

## **Office Visits Tool Rights**

Last Modified on 07/17/2025 2:59 pm CDT

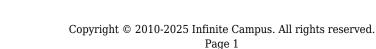
**Related Tool Alert:** 

## Available Tool Rights | Suggested User Groups

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.

To learn how to use this tool, see the <u>Office Visits</u> article.

Office Visits ☆		Student Information > Health > Office Visits		
Abegg, Dylan V 🗈 Student #: 171900001 G	Grade: 11 DOB: 09/15/2007			
Counselor: Joy Counselor				
* Medical Condition(s) 🛽 🖾 HS Graduation	Custody Restriction			
🏆 NHS 📔 504 Student 🛛 🛓 All On-Site		Related Tools		
🕒 Save 😣 Delete 🕂 New 🚍 Print 🚍 Print All				
Navigate to Archived Visits Report				
Health Office Visits Editor	Matintine Deep	_		
Complete         Date         Complaint         Treatment           P         02/17/2025 13:04         Abdominal Pain         Teatment	Medication Dose Comments Student is compl			
04/07/2025 11:45	Daily medication			
Health Office Visit  Record Complete	Add Medication Dose Add Discharge Add Treatm	ant		
1Date		ent		
	Medication Dose(s)			
By White, Kara	Treatment(s)			
Referred by	Discharge(s)			
Discharge Now	Discharge(s)			
Appointment  Student was here for appointment				
Student did not show up				
Visit Comments				
Daily medication prior to lunch				
Complaint(s)				
Add Complaint				
Student Information > Health > Office Visits				
Statent mornation - Health - Once visits				





Medication information, including Remaining/Submitted doses, Medication Strength, Medication Form, Route, Directions, Amount per Dose, and Dose Measurement fields will be automatically populated from the <u>Medications</u> tool for scheduled visits or when Add Medication Dose is selected. These items are not editable from the Health Office Visits tab. Users may need additional rights to the Medications tool.

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	Α	D
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.
Locked			
Allows the user to change a health office visit marked as Record Complete to not complete/in progress. This unlocks the record and allows edits to be made.			

## **Suggested User Groups**

• Health Office

See <u>User Groups and Suggested Roles</u> for more information.