

# Health Office Calendar Tool Rights

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The **Health Office Calendar** displays all scheduled and unscheduled visits and any in-progress and completed visits for a specific date. Health office staff select students from the calendar, which links to the **Office Visits** tool where details about a selected student's office visit are entered.

See the [Health Office Calendar](#) article to learn how to use this tool.

The screenshot displays the **Health Office Calendar** interface. At the top, there's a navigation bar with "Health Office > Health Management > Health Office Calendar". Below this, a header section explains the tool's purpose and categorization of visits (Scheduled, In Progress, Complete). A date selector shows "06/02/2025" with "Change Date" and "Print" buttons.

The main calendar view shows a grid of time slots from 6 AM to 10 PM. A red box highlights a visit at 08:30 AM for Daniela Disse, with a red arrow pointing to the "Office Visits" form on the right. The form includes student information (Disse, Daniela, Student #: 110398, Grade: 10, DOB: 09/03/2008, Counselor: Joy Counselor) and options to record a visit, add medication, discharge, or treatment. The "Record Complete" checkbox is checked. The "Date" is 06/02/2025 and "Time" is 08:30 AM. The "Recorded By" field is set to "Abbott, Kale". The "Referred by" field is empty. The "Discharge Time" is set to "Now". The "Appointment" status is "Student did not show up". The "Visit Comments" field is empty. The "Complaint(s)" field is also empty.

*Health Office Calendar*

**Related Tools:** Users need rights to related tools in order to record information for students accessed via the Health Office Calendar.

**Office Visits:** Record details of a selected student's visits to the health office.

**Conditions:** Record medical conditions and treatments given in school for a selected student. Schedule appointments for student to come to health office to have medical conditions

addressed.

## Available Tool Rights

R	W	A	D
View Health Office Calendar <i>(Need <b>R</b> rights to Office Visits to navigate to Health Office Visit editor)</i>	N/A	N/A	N/A
<b>Student Information &gt; Health &gt; Office Visits</b>			
View Office Visits.	Record information for existing office visit records (unlocked).	Add new office visit.	Delete office visit (unlocked).

## Suggested User Groups

- [Health Office Administrators](#)
- [Health Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.