

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.

The screenshot shows the 'Office Visits' tool interface. At the top, it displays student information: Abegg, Dylan V (Student # 171900001, Grade 11, DOB 09/15/2007), Counselor: Joy Counselor, and various status icons (Medical Condition(s), HS Graduation, Custody Restriction, Peer Tutor, NHS, 504 Student, All On-Site). The 'Student Information > Health > Office Visits' path is highlighted with a red box. Below this is a toolbar with Save, Delete, New, Print, and Print All buttons. A link to 'Navigate to Archived Visits Report' is also present. The 'Health Office Visits Editor' table shows two visits:

Complete	Date	Complaint	Treatment	Medication Dose	Comments
<input checked="" type="checkbox"/>	02/17/2025 13:04	Abdominal Pain			Student is compl...
<input checked="" type="checkbox"/>	04/07/2025 11:45				Daily medication...

The bottom section is the 'Health Office Visit' form, which includes fields for Record Complete (checked), Date (04/07/2025), Time (11:45 AM), Recorded By (White, Kara), Referred by, Discharge Time (Now), Appointment (Student was here for appointment selected), and Visit Comments (Daily medication prior to lunch). There are also sections for Medication Dose(s), Treatment(s), and Discharge(s). A link to 'Complaint(s)' and 'Add Complaint' is also present.

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.
<i>Locked</i>			
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.