

## Enter health visits

### To enter or view health visits for a specific student:

1. Log on to the Health view.
2. Click the **Student** tab.
3. Search for and select the student.
4. Click the **Visits** side-tab. Visits the student has made to the health office appear.

0 of 7 selected									Current Year
<input type="checkbox"/>	Date	TimeIn	TimeOut	VisitType	Rsn Sched Med Not Given	ComplaintCode	TreatmentCode	ActionCode	Temperature
<input type="checkbox"/>		11:01 AM	11:01 AM	First Aid		Sunburn	Topical Aloe Cream	Back to class	0.0
<input type="checkbox"/>		7:38 AM	7:39 AM	ENT		Cough	Cough Drops	Back to class	0.0
<input type="checkbox"/>		10:11 AM	10:12 AM	Dental		Toothache	Med Adm 2 Tylenol Tablet	Back to class	0.0
<input type="checkbox"/>		7:33 AM	7:36 AM	Communication				Comm Parent Contact	0.0
<input type="checkbox"/>		8:08 AM	8:09 AM	Communication				Comm Parent Contact	0.0
<input type="checkbox"/>		10:20 AM	10:34 AM	Communication				Comm Parent Contact	0.0
<input type="checkbox"/>		12:08 PM	12:09 PM	Illness		Not Feeling Well	Assessment	Dism parent/guard II	100.9

5. On the **Options** menu, click **Add**. The New Health Log page appears.
6. Enter the visit information.
7. Click **Save**.

## Enter health conditions for students

1. Log on to the Health view.
2. Click the **Conditions** tab.
3. Select **Options > Add**. The New Health Condition page appears.

**Conditions :: New Health Condition**

Conditions Details

Options ▼ Reports ▼ Help ▼

Save ✕ Cancel Default Template ▼

Name \*

Condition type \*

Condition code \*

Comment

4. Enter the information.
5. Click **Save**.

The Health Conditions Alert icon appears next to the student's name.

**Note:** The Health Conditions Alert icon will appear next to the student's name throughout the Health view only. For an alert to be visible to teachers, you must create a Medical alert (see page 2).


## Enter medication orders



You can track any prescription medication orders sent to the school medical office for a student.

1. Log on to the Health view.
2. Do one of the following:
  - Click the **Medication** tab. The Rx Orders page appears.
  - Click **Student**, select the student associated with the medication order, and then click **Medications** on the side-tab.
3. Select **Options > Add**. The New Health Medication Order page appears.

4. Enter information in the fields.

## Enter medical alerts

When you create a **Medical alert**, the  icon appears next to the student's name on Aspen's Student pages. Only users with appropriate privileges (such as teachers) can see alerts.

1. Log on to the Health view.
2. Click the **Alert** tab.
3. On the **Options** menu, click **Add**. The New Student Alert page appears.
4. In the **Name** field, type the student's name or click  to select it from a pick list.
5. Enter the description.
6. Click **Save**. The system displays the appropriate icon next to the student's name on the Student pages.
7. To view the alert, click the **Medical alert** icon .