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.

See the Office Visits article for information on using this tool.

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.

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.
Locked			
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.