



# Medical Data – Aeries.Net July 5, 2013

- 1. Daily Medical Log
- 2. Medical Log
- 3. Medical Notes
- 4. Medical History
- 5. Medications
- 6. Immunizations
- 7. Hearing
- 8. Vision
- 9. Dental
- 10. Physicals
- 11. Scoliosis
- 12. Mass Add Medical Tests

The **Medical** section of the **Navigation Tree** contains many different forms that are available to store various medical information pertaining to a student. This includes medical conditions, medical history, medical notes, immunizations, dental, hearing, vision, physicals, scoliosis, and medications.

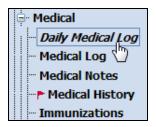
The data is stored in individual tables, which include **MED**, **MNO**, **MHS**, **IMM**, **HRN**, **VSN**, **DNT**, **HWO**, **SCO**, **MLG** and **MLM**. Codes and descriptions for the different drop downs on these forms can be setup in the **Code** table for consistency from **Update Code Table**.

A **Red Flag** option can be set **ON** for different **Medical** areas which will display a red flag next to the corresponding medical node on the Navigation Tree. A red flag **Comment** can also be added.

#### **DAILY MEDICAL LOG**

The **Daily Medical Log** stores daily visits made to the office by students with a medical condition. This information includes the student, medical condition, start and end time, start and end date and any comments. Any entry made on this form for a student will be updated into the **MED** table.

To access the **Daily Medical Log**, click the mouse on the **Daily Medical Log** node under **Medical** on the Navigation Tree.



The following form will display.



The table and fields associated with the **Daily Medical Log** form are:

- · MED.DT Date
- MED.IN Current Initials
- MED.SN Student Number
- **MED.CD** Medical Code
- MED.ST Start Time
- **MED.ET** End Time
- MED.SD Start Date

- MED.ED End Date
- MED.RE Result
- **MED.TG** Tag
- MED.CO Comments
- MED.BC Billing Code
- MED.BU Billing Units
- MED.IN Initials

The **Date** field at the top of the form will default to today's date. The date can be changed by selecting a new date using the calendar icon.



After selecting a new date, click the mouse on **Update Page**.



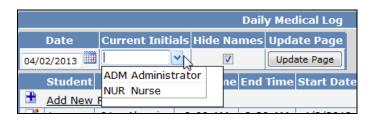
The Daily Medical Log will now display the entries for that date.



The Daily Medical Log has a **Current Initials Field**. This field displays the last used Initials used to log an entry with.



To select a different set of Initials to log an entry, click the mouse on the drop down arrow and select from the list.

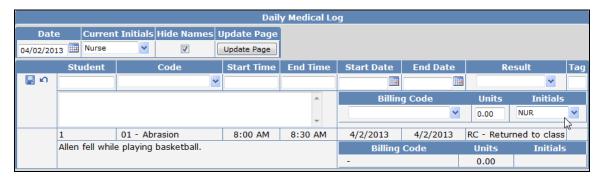


The Daily Medical Log has a **Hide Names** option. If selected, this option will hide the student name on the form. It will still display the student number.

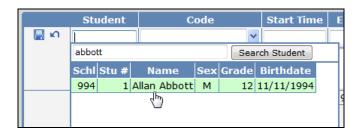


#### **Add Record**

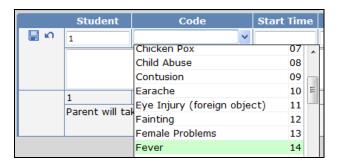
To add a Daily Medical Log entry for the date selected, select a value from the **Current Initials Field** and then click the mouse on **Add New Record**. The Initials field will display the value selected from the Current Initials drop down.



To locate a student click the mouse in the student field. Enter the student name and then click the mouse on **Search Student**. Click the mouse on the student name to select.



The student number will display in the student field. Select a code from the drop down list and enter all remaining information.



To save the record, click the mouse on the Save Record icon.

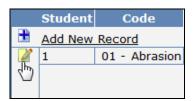


The saved record will now display.

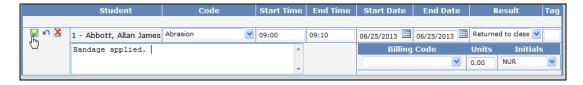


# **Change Record**

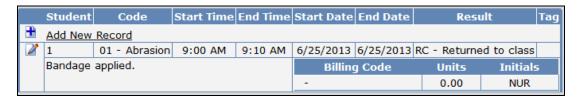
To change an existing record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

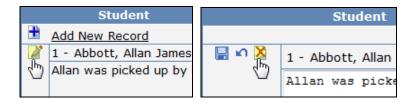


The updated record will now display.

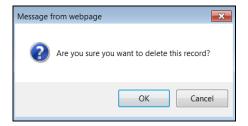


# **Delete Record**

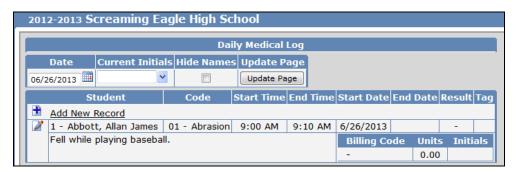
To delete an existing Daily Medical Log record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.



The following message will display. Click the mouse on the **OK** button.



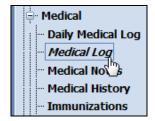
The record will be deleted and will no longer display.



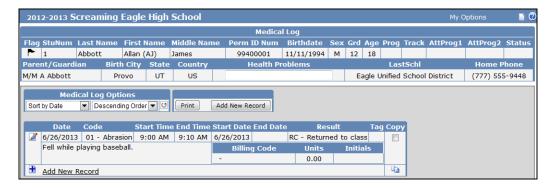
# **MEDICAL LOG**

The **Medical Log** form will display all Medical Incidents for the student selected. These records will display when added from the Medical Log or Daily Medical Log form. After any information is added or updated on this form it is stored in the **MED** table.

To access the **Medical Log**, click the mouse on the **Medical Log** node under **Medical** on the Navigation Tree.



The following form will display.

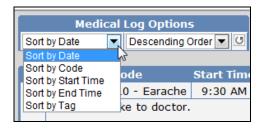


The table and fields associated with the **Medical Log** form are:

- MED.DT Date
- MED.CD Medical Code
- MED.ST Start Time
- MED.ET End Time
- MED.SD Start Date
- MED.ED End Date

- MED.RE Result
- MED.TG Tag
- MED.CO Comments
- MED.BC Billing Code
- MED.BU Billing Units
- MED.IN Initials

The Medical Log has **Medical Log Options** that will allow sorting of the records by Date, Code, Start Time, End Time or by Tag.



There is also an option to sort by Ascending or Descending order.



After a sort option is selected, click the mouse on the **Refresh** icon to apply the sort selections.



#### **Add Record**

To add a new Medical Log record, click the mouse on Add New Record.



The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.



The new record will now display.

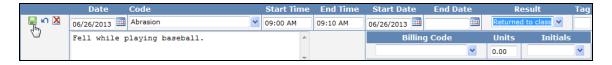


# **Change Record**

To change an existing Medical Log record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.



The updated record will now display.



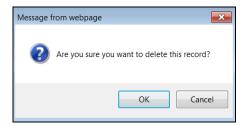
# **Delete Record**

To delete an existing Medical Log record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





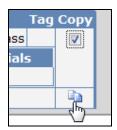
The following message will display. Click the mouse on the **OK** button.



# **Copy Record**

The Medical Log form has an option to copy a medical log entry from the current student displayed to another student. For example, if two students have the same Medical Log information, the entry can be copied from one student to another.

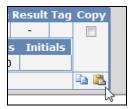
To copy a medical log entry, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.



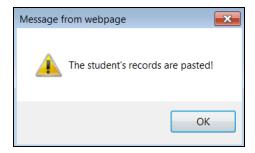
The following message will display. Click the mouse on the **OK** button.



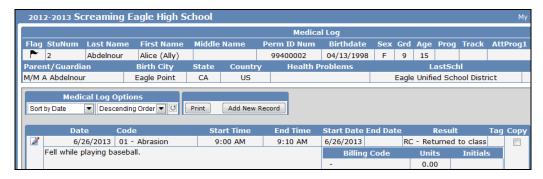
Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



The following message will display. Click the mouse on the **OK** button.

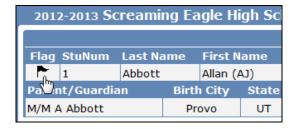


The new record will now display with the same data as the record copied.

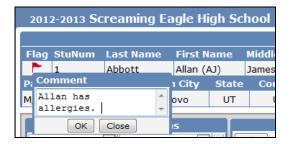


# Add Red Flag

To add a **Red Flag** indicator to the Medical Log, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

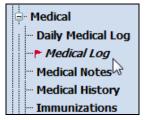


The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.



The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

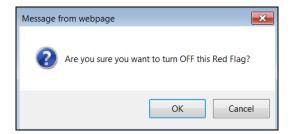




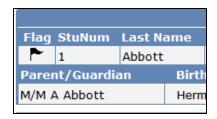
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

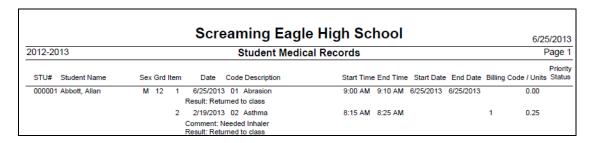


A Black Flag will now display. The Red Flag and any Comments will no longer display.



# **Print Medical Log**

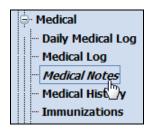
The following is an example of the **Medical Log** printout that is generated by clicking the mouse on the **Print** button.



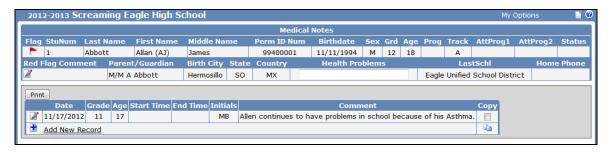
# **MEDICAL NOTES**

The Medical Notes form is used to store confidential information regarding a student. After any information is added or updated on this form it is stored in the **MNO** table.

To access the **Medical Notes** form, click the mouse on the **Medical Notes** node under **Medical** on the Navigation Tree.



The following form will display.



The table and fields associated with the **Medical Notes** form are:

- MNO.DT Date
- MNO.GR Grade
- MNO.AG Age
- MNO.ST Start Time

- MNO.ET End Time
- MNO.IN Initials
- MNO.CO Comments

# **Add Record**

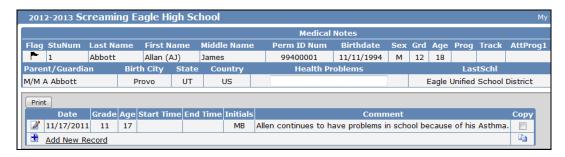
To add a new Medical Note record, click the mouse on **Add New Record**.



The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

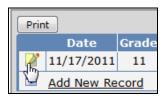


The new record will now display.



# **Change Record**

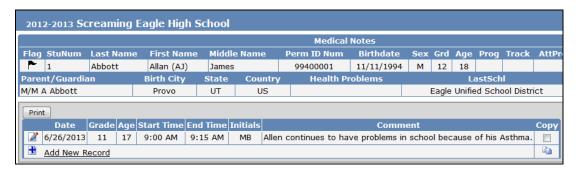
To change an existing Medical Note record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

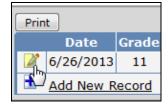


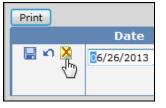
The updated record will now display.



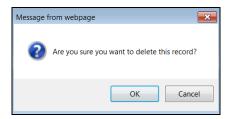
# **Delete Record**

To delete an existing Medical Note record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





The following message will display. Click the mouse on the **OK** button.



# **Copy Record**

The Medical Notes form has an option to copy a medical note entry from the current student displayed to another student. For example, if two students have the same medical note entry, it can be copied from one student to another.

To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.



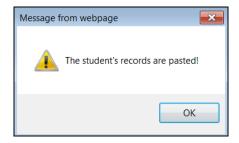
The following message will display. Click the mouse on the **OK** button.



Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



The following message will display. Click the mouse on the **OK** button.

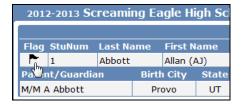


The new record will now display with the same data as the record copied.

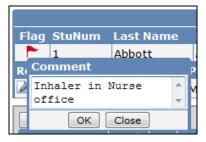


#### Add Red Flag

To add a **Red Flag** indicator to the Medical Notes form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

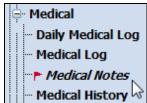


The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.



The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

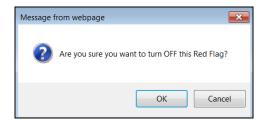




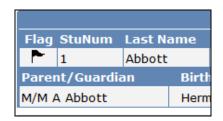
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

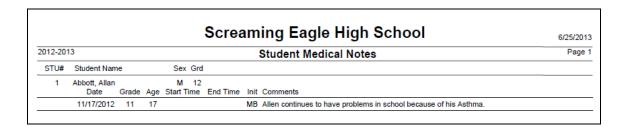


A Black Flag will now display. The Red Flag and any Comments will no longer display.



# **Print Medical Notes**

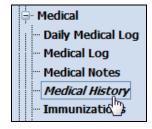
The following is an example of the **Medical Notes** printout that is generated by clicking the mouse on the **Print** button.



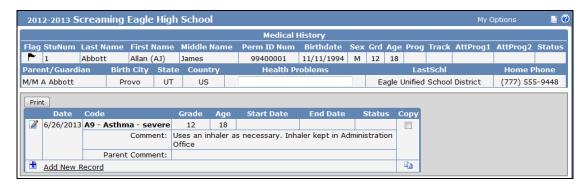
#### **MEDICAL HISTORY**

The **Medical History** form is used to store and display past or existing medical information about a student. After any data has been added or updated on this form it is stored in the **MHS** table.

To access the **Medical History** form, click the mouse on the **Medical History** node under **Medical** on the Navigation Tree.



The following form will display.



The table and fields associated with the **Medical History** form are:

- · MHS.DT Date
- · MHS.CD Code
- MHS.GR Grade
- MHS.AG Age
- MHS.SD Start Date

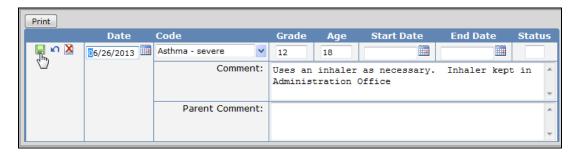
- MHS.ED End Date
- MHS.TG Status
- MHS.CO Comment
- MHS.PC Parent Comment

# **Add Record**

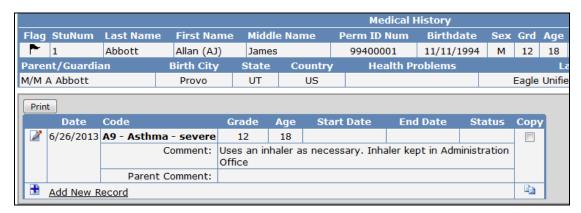
To add a new Medical History record, click the mouse on **Add New Record**.



The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.



The new record will now display.

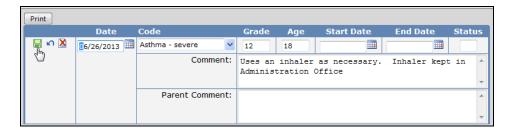


# **Change Record**

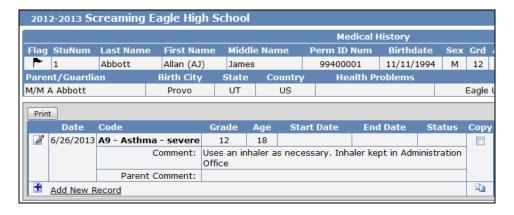
To change an existing Medical History record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.



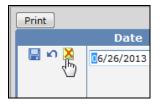
The updated record will now display.



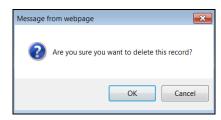
# **Delete Record**

To delete an existing Medical History record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





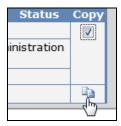
The following message will display. Click the mouse on the **OK** button.



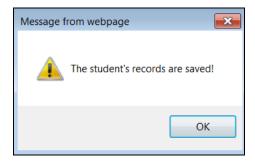
# Copy Record

The Medical History form has an option to copy a medical history entry from the current student displayed to another student. For example, if two students have the same medical history entry, it can be copied from one student to another.

To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.



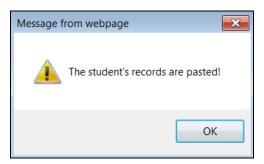
The following message will display. Click the mouse on the **OK** button.



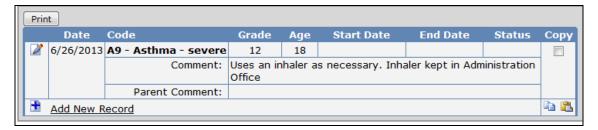
Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



The following message will display. Click the mouse on the **OK** button.

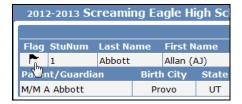


The new record will now display with the same data as the record copied.

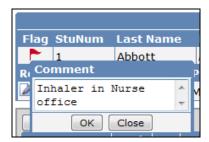


#### Add Red Flag

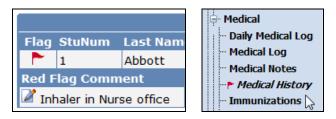
To add a **Red Flag** indicator to the Medical History form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



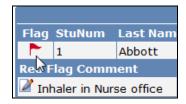
The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.



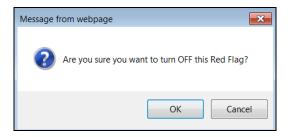
The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.



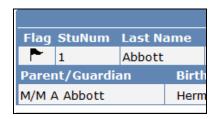
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

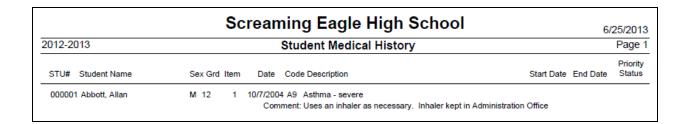


A Black Flag will now display. The Red Flag and any Comments will no longer display.



# **Print Medical History**

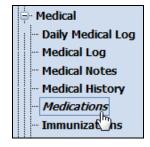
The following is an example of the **Medical History** printout that is generated by clicking the mouse on the **Print** button.



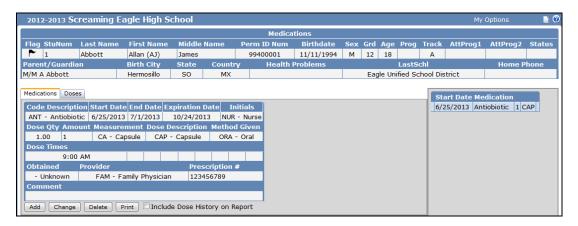
#### **MEDICATIONS**

The **Medications** form provides a list of student medications and allows the ability to add a new medication for a student. Medication information is stored in the **MLM** table. A **Doses** area allows you to log a given dose of the medication. Dose information is stored in the **MLG** table. A report of the **Medications** information can be printed and has the options to include dose history and display current medications only.

To access the **Medications** form, click the mouse on the **Medications** node under **Medical** on the Navigation Tree.



The following form will display.



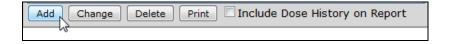
The table and fields associated with the **Medications** form are:

- MLM.CD Medication Code
- MLM.SD Start Date
- MLM.ED End Date
- MLM.EX Expiration Date
- MLM.IN Initials
- MLM.DQ Dose Quantity
- MLM.DA Dose Amount
- MLM.DM Dose Measurement
- MLM.DD Dose Description
- MLM.MG Method Given
- MLM.D1 Dose 1 Time
- MLM.D2 Dose 2 Time

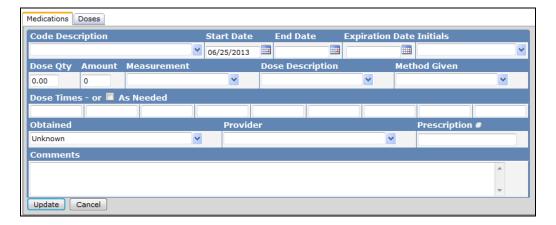
- MLM.D3 Dose 3 Time
- MLM.D4 Dose 4 Time
- MLM.D5 Dose 5 Time
- MLM.D6 Dose 6 Time
- MLM.D7 Dose 7 Time
- MLM.D8 Dose 8 Time
- MLM.D9 Dose 9 Time
- MLM.MO Method Obtained
- MLM.PR Provider
- MLM.RX Prescription Number
- MLM.CO Comments

# **Add Medication Record**

To add a new Medication record, click the mouse on the **Add** button.

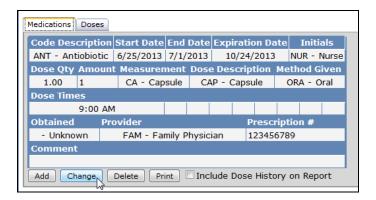


The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Update** button.

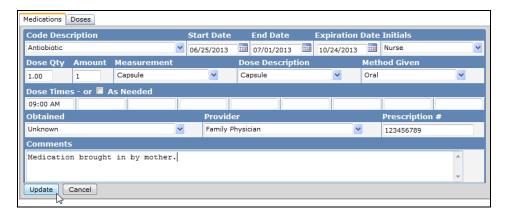


# **Change Medication Record**

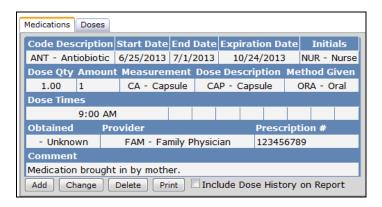
To change an existing Medication record, click the mouse on the **Change** button.



The form will display in edit mode. Make any necessary changes. After the record is changed click the mouse on the **Update** button.



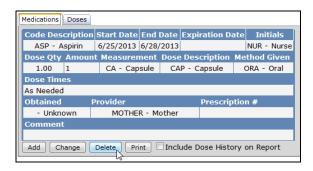
The updated record will now display.



#### **Delete Medication Record**

To delete an existing Medication record, click the mouse on the **Delete** button.

NOTE: A Medication record can only be deleted if no doses have been logged under the Doses tab.



The following message will display. Click the mouse on the  ${\bf OK}$  button.



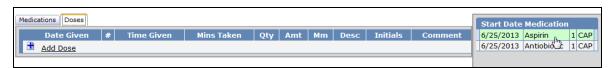
# **Add Dose**

The **Doses** tab on the Medications form allows you to log a given dose of a medication for a student. To add a dose for a medication, click the mouse on the **Doses** tab on the Medications form.

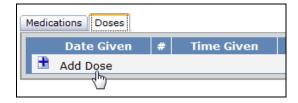
NOTE: You will not be able to log a dose for a medication that has an end date which has passed.



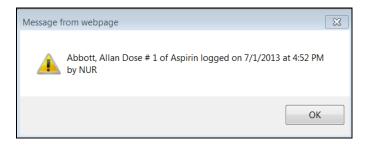
Select a medication from the list on the right hand side of the form.



Next click the mouse on Add Dose.



The following message will display indicating that the dose has been logged. Click the mouse on the OK button.



The logged dose will now display.



The table and fields associated with the **Doses** form are:

- MLG.DT Date Given
- MLG.DN Dose Number
- MLG.TM Time Given
- MLG.TA Time Taken
- MLG.DQ Dose Quantity

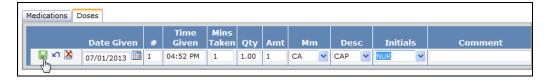
- MLG.DA Dose Amount
- MLG.DM Dose Measurement
- MLG.DD Dose Description
- MLG.IN Initials
- MLG.CO Comments

#### **Change Dose**

To change an existing Dose, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.



The updated record will now display.

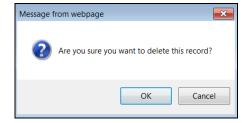


#### **Delete Dose**

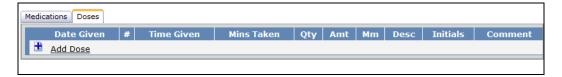
To delete an existing Dose, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.



The following message will display. Click the mouse on the **OK** button.

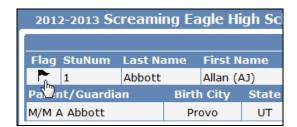


The record will be deleted and will no longer display on the Doses tab.

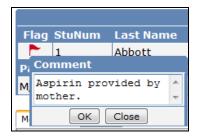


# **Add Red Flag**

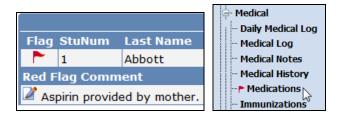
To add a **Red Flag** indicator to the Medications form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



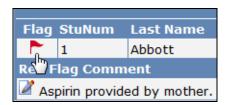
The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.



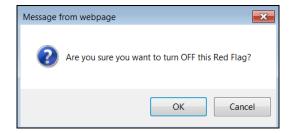
The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.



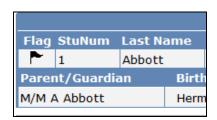
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

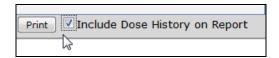


A Black Flag will now display. The Red Flag and any Comments will no longer display.

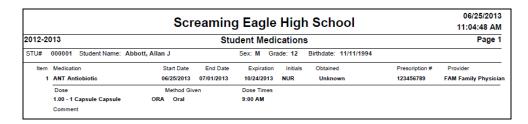


#### **Print Student Medications**

To print a report on the student medications, click the mouse on the **Print** button on the form. To include Dose History on the report, check the **Include Dose History on Report** option before clicking on the Print button.

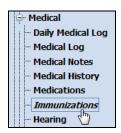


The following is an example of the **Medications** printout that is generated by clicking the mouse on the **Print** button.

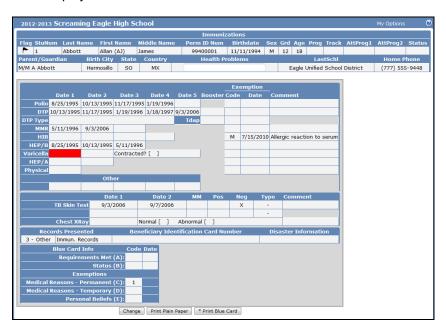


# **IMMUNIZATIONS**

The **Immunizations** form is used to store and display immunization data for all students. If an immunization has not been received in the appropriate time frame the field will display in red. A comment and exemption field for each shot is located to the right of the date fields. To access the **Immunizations** form, click the mouse on the **Immunizations** node under **Medical** on the Navigation Tree.



The following form will display.



The table and fields associated with the Immunization form are:

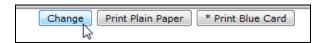
- IMM.P1 Polio 1
- IMM.P2 Polio 2
- IMM.P3 Polio 3
- **IMM.P4** Polio 4
- **IMM.P5** Polio 5
- IMM.PE Polio Exemption Code
- IMM.TE TDAP Boost Exemption Code
- IMM.TED TDAP Boost Exemption Date
- **IMM.A1** MMR 1
- **IMM.A2** MMR 2
- **IMM.A3** MMR 3
- IMM.AE MMR Exemption

- IMM.PED Polio Exemption Date
- IMM.PC Polio Comment
- IMM.D1 DTP 1
- **IMM.D2** DTP 2
- **IMM.D3** DTP 3
- IMM.D4 DTP 4
- IMM.D5 DTP 5
- IMM.DB DTP Boost
- IMM.DE DTP Exemption Code
- IMM.DED DTP Exemption Date
- IMM.DC DTP Comment
- IMM.DTT DTP Type
- IMM.TB TDAP Boost
- **IMM.I3** HEP/B 3
- **IMM.I4** HEP/B 4
- IMM.IE HEP/B Exemption Code
- **IMM.IED** HEP/B Exemption Date
- IMM.IC HEP/B Exemption Comment
- IMM.V1 Varicella 1
- IMM.V2 Varicella 2
- IMM.VD Varicella Disease
- IMM.VE Varicella Exemption Code
- IMM.VED Varicella Exemption Date
- IMM.VC Varicella Exemption Comment
- IMM.HA1 HEP/A 1
- **IMM.HA2** HEP/A 2
- IMM.HAE HEP/A Exemption Code
- IMM.HAD HEP/A Expiration Date
- IMM.HAC HEP/A Exemption Comment
- IMM.H1 Physical
- **IMM.HW** Physical Exemption Code
- IMM.HED Physical Exemption Date
- IMM.HC Physical Comment
- IMM.T1 TB Skin Test 1
- IMM.T2 TB Skin Test 2
- IMM.SD Date All Requirements Met
- IMM.SE Status of Requirements Date
- IMM.E3 Personal Beliefs Exemption

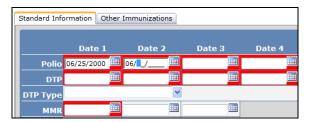
- IMM.AED MMR Exemption Date
- IMM.AC MMR Comment
- IMM.Y1 HIB 1
- **IMM.Y2** HIB 2
- **IMM.Y3** HIB 3
- IMM.Y4 HIB 4
- IMM.Y4 HIB 4
- IMM.YE HIB Exemption Code
- IMM.YED HIB Exemption Date
- IMM.YC HIB Exemption Comment
- IMM.I1 HEP/B 1
- **IMM.I2** HEP/B 2
- IMM.T3 TB Skin Test Read 1
- IMM.T4 TB Skin Test Read 2
- IMM.M1 Skin Test MM 1
- IMM.M2 Skin Test MM 2
- IMM.B1 Skin Test Positive 1
- IMM.B2 Skin Test Positive 2
- IMM.N1 Skin Test Negative 1
- IMM.N2 Skin Test Negative 2
- IMM.TT1 TB Skin Test Type 1
- IMM.TT2 TB Skin Test Type 2
- IMM.TBE TB Skin Test Exemption Code
- IMM.TBD TB Skin Test Exemption Date
- IMM.TC TB Skin Test Comment
- IMM.XD Chest Xray Date
- IMM.XN Xray Normal
- IMM.XA Xray Abnormal
- IMM.XC Xray Comment
- IMM.RPT Records Presented Tag
- IMM.RP Records Presented
- IMM.BIC Beneficiary ID Card #
- IMM.DSI Disaster Information
- IMM.S1 All Requirements Met Code
- **IMM.S2** Status of Requirements
- IMM.E1 Medical/Permanent Exemption
- IMM.E2 Medical/Temporary Exemption

# **Add Immunization**

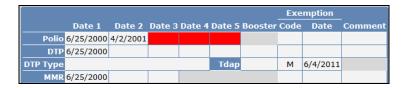
To add an immunization date, click the mouse on the **Change** button at the bottom of the form. After any information is added or updated, it is stored in the **IMM** table.



The form will display in edit mode. Enter information and then click the mouse on the **Update** button to save the record.



The updated form will display with the newly added information.

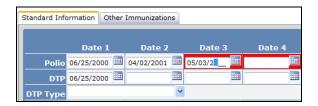


#### **Change Immunization**

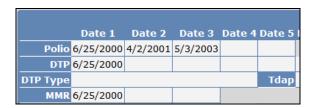
To change information on the Immunization form, click the mouse on the Change button.



The form will display in edit mode. Make any necessary changes and then click the mouse on the **Update** button.

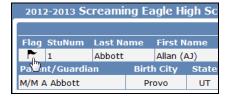


The updated record will now display.



#### **Add Red Flag**

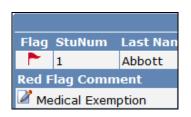
To add a **Red Flag** indicator to the Immunization form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

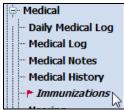


The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.

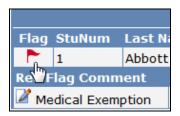


The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

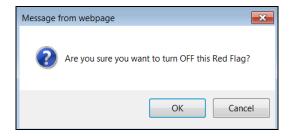




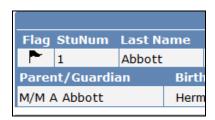
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.



A Black Flag will now display. The Red Flag and any Comments will no longer display.



# **Print Immunization Record**

At the bottom of the Immunization form there are two options to print the student immunization record; **Print Plain Paper** or **Print Blue Card**. The **Print Plain Paper** will print on white paper, **Print Blue Card** will allow you to print on blank stock blue paper.



To print on plain paper, click the mouse on the **Print Plain Paper** button. Any immunizations flagged as Exempt will print Exempt in the specified area.

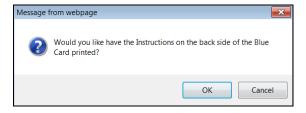
The following is an example of the report that will display.

Screaming Eagle High School 6/25/2013										
2012-2013 Student Immunization Cards Page 1										
Student Nan	Student Name: Abdo, Arnold				004	Birthdate: 12/24/1996				Status of Requirements
Addre	Address: 4475 N Castleview Ave				_	Ethnicity: 700 - White (not Hispanic)			c)	A. Requirements Met Date:
City: Eagle I	City: Eagle Rock St: CA Zip: 99999			Sex: M	Sex: M Birth City: Inglewood				B. Currently up-to-date, but more doses are due later. Needs follow-up.	
Teleph	Telephone: (777) 555-6823				gram: State: California				Date:	
Parent/Guardian: M/M A Abdo				Country: United States Of America					Exemption was granted for:	
										C. Medical Reason - Permanent
										D. Medical Reasons - Temporary
	Date1	Date2	Date3	Date4	Date5	Booster	Exer	nptions	Comment	E. Personal Beliefs
Polio	6/25/2000	4/02/2001	5/03/200	3						
DTP	6/25/2000									
Tdap							М	6/4/2011		
MMR	6/25/2000									
HEP/A										
HEP/B					Ţ					
Varic		5/10/2005	<u> </u>		ļ					
HIB					_					
Physical			MM	Pos Neg	Туре	1				
TB Skin Test	E/CEIIII I		$\parallel$	$\vdash$	<u> </u>	_	М	6/17/2013		
	EXEMPT				J ∟	_				

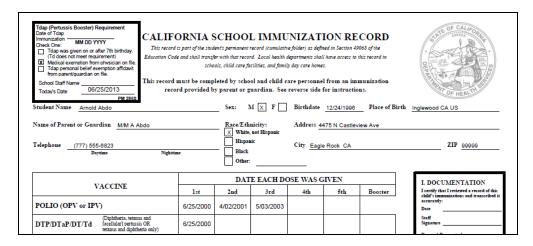
When printing the **Blue Card**, there is an option on the form to **Print Tdap Sticker**. To print the Tdap sticker on the blue card, check off the **Print Tdap Sticker** option before clicking on the **Print Blue Card** button.



Click the mouse on the **Print Blue Card** button. The following message will display. To print the blue card instructions on the back of the blue card click the mouse on the **OK** button. To not have the instructions print click the mouse on the **Cancel** button.



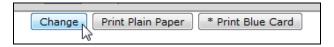
The following is an example of the report that will display.



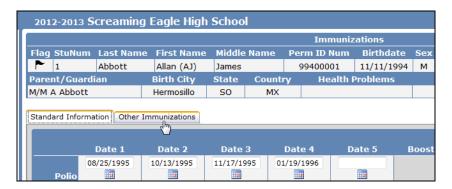
#### **Other Immunizations**

The **Other Immunization** area is used for other immunizations that a student may have received as well as immunization exemptions. After information has been added or updated on this form it is stored in the IMM table.

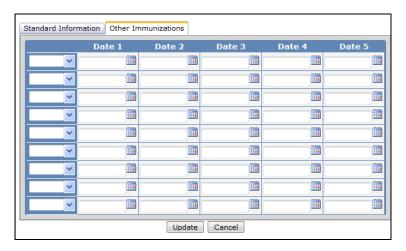
To access **Other Immunizations**, click the mouse on the **Change** button on the Immunizations form.



The Immunizations form will display in edit mode and the Other Immunizations tab will be visible. Click the mouse on the Other Immunizations tab.



The following form will display in edit mode.



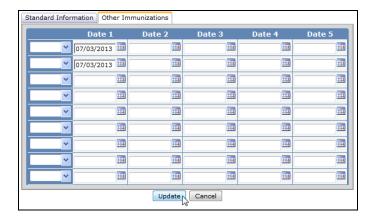
The table and fields associated with the **Other Immunization** area are:

- IMM.O1T Other Immunization 1 Type
- IMM.O2T Other Immunization 2 Type
- IMM.O3T Other Immunization 3 Type
- IMM.O4T Other Immunization 4 Type
- IMM.O5T Other Immunization 5 Type
- IMM.O6T Other Immunization 6 Type
- IMM.O7T Other Immunization 7 Type
- IMM.O8T Other Immunization 8 Type
- IMM.O9T Other Immunization 9 Type
- IMM.O11 Other Immunization 1 Date 1
- IMM.O12 Other Immunization 1 Date 2

- IMM.O44 Other Immunization 4 Date 4
- IMM.O45 Other Immunization 4 Date 5
- IMM.O51 Other Immunization 5 Date 1
- IMM.O52 Other Immunization 5 Date 2
- IMM.O53 Other Immunization 5 Date 3
- IMM.O54 Other Immunization 5 Date 4
- IMM.O55 Other Immunization 5 Date 5
- IMM.O61 Other Immunization 6 Date 1
- IMM.O62 Other Immunization 6 Date 2
- IMM.O63 Other Immunization 6 Date 3
- IMM.O64 Other Immunization 6 Date 4

• IMM.O13 - Other Immunization 1 Date 3 • IMM.O65 - Other Immunization 6 Date 5 • IMM.O14 - Other Immunization 1 Date 4 • IMM.O71 - Other Immunization 7 Date 1 • IMM.O15 - Other Immunization 1 Date 5 • IMM.O72 - Other Immunization 7 Date 2 • IMM.O21 - Other Immunization 2 Date 1 • **IMM.O73** – Other Immunization 7 Date 3 • IMM.O74 - Other Immunization 7 Date 4 • IMM.O22 - Other Immunization 2 Date 2 • IMM.O23 - Other Immunization 2 Date 3 • IMM.O75 - Other Immunization 7 Date 5 • IMM.O24 - Other Immunization 2 Date 4 • IMM.O81 - Other Immunization 8 Date 1 • IMM.O25 - Other Immunization 2 Date 5 • IMM.O82 - Other Immunization 8 Date 2 • IMM.O83 - Other Immunization 8 Date 3 • IMM.O31 - Other Immunization 3 Date 1 IMM.O32 – Other Immunization 3 Date 2 • IMM.O84 - Other Immunization 8 Date 4 • IMM.O33 - Other Immunization 3 Date 3 • IMM.O85 - Other Immunization 8 Date 5 • IMM.O34 - Other Immunization 3 Date 4 IMM.O91 – Other Immunization 9 Date 1 • IMM.O35 - Other Immunization 3 Date 5 • IMM.O92 - Other Immunization 9 Date 2 • IMM.O41 - Other Immunization 4 Date 1 • IMM.O93 - Other Immunization 9 Date 3 • IMM.O42 - Other Immunization 4 Date 2 • IMM.O94 - Other Immunization 9 Date 4 • IMM.O43 - Other Immunization 4 Date 3 • IMM.O95 - Other Immunization 9 Date 5

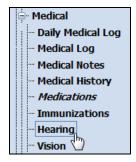
After any information is added to the Other Immunizations area, click the mouse on the **Update** button to save the information.



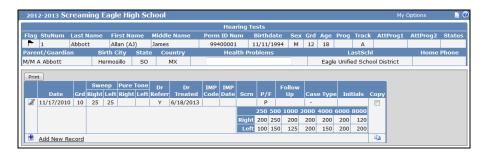
#### **HEARING**

The **Hearing** form is used to store results from a hearing test normally performed on all students at the school. After information has been added or updated on this form it is stored in the **HRN** table.

To access the **Hearing** form, click the mouse on the **Hearing** node under **Medical** on the Navigation Tree.



The following form will display.



The table and fields associated with the **Hearing** form are:

- HRN.TD Test Date
- HRN.GR Grade
- HRN.SR Sweep Right
- **HRN.SL** Sweep Left
- **HRN.PR** Pure Tone Right
- HRN.PL Pure Tone Left
- **HRN.DR** Doctor Referral
- HRN.DT Date Treated
- HRN.IC IMP Code
- HRN.ID IMP Date
- HRN.SCN Screening
- HRN.PF Pass/Fail
- HRN.FO Follow Up
- HRN.CT Case Type
- HRN.IN Initials

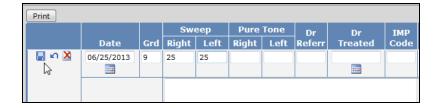
- HRN.CO Comments
- **HRN.R1** Right 250
- **HRN.R2** Right 500
- **HRN.R3** Right 1000
- **HRN.R4** Right 2000
- **HRN.R5** Right 4000
- HRN.R6 Right 6000
- HRN.R7 Right 8000
- **HRN.L1** Left 250
- **HRN.L2** Left 500
- HRN.L3 Left 1000
- HRN.L4 Left 2000
- HRN.L5 Left 4000
- HRN.L6 Left 6000
- HRN.L7 Left 8000

#### **Add Record**

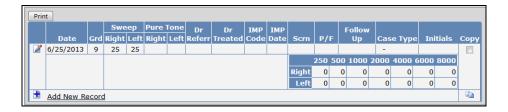
To add a new Hearing record for a student, click the mouse on the **Add New Record** button.



The following form will display in edit mode. Enter all information into each selected field. To save the record, click the mouse on the **Save Record** icon.

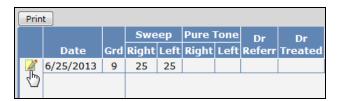


The updated form will display.

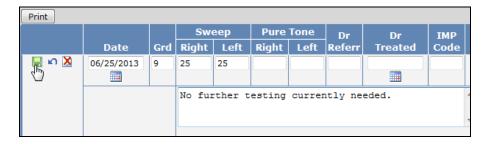


# **Change Record**

To change an existing Hearing record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

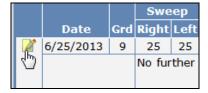


The updated record will now display.



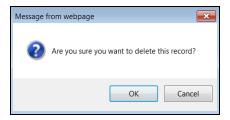
# **Delete Record**

To delete an existing Hearing record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





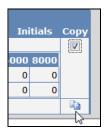
The following message will display. Click the mouse on the **OK** button.



## **Copy Record**

The Hearing form has an option to copy a Hearing record from the current student displayed to another student. For example, if two students have the same Hearing results, the record can be copied from one student to another.

To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.



The following message will display. Click the mouse on the **OK** button.



Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



The following message will display. Click the mouse on the **OK** button.

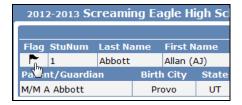


The new record will now display with the same data as the record copied.



#### **Add Red Flag**

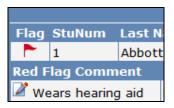
To add a **Red Flag** indicator to the Hearing form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.



The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

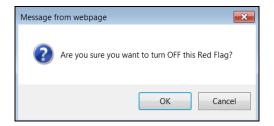




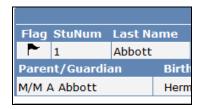
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

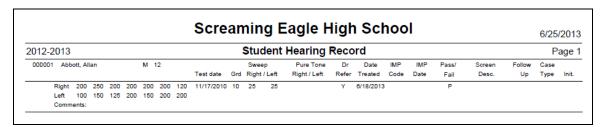


A Black Flag will now display. The Red Flag and any Comments will no longer display.



## **Print Hearing Record**

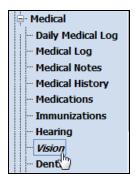
The following is an example of the **Hearing** printout that is generated by clicking the mouse on the **Print** button.



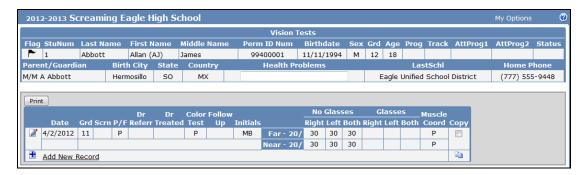
#### **VISION**

The **Vision** form is used to store and display the results from a vision test normally performed on all students at the school. After any information is added or updated on this form, it is stored in the **VSN** table.

To access the Vision form, click the mouse on the Vision node under Medical on the Navigation Tree.



The following form will display.



The table and fields associated with the Vision form are:

- VSN.TD Test Date
- · VSN.GR Grade
- VSN.SCN Screening
- VSN.PF Pass/Fail
- VSN.DR Doctor Referral
- VSN.DT Date Treated
- VSN.CT Color Test
- VSN.FO Follow Up
- · VSN.IN Initials
- VSN.CO Comment
- VSN.RNF Right No Glasses Far
- VSN.LNF Left No Glasses Far

- VSN.BNF Both No Glasses Far
- VSN.RGF Right Eye Glasses Far
- · VSN.LGF Left Eye Glasses Far
- VSN.BGF Both Glasses Far
- VSN.MUF Muscle Coordination Far
- VSN.RN Right Eye No Glasses
- VSN.LN Left Eye No Glasses
- · VSN.BN Both Eyes No Glasses
- VSN.RG Right Eye Glasses
- VSN.LG Left Eye Glasses
- · VSN.BG Both Eyes Glasses
- VSN.MU Muscle Coordination

#### **Add Record**

To add a new Vision record, click the mouse on **Add New Record**.



The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

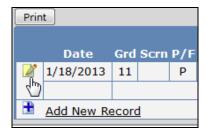


The new record will now display.



# **Change Record**

To change an existing Vision record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

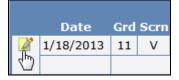


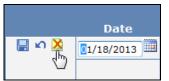
The updated record will now display.



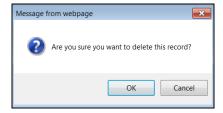
#### **Delete Record**

To delete an existing Vision record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.



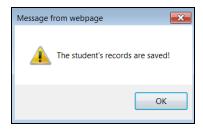
# **Copy Record**

The Vision form has an option to copy a Vision record from the current student displayed to another student. For example, if two students have the same Vision results, the record can be copied from one student to another.

To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.



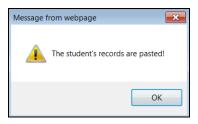
The following message will display. Click the mouse on the **OK** button.



Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



The following message will display. Click the mouse on the **OK** button.

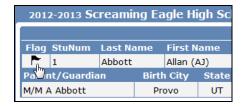


The new record will now display with the same data as the record copied.

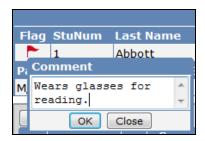


#### **Add Red Flag**

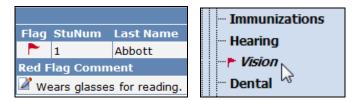
To add a **Red Flag** indicator to the Vision form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.



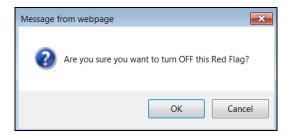
The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.



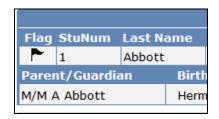
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

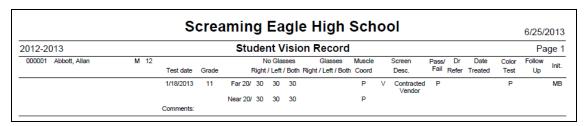


A Black Flag will now display. The Red Flag and any Comments will no longer display.



#### **Print Vision Record**

The following is an example of the **Vision** printout that is generated by clicking the mouse on the **Print** button.



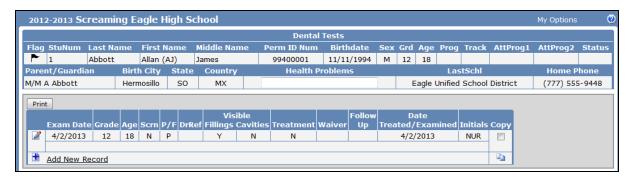
### **DENTAL**

The **Dental** form is used to store results from a dental checkup for all students at the school. After any information is added or updated to the Dental form it is stored in the **DNT** table.

To access the **Dental** form, click the mouse on the **Dental** node under **Medical** on the Navigation Tree.



The following form will display.



The table and fields associated with the **Dental** form are:

- DNT.TD Test Date
- DNT.GR Grade
- DNT.AG Age
- DNT.SCN Screening
- DNT.PF Pass/Fail
- **DNT.DR** Doctor Referral
- **DNT.VF** Visible Fillings

- DNT.VC Visible Cavities
- **DNT.TR** Treatment
- DNT.WV Waiver
- DNT.FO Follow Up
- DNT.DT Date Treated
- DNT.IN Initials
- **DNT.CO** Comments

#### **Add Record**

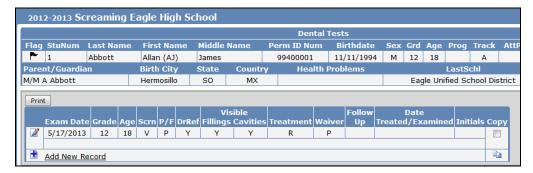
To add a new Dental record, click the mouse on Add New Record.



The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

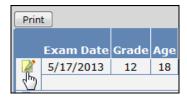


The new record will now display.



## **Change Record**

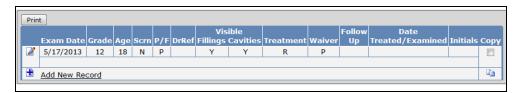
To change an existing Dental record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

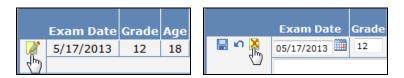


The updated record will now display.

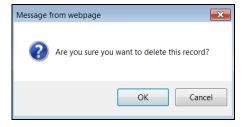


#### **Delete Record**

To delete an existing Dental record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.



The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.



#### **Copy Record**

The Dental form has an option to copy a Dental record from the current student displayed to another student. For example, if two students have the same Dental results, the record can be copied from one student to another.

To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.



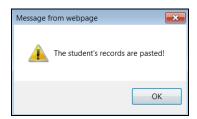
The following message will display. Click the mouse on the **OK** button.



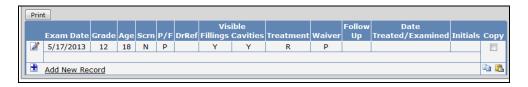
Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



The following message will display. Click the mouse on the **OK** button.

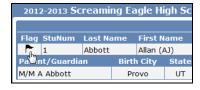


The new record will now display with the same data as the record copied.



#### **Add Red Flag**

To add a **Red Flag** indicator to the Dental form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

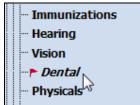


The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.

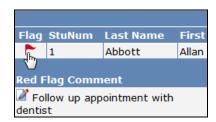


The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

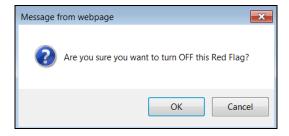




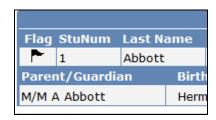
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

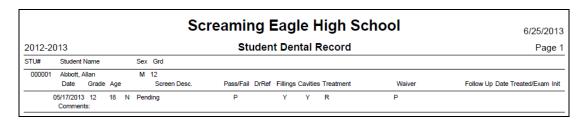


A Black Flag will now display. The Red Flag and any Comments will no longer display.



#### **Print Dental Record**

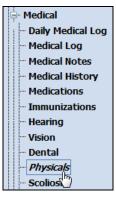
The following is an example of the **Dental** printout that is generated by clicking the mouse on the **Print** button.



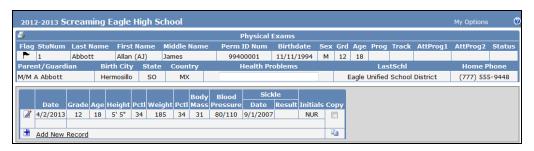
#### **PHYSICALS**

The **Physicals** form is used to store and display data not pertaining to the medical categories, such as the weight and height of a student. After any information is updated or added to the Physicals form it is stored in the **HWO** table.

To access the **Physicals** form, click the mouse on the **Physicals** node under **Medical** on the Navigation Tree.



The following form will display.



The table and fields associated with the **Physicals** form are:

- **HWO.TD** Test Date
- HWO.GR Grade
- · HWO.AG Age
- **HWO.HE** Height
- **HWO.HP** Height Percentile
- **HWO.WE** Weight
- HWO.WP Weight Percentile

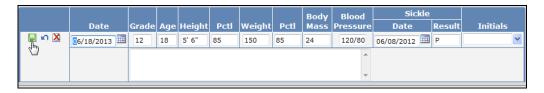
- **HWO.BM** Body Mass
- HWO.BP Blood Pressure
- HWO.SD Sickle Date
- HWO.SR Sickle Result
- HWO.IN Initials
- HWO.CO Comments

#### Add Record

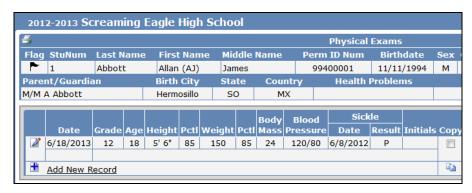
To add a new Physicals record, click the mouse on **Add New Record**.



The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

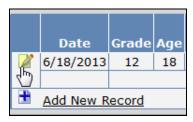


The new record will now display.

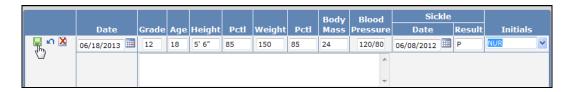


#### **Change Record**

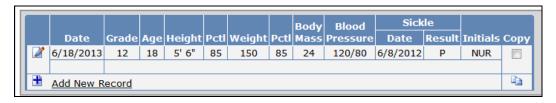
To change an existing Physicals record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

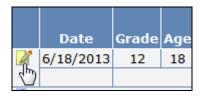


The updated record will now display.



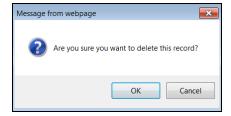
#### **Delete Record**

To delete an existing Physicals record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.



#### **Copy Record**

The Physicals form has an option to copy a Physical record from the current student displayed to another student. For example, if two students have the same Physical results, the record can be copied from one student to another.

To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.



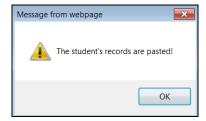
The following message will display. Click the mouse on the **OK** button.



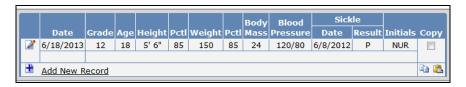
Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



The following message will display. Click the mouse on the **OK** button.

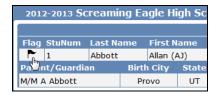


The new record will now display with the same data as the record copied.

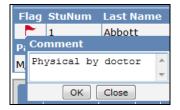


## **Add Red Flag**

To add a **Red Flag** indicator to the Physicals form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



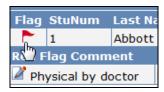
The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.



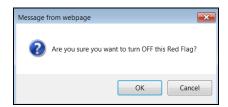
The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.



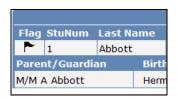
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

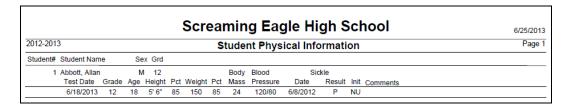


A Black Flag will now display. The Red Flag and any Comments will no longer display.



#### **Print Physical Information**

The following is an example of the **Physicals** printout that is generated by clicking the mouse on the **Print** icon.



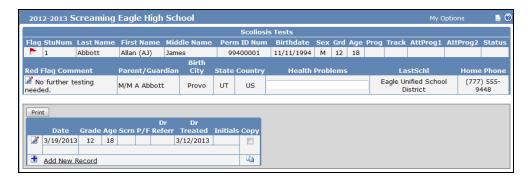
#### **SCOLIOSIS**

The **Student Scoliosis** form is used to store and display the results from the scoliosis testing that is normally performed on all students.

To access the **Scoliosis** form, click the mouse on the **Scoliosis** node under **Medical** on the Navigation Tree.



The following form will display.



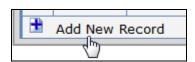
The table and fields associated with the Scoliosis form are:

- SCO.TD Test Date
- SCO.GR Grade
- SCO.AG Age
- SCO.SCN Screening
- SCO.PF Pass/Fail

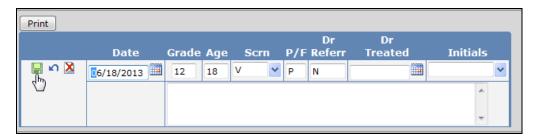
- SCO.DR Doctor Referral
- SCO.DT Date Treated
- · SCO.IN Initials
- SCO.CO Comments

#### **Add Record**

To add a new Scoliosis record, click the mouse on Add New Record.



The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.



The new record will now display.

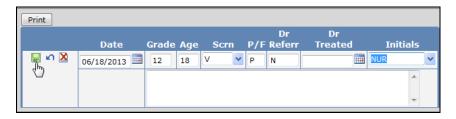


## **Change Record**

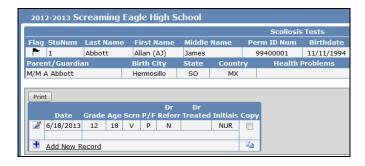
To change an existing Scoliosis record, click the mouse on the **Change** icon.



The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

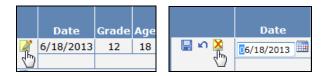


The updated record will now display.



#### **Delete Record**

To delete an existing Scoliosis record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.



The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.

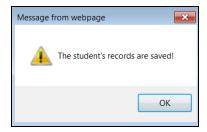


## **Copy Record**

The Scoliosis form has an option to copy a Scoliosis record from the current student displayed to another student. For example, if two students have the same Scoliosis results, the record can be copied from one student to another. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.



The following message will display. Click the mouse on the **OK** button.



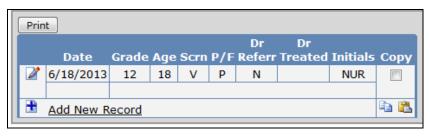
Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



The following message will display. Click the mouse on the **OK** button.

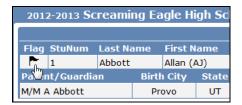


The new record will now display with the same **data** as the record copied.

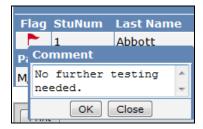


## Add Red Flag

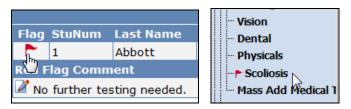
To add a **Red Flag** indicator to the Scoliosis form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



The flag will turn red and a **Comment** box will display and a comment can be added but is **not required**. Click the mouse on the **OK** button.



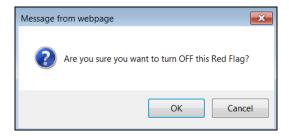
The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.



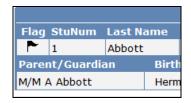
To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.



The following message will display. Click the mouse on the **OK** button.

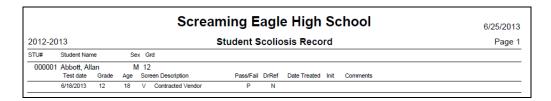


A Black Flag will now display. The Red Flag and any Comments will no longer display.



#### **Print Scoliosis Record**

The following is an example of the **Scoliosis** printout that is generated by clicking the mouse on the **Print** button.



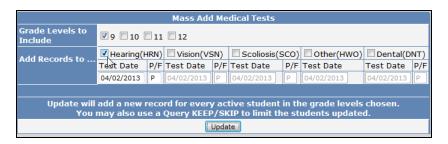
#### MASS ADD MEDICAL TESTS

Mass Add Medical Tests will allow you to add specific test records for selected grade ranges. For example, below grade 9 had hearing tests done on 4/02/2013. All students in 9th grade will have a record added into the **HRN** table with a Passed code for this date. Instead of hand entering a record for each student only students who failed the Vision test will need to be updated.

To access the **Mass Add Medical Test** form, click the mouse on the **Mass Add Medical Tests** node under **Medical** on the Navigation Tree.



The following form will display. If this test is only for specific grades, select the specific grade by clicking the mouse on the grade level in the **Grade Levels to Include** area. Click the mouse on the **Medical Test**, enter the **Date** and select a **P - Pass** or **F - Fail**.



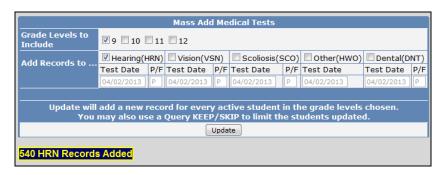
Click the mouse on the **Update** button.



The following message will display. Click the mouse on the **OK** button.



The following message will display indicating the number of records added for the test selected.



After the test records have been added the record will display for each student. The record can now be updated for each student or only specific students. For example, all students have a **P- Pass**. The students who failed can now have their record changed to **F – Failed**.

