


Office Visits Tool Rights

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


Health Office staff use the **Office Visits** tool to record what happened during the course of a student's scheduled or walk-in health office visit. Records marked Record Complete have a lock icon next to them to prevent users without authorized access from editing them.

See the [Office Visits](#) article for information on using this tool.



Office Visits ☆

[Student Information](#) > [Health](#) > [Office Visits](#)

Abegg, Dylan V  **Student #:** 171900001 **Grade:** 11 **DOB:** 09/15/2007
Counselor: Joy Counselor

★ Medical Condition(s)
🎓 HS Graduation
👤 Custody Restriction
👤 Peer Tutor

🏆 NHS
👤 504 Student
📍 All On-Site

Save

Delete



New

Print

Print All

[Navigate to Archived Visits Report](#)

Health Office Visits Editor

Complete	Date	Complaint	Treatment	Medication Dose	Comments
	02/17/2025 13:04	Abdominal Pain			Student is compl...
	04/07/2025 11:45				Daily medication...

Record Complete

*Date

04/07/2025

*Time

11:45 AM

*Recorded By

White, Kara

Referred by

Discharge Time

Now

Appointment

☒ Student was here for appointment
☐ Student did not show up

Visit Comments

Daily medication prior to lunch

Complaint(s)

☐ Add Complaint

Add Medication Dose

Add Discharge

Add Treatment

Medication Dose(s)

Treatment(s)

Discharge(s)

Student Information > Health > Office Visits

Related Tool Alert:

Medication information, including Remaining/Submitted doses, Medication Strength, Medication Form, Route, Directions, Amount per Dose, and Dose Measurement fields are automatically populated from the [Medications](#) tool for scheduled visits or when Add Medication Dose is selected. These items cannot be edited from the Health Office Visits tab. Users may require additional permissions to access the Medications tool.

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This tool displays in both **Student Information > Health** and **Health Office > Student Health**.

Student Health Tool Rights Assignment: When tool rights are assigned to *Student Information > Health > Office Visits*, the same tool rights are also assigned to *Health Office > Student Health > Office Visits*.

Available Tool Rights

Subrights in *italics*.

R	W	A	D
Access and view a student's health office visit records.	Modify existing health office visit records.	Add new health office visit records.	Delete health office visit records.
<i>Locked</i>			
Change a health office visit marked as 'Record Complete' to 'Not Complete/In Progress'. This unlocks the record, allowing edits to be made.			

Suggested User Groups

- [Health Office](#)

See [User Groups and Suggested Roles](#) for more information.