

# Office Visits Tool Rights

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

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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:

Complaint(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 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.

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*.

<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
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.
<b><i>Locked</i></b>			
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.