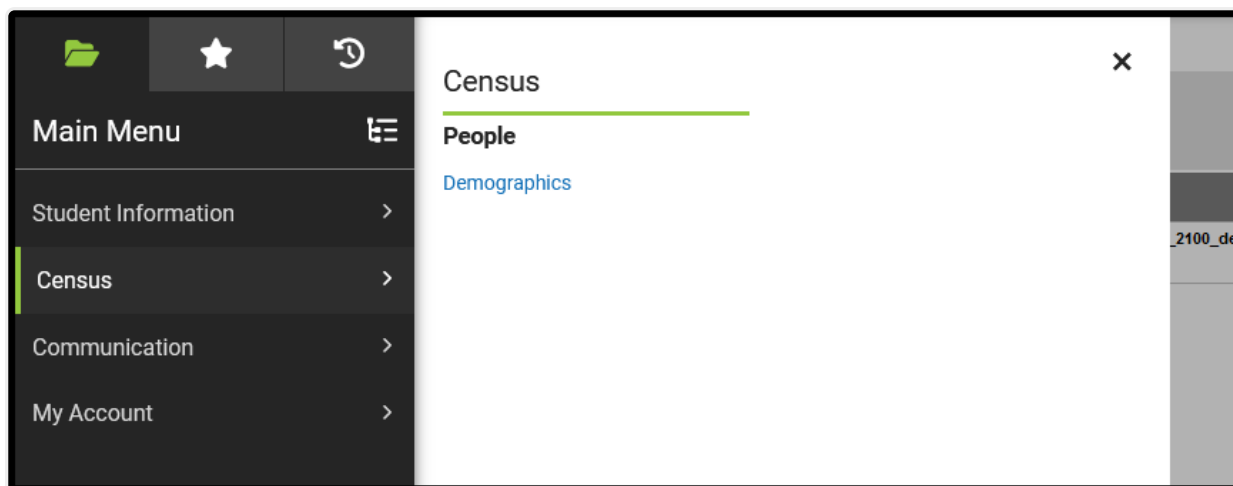
► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Compliance Label Setup	X	X	X	X
Condition Setup	X	X	X	X
Health Complaint Type Setup	X	X	X	X
Health Discharge Type Setup	X	X	X	X
Intervention Type Setup	X	X	X	X
Medication Form Setup	X	X	X	X
Medication Name Setup	X	X	X	X
Observation Type Setup	X	X	X	X
Referring Provider Setup	X	X	X	X
Treatment Setup	X	X	X	X
Vaccine Exemption Setup	X	X	X	X
Vaccine Setup	X	X	X	X

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Census

For specific details on what these rights do, visit the [Census Tool Rights](#) articles.



Census Access for Health Administrators

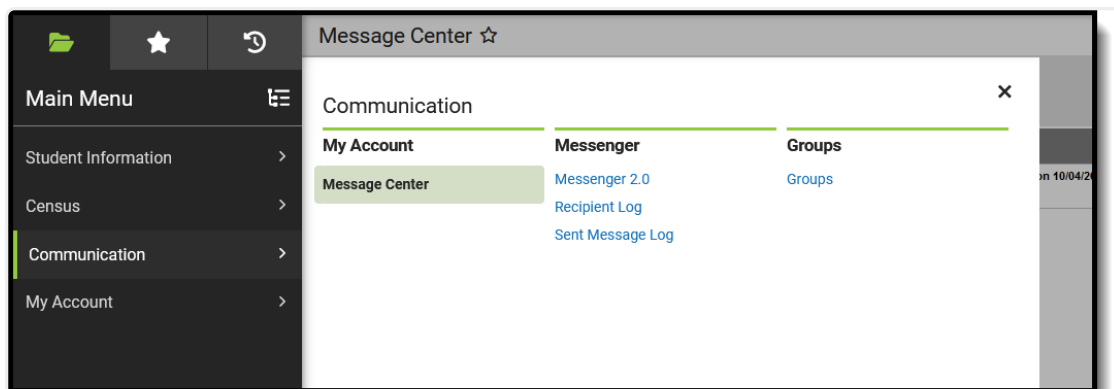
People

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Demographics	X			
Staff State ID	X			
GUID	X			
Student State ID	X			
Modify Local Staff Number	X			
Modify Local Student Number	X			
Ed-Fi ID	X			
View Staff Birth Date & Age	X			

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Communication



Communication Access for Health Administrators

Messenger

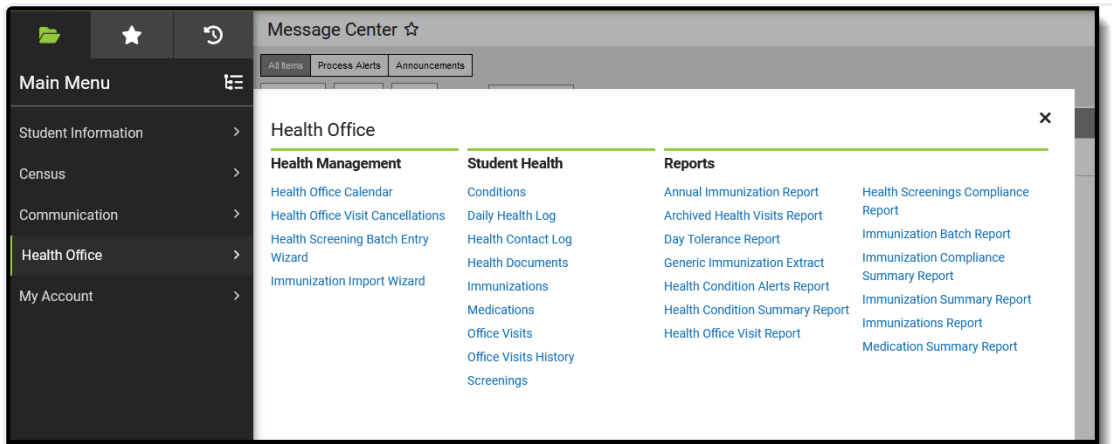
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Tool	All	Read	Write	Add	Delete
Messenger 2.0	X				
Message Types	X				
General	X				
Priority	X				
Recipient Log		X			
Recipient Campus Field		X			
Sent Message Log		X			

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Health Office

[Health Management](#) | [Student Health](#) | [Reports](#)



Health Office Access for Health Administrators

Health Management

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Health Office Calendar	X	X	X	
Health Office Visit Cancellations	X	X	X	
Health Screening Batch Entry Wizard	X	X	X	
Immunization Import Wizard	X	X	X	

Student Health

► [Click here to expand...](#)

When these rights are assigned or removed in Health Office, the same rights in Student Information > Health are assigned or removed.

Tool	Read	Write	Add	Delete
Conditions	X	X	X	X
Daily Health Log	X	X	X	X
Health Contact Log	X	X	X	X
Access to Records Created by Other Users	X	X	X	X
Health Documents	X	X	X	X

Tool	Read	Write	Add	Delete
Custom Forms	X	X	X	X
Lock	X			
Unlock	X	X	X	X
Copy	X			
Document Upload	X	X	X	X
Lock	X	X	X	X
Unlock	X	X	X	X
Immunizations	X	X	X	X
Medications	X	X	X	X
Office Visits	X	X	X	X
Locked	X	X	X	X
Office Visits History	X			
Screenings	X	X	X	X

Reports

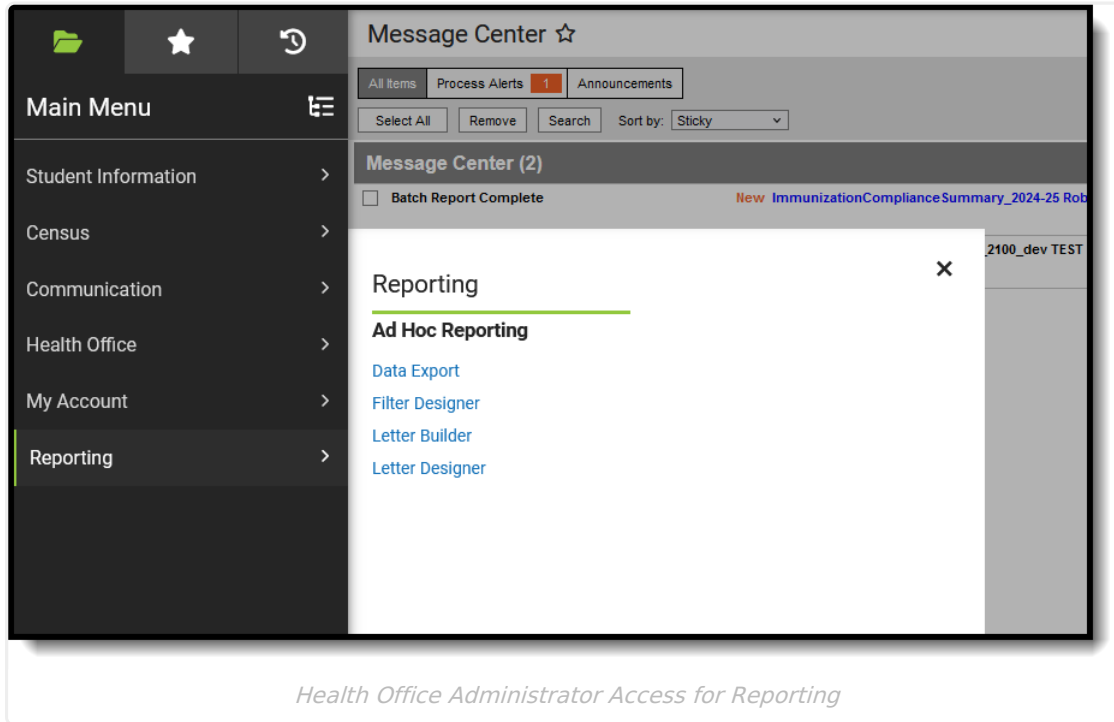
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Tool	Read	Write	Add	Delete
Annual Immunization Report	X			
Archived Health Visits Report	X			
Day Tolerance Report	X			
Generate Immunization Extract	X			
Health Conditions Alert Report	X			
Health Condition Summary Report	X			
Health Office Visit Report	X			
Health Screenings Compliance Report	X			
Immunization Batch Report	X			
Immunization Compliance Summary Report	X			
Immunizations Report	X			

Tool	Read	Write	Add	Delete
Medication Summary Report	X			

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Reporting



The screenshot shows the Infinite Campus Message Center interface. On the left is a 'Main Menu' with options: Student Information, Census, Communication, Health Office, My Account, and Reporting (highlighted). The main area is titled 'Message Center' and shows a list of messages. A 'Reporting' sub-menu is open, listing: Ad Hoc Reporting, Data Export, Filter Designer, Letter Builder, and Letter Designer. Below the screenshot, the text 'Health Office Administrator Access for Reporting' is displayed.

Ad hoc Reporting

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
Data Export	X	X	X	X
Data Warehouse: Allow live data as source	X	X	X	X
Filter Designer	X	X	X	X
Data Warehouse: Allow live data as source	X	X	X	X
Pass-through SQL Filters	X	X	X	X
Query Wizard Filters	X	X	X	X
Selection Editor Filters	X	X	X	X
User Group Filters	X	X	X	
State Owned Filters	X	X	X	

Tool	Read	Write	Add	Delete
Export Filters	X	X	X	
Letter Builder	X	X	X	X
Data Warehouse: Allow live data as source	X	X	X	
Letter Designer	X	X	X	X
User Group Formats	X	X	X	

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Additional Access Rights

General

For the following tool right, ALL is the only selection available.

Tool	All
Allow unfiltered search	X

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