

Office Visits Tool Rights

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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 [Office Visits](#) article.

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

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

Related Tools ^

Save
 Delete
 New
 Print
 Print All

Navigate to Archived Visits Report

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

Health Office Visit

Record Complete Add Medication Dose Add Discharge Add Treatment

*Date: Medication Dose(s)

*Time: Treatment(s)

*Recorded By: Discharge(s)

Referred by:

Discharge Time:

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

Related Tool Alert:

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 [Medications](#) 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.

Available Tool Rights

Subrights in *italics*.

R	W	A	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.
<i>Locked</i>			
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 [User Groups and Suggested Roles](#) for more information.