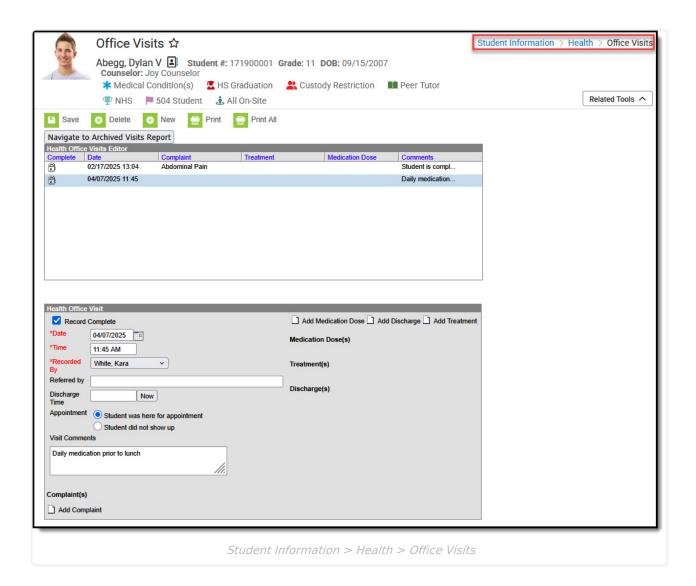# Office Visits Tool Rights

Last Modified on 03/24/2025 3:01 pm CDT

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.

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.
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 User Groups and Suggested Roles for more information.