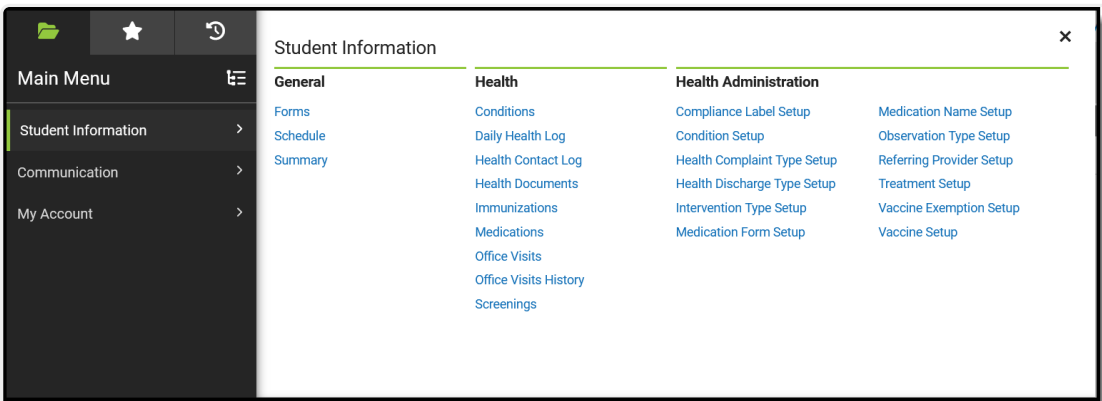# Health Office Administrators User Group

Last Modified on 03/28/2025 1:41 pm CDT

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

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			
GUID	X			

Tool	Read	Write	Add	Delete
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			
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.
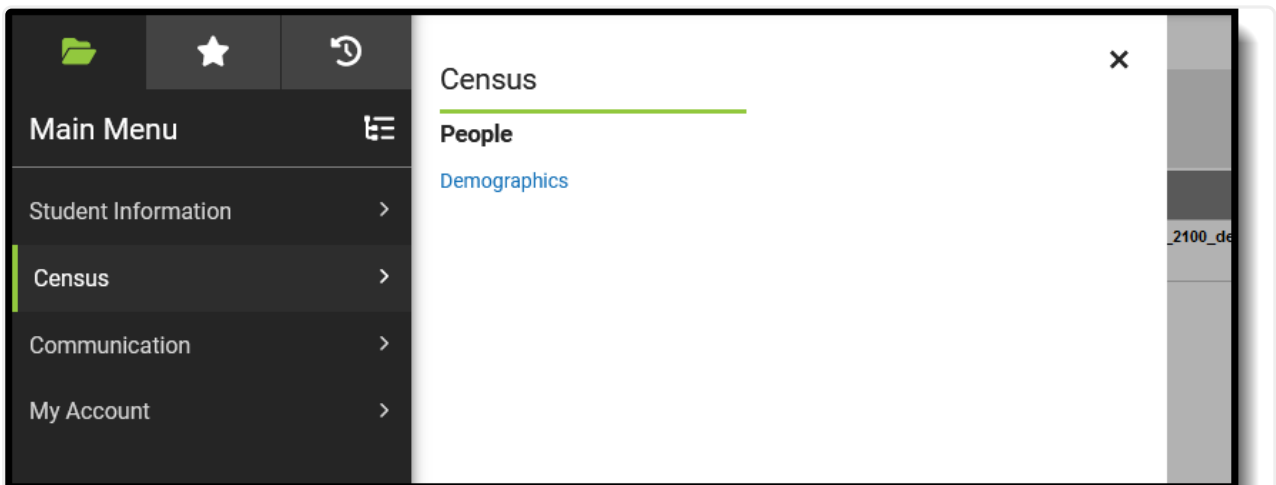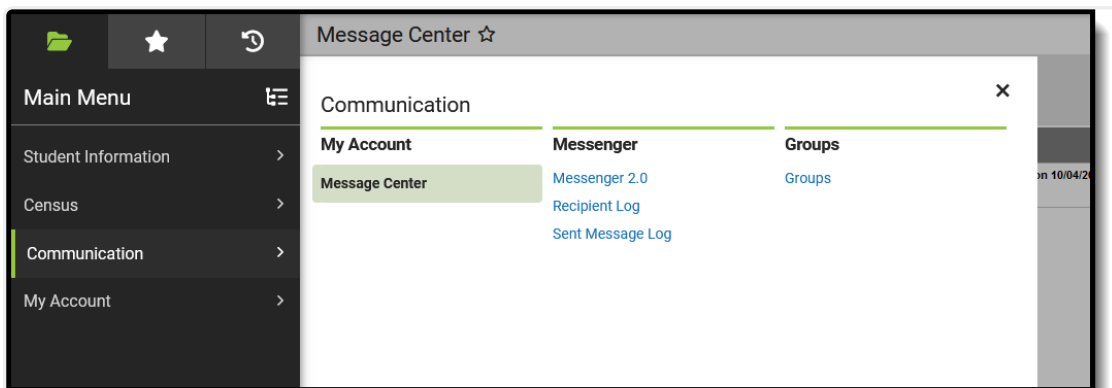

Census Access for Health Administrators

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

▸ Click here to expand...

Tool	All	Read	Write	Add	Delete
Messenger 2.0	X				
Message Types	X				

Tool	All	Read	Write	Add	Delete
General	X				
Priority	X				
Recipient Log		X			
Recipient Campus Field		X			
Sent Message Log		X			
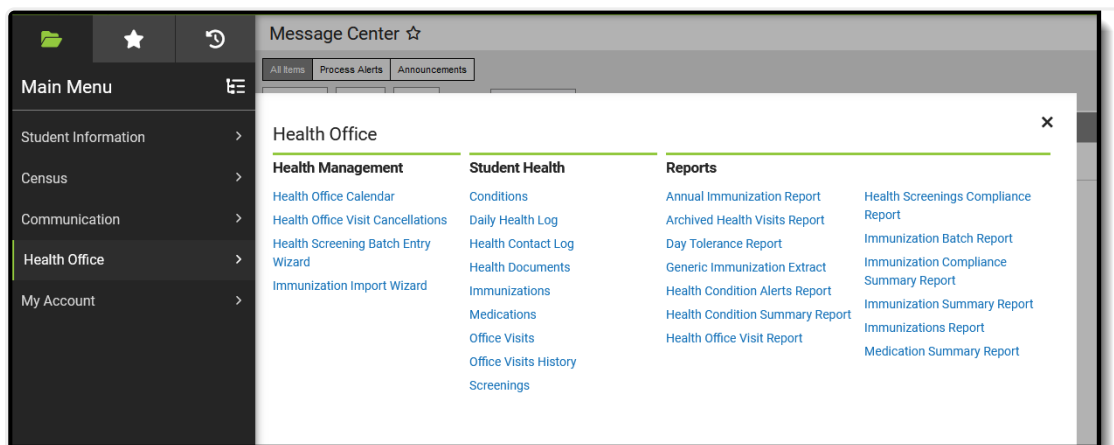
Health Office

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
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

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Annual Immunization Report	X			
Archived Health Visits Report	X			
Day Tolerance Report	X			

Tool	Read	Write	Add	Delete
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			
Medication Summary Report	X			

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Reporting

Health Office Administrator Access for Reporting

Ad hoc Reporting

▶ Click here to expand...

Tool	Read	Write	Add	Delete

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	
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	

Additional Access Rights

General

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

Tool	All
Allow unfiltered search	X