

# **Health Office Staff User Group**

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The following are suggested tool rights for Health Office Staff. Depending on their actual job duties, your health office staff 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**

► ★	5	Student Information		×
Main Menu	٤E	General	Health	
		Attendance	Conditions	
Student Information	>	Enrollments	Daily Health Log	
Oceanization	>	Flags	Health Contact Log	
Communication		Schedule	Health Documents	
Health Office	>	Summary	Immunizations	
			Medications	
My Account	>		Office Visits	
			Office Visits History	
Reporting	>		Screenings	

#### General

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Attendance	Х			
Enrollments	Х			
General Enrollment Information	Х			
School of Accountability	Х			
Flags	Х			
Contact Flags	Х			
Medical Flags	Х			
State Reporting	Х			
Special Ed	Х			



ΤοοΙ	Read	Write	Add	Delete
Schedule	Х			
Additional Enrollment Schedules	Х			
Summary	Х			
Print Picture	Х			

### 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.

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



ΤοοΙ	Read	Write	Add	Delete
Office Visits History	Х			
Screenings	Х	Х	Х	Х

^ Back to Top

## **Health Office**

Main Menu	🖽 Health Office			×
Student Information Communication Health Office My Account Reporting	<ul> <li>Health Management Health Office Calendar</li> <li>&gt;</li> <li>&gt;</li> </ul>	Student Health Conditions Daily Health Log Health Contact Log Health Documents Immunizations Medications Office Visits Office Visits History Screenings	Reports Annual Immunization Report Archived Health Visits Report Day Tolerance Report Generic Immunization Extract Health Condition Alerts Report Health Condition Summary Report Health Office Visit Report	Health Screenings Compliance Report Immunization Batch Report Immunization Compliance Summary Report Immunization Summary Report Immunizations Report Medication Summary Report

### **Health Management**

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Health Office Calendar	Х	Х	Х	Х

### **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.



ΤοοΙ	Read	Write	Add	Delete
Conditions	Х	х	Х	Х
Daily Health Log	Х	х	Х	Х
Health Contact Log	Х	х	Х	Х
Access to Records Created by Other Users	Х	х	Х	Х
Health Documents	Х			
Custom Forms	Х			
Lock	Х			
Unlock	Х			
Сору	Х			
Document Upload	Х			
Lock	Х			
Unlock	Х			
Immunizations	Х	х	Х	Х
Medications	Х	Х	Х	Х
Office Visits	Х	Х	Х	Х
Locked	Х	Х	Х	Х
Office Visits History	Х			
Screenings	Х	х	Х	Х

#### Reports

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Annual Immunization Report	Х			
Archived Health Visits Report	Х			
Day Tolerance Report	Х			
Generic Immunization Extract	Х			
Health Conditions Alert Report	Х			
Health Condition Summary Report	Х			



ΤοοΙ	Read	Write	Add	Delete
Health Office Visit Report	Х			
Health Screenings Compliance Report	Х			
Immunization Batch Report	Х			
Immunization Compliance Summary Report	Х			
Immunizations Report	Х			
Medication Summary Report	Х			

^ Back to Top

## **Additional Access Rights**

#### General

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

Tool	All	
Allow unfiltered search	Х	

^ Back to Top