

# InformationNOW – Medical

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## About this Guide

This Quick Reference Guide provides an overview of the medical options available in *InformationNOW*.

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## Setup for Medical Information

The following lookups pertain to medical records and should be created before medical data may be entered. For complete details regarding adding, viewing and deleting lookups, please refer to the *InformationNOW – Lookups* Quick Reference Guide.

Lookups may be created under either **Students | Setup** or **System Preferences | Setup**.

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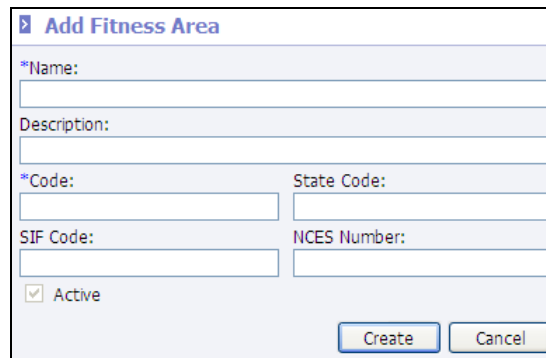
Note: Refer to the applicable STI State Guidelines document (available on the **Documentation** page at <http://support.sti-k12.com/documentation/default.asp>) for a list of all lookups which are necessary to meet state reporting requirements.

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### Fitness Area

A *Fitness Area* is an area in which a physical fitness assessment is made (ex.: *Aerobic Capacity*, *Abdominal Strength*). A Fitness Area is attached to a Fitness Test, which may then be assigned to the student.

- To create a Fitness Area, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Fitness Area* and click **Refresh**.
- Click **Add**. Required fields are indicated with an asterisk (\*).



**Add Fitness Area**

\*Name:

Description:

\*Code:  State Code:

SIF Code:  NCES Number:

Active

- **Name:** Enter the name of the Fitness Area (ex.: *Aerobic Capacity*, *Abdominal Strength*).

- **Description:** Enter a brief description of the Fitness Area.
- **Code:** Enter a unique code for this Fitness Area.
- **State Code:** If required, enter the state code associated with this Fitness Area to be used for state reporting purposes.
- **SIF Code:** If required, enter the SIF code associated with this Fitness Area for SIF reporting.
- **NCES Number:** If required, enter the NCES Number associated with this Fitness Area for NCES reporting.

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Note: Refer to State Guidelines for a list of required Fitness Areas to meet state, SIF or NCES reporting requirements.

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- Click **Create**.

## Fitness Result

A *Fitness Result* is the outcome of a school-administered Fitness Test (ex.: *Within Health/Fitness Range, Tested*). The outcome is assigned to the student’s physical Fitness Test record.

- To create a Fitness Result, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Fitness Result* and click **Refresh**.
- Click **Add**. Required fields are indicated with an asterisk (\*).

- **Name:** Enter the name of the Fitness Result (ex.: *Within Health/Fitness Range, Tested*).
- **Description:** Enter a brief description of the Fitness Result.
- **Code:** Enter a unique code for this Fitness Result.
- **State Code:** If required, enter the state code associated with this Fitness Result to be used for state reporting purposes.
- **SIF Code:** If required, enter the SIF code associated with this Fitness Result for SIF reporting.
- **NCES Number:** If required, enter the NCES Number associated with this Fitness Result for NCES reporting.

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Note: Refer to State Guidelines for a list of required Fitness Results to meet state, SIF or NCES reporting requirements.

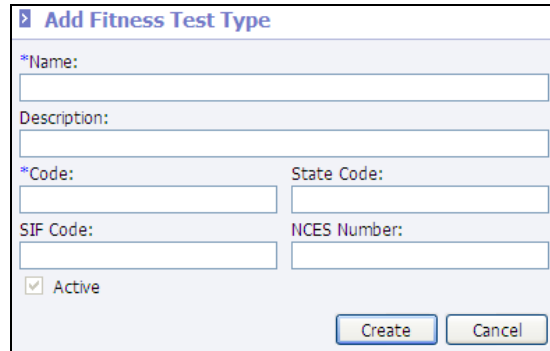
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- Click **Create**.

## Fitness Test Type

A *Fitness Test type* is the fitness assessment which was administered (ex.: *Pullups, 1 Mile Walk/Run*). A Fitness Test type is attached to a Fitness Test, which may then be assigned to the student.

- To create a Fitness Test type, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Fitness Test Type* and click **Refresh**.
- Click **Add**. Required fields are indicated with an asterisk (\*).



- **Name:** Enter the name of the Fitness Test type (ex.: *Pushups, 1 Mile Walk/Run*).
- **Description:** Enter a brief description of the Fitness Test type.
- **Code:** Enter a unique code for this Fitness Test type.
- **State Code:** If required, enter the state code associated with this Fitness Test type to be used for state reporting purposes.
- **SIF Code:** If required, enter the SIF code associated with this Fitness Test type for SIF reporting.
- **NCES Number:** If required, enter the NCES Number associated with this Fitness Test type for NCES reporting.

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Note: Refer to State Guidelines for a list of required Fitness Test types to meet state, SIF or NCES reporting requirements.

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- Click **Create**.

## Fitness Test

A *Fitness Test* is a combination of a *Fitness Area* and *Fitness Test Type*, along with the person who administered the test and the date on which the test was administered.

- To create a Fitness Test, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Fitness Test* and click **Refresh**.

- Click **Add**. Required fields are indicated with an asterisk (\*).

- **Fitness Area:** Select the area with which the Fitness Test is associated (ex.: *Aerobic Capacity, Abdominal Strength*).
- **Fitness Test Type:** Select the test type with which the Fitness Test is associated (ex.: *Pushups, 1 Mile Walk/Run*).
- **Administered By:** Click **Find** to locate and select the person who administered the Fitness Test.

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Note: The *Administered By* field is a required field and may not be manually entered. The person must be selected from the staff file. Therefore, persons who administer physical tests must be added to the Staff file under **Staff | Staff Maintenance**.

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- **Test Date:** Enter the date the test was administered.

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Note: The Test Date must be within the date range of the current academic session.

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- Click **Create**.

## Health Condition

A *Health Condition* is a medical circumstance suffered by the student (ex.: *Asthma, Diabetes*). These are assigned to the student.

- To create a Health Condition, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Health Condition* and click **Refresh**.
- Click **Add**. Required fields are indicated with an asterisk (\*).

- **Name:** Enter the name of the Health Condition (ex.: *Diabetes Type I*).

- **Description:** Enter a brief description of the Health Condition (ex.: *Diabetes Mellitus*).
- **Code:** Enter a unique code for this Health Condition.
- **State Code:** If required, enter the state code associated with this Health Condition to be used for state reporting purposes.
- **SIF Code:** If required, enter the SIF code associated with this Health Condition for SIF reporting.
- **NCES Number:** If required, enter the NCES Number associated with this Health Condition for NCES reporting.

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Note: Refer to State Guidelines for a list of required Health Conditions to meet state, SIF or NCES reporting requirements.

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- Click **Create**.

## Immunization Type

*Immunization Types* come pre-installed with *InformationNOW* based on state reporting requirements. The criteria for determining compliance are also pre-installed. New non-state specific immunization types may be added (ex.: *Physical*)

- To create an immunization type, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Immunization Type* and click **Refresh**.
- Click **Add**. Required fields are indicated with an asterisk (\*).

- **Name:** Enter the name of the immunization type (ex.: *HPV*).
- **Description:** Enter a brief description of the immunization type.
- **Code:** Enter a unique code for this immunization type.
- **State Code:** If required, enter the state code associated with this immunization type to be used for state reporting purposes.
- **SIF Code:** If required, enter the SIF code associated with this immunization type for SIF reporting.
- **NCES Number:** If required, enter the NCES Number associated with this immunization type for NCES reporting.

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Note: Refer to State Guidelines for a list of required immunization types to meet state, SIF or NCES reporting requirements.

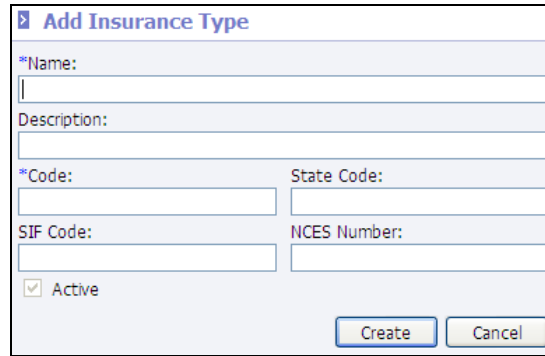
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- Click **Create**.

## Insurance Type

An *Insurance Type* is the type of medical insurance to be assigned to a student (ex.: *School, Private*).

- To create an Insurance Type, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Insurance Type* and click **Refresh**.
- Click **Add**. Required fields are indicated with an asterisk (\*).



- **\*Name:** Enter the name of the Insurance Type (ex.: *School, Private*).
- **Description:** Enter a brief description of the Insurance Type.
- **\*Code:** Enter a unique code for this Insurance Type.
- **State Code:** If required, enter the state code associated with this Insurance Type to be used for state reporting purposes.
- **SIF Code:** If required, enter the SIF code associated with this Insurance Type for SIF reporting.
- **NCES Number:** If required, enter the NCES Number associated with this Insurance Type for NCES reporting.

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Note: Refer to State Guidelines for a list of required Insurance Types to meet state, SIF or NCES reporting requirements.

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- Click **Create**.

## Medication Type

A *Medication Type* is a drug (prescription or non-prescription) that may be administered to the student (ex.: *Epi Pen, Insulin*).

- To create a Medication Type, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Medication Type* and click **Refresh**.

- Click **Add**. Required fields are indicated with an asterisk (\*).

- **Name:** Enter the name of the Medication Type (ex.: *Epi Pen, Insulin*).
- **Description:** Enter a brief description of the Medication Type.
- **Code:** Enter a unique code for this Medication Type.
- **State Code:** If required, enter the state code associated with this Medication Type to be used for state reporting purposes.
- **SIF Code:** If required, enter the SIF code associated with this Medication Type for SIF reporting.
- **NCES Number:** If required, enter the NCES Number associated with this Medication Type for NCES reporting.

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Note: Refer to State Guidelines for a list of required Medication Types to meet state, SIF or NCES reporting requirements.

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- Click **Create**.

## Override Type

An *Override Type* is used to track the reason a student has not received a specific immunization (ex.: *Religious Objection*). Override Types come pre-installed with the program and may not be edited.

## Screening Type

A *Screening Type* is a type of testing to be tracked on the student (Ex.: *Vision, Hearing, Lice*).

- To create a Screening Type, go to **Students | Setup** or **System Preferences | Setup**.
- Select *Screening Type* and click **Refresh**.

- Click **Add**. Required fields are indicated with an asterisk (\*).

- **Name:** Enter the name of the Screening Type (ex.: *Hearing, Scoliosis*).
- **Description:** Enter a brief description of the Screening Type.
- **Code:** Enter a unique code for this Screening Type.
- **State Code:** If required, enter the state code associated with this Screening Type to be used for state reporting purposes.
- **SIF Code:** If required, enter the SIF code associated with this Screening Type for SIF reporting.
- **NCES Number:** If required, enter the NCES Number associated with this Screening Type for NCES reporting.

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Note: Refer to State Guidelines for a list of required Screening Types to meet state, SIF or NCES reporting requirements.

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- Click **Create**.

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## Entry of Medical Data

To enter medical data for students, do one of the following:

- Go to **Students | Student Maintenance**. Search for and select the student. Click the **Medical** link, located under the *Manage* menu at left. Alternately:
- Go to **Students | Medical**. Search for and select the student.

The student's name, date of birth, age and grade level will display. This information may not be edited from this screen.

- **Had Chicken Pox:** If the student had chicken pox, check the box and enter the date the student had the illness.
- **Certificate:** If a medical certificate is on file for the student, click the **Certificate** link. Required fields are indicated with an asterisk (\*).

- Enter the *Original Issuer* of the certificate along with the *Expiration Date*. Check if the certificate is *Standard* or *Provisional*. Enter any additional *Notes*. Click **OK** to save the changes.
- **Insurance**: If insurance information is on file for the student, click **Insurance**.

- Check if the insurance plan for the student qualifies as a *School Insurance* policy.
- Enter the *Subscriber*'s name.
- Select the *Type of Insurance*.
- Enter the *Insurance Company*, *Group Number*, *Preferred Hospital* and any affiliated *Notes*. Click the blue **Find** link to locate the *Preferred Doctor*.

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Note: The *Preferred Doctor* may not be manually entered. The person must be selected from the census. Therefore, doctors must be added to the Census file under **Census | People**.

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- Enter the *Medicaid Tracking Number*.

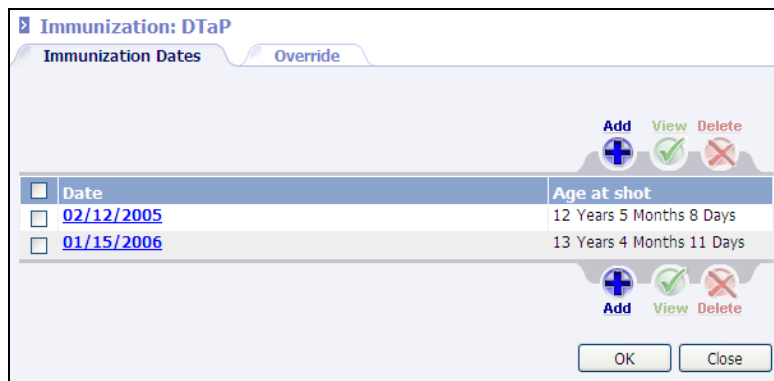
## Immunizations Tab

The *Immunizations* tab displays all active *Immunization Types* which were created under **Student | Setup** or **System Preferences | Setup**.

- **Shot Type:** Displays the immunization type name.
- **Status:** Displays the compliance status of the immunization.
  - C – Compliant
  - N – Non-Compliant
  - I – Override: In Progress
  - M – Override: Medical
  - P – Override: Personal
  - R – Override: Religious
- **Non-Compliance Message:** Displays the compliance requirements for the immunization type. For example, if three doses are required for HEPB3, *3 doses required* will display in the *Non-Compliance Message* column. This message will display until records have been entered for all three doses of HEPB3. Once records have been entered for all three doses, the *Non-Compliance Message* column will display as blank and the *Status* will change from *N (Non-Compliant)* to *C (Compliant)*.

### View

To modify a student's immunization record, place a check next to the name of the immunization and click **View**.



The *Immunization Dates* tab will display any dates entered for the selected immunization type along with the age of the student at the time of the shot.

- **Add:** Click to insert a new shot date. Enter the *Immunization Date* and click **Create**.
- **View:** To view or modify an existing shot date, place a check next to the date and click **View**.

- **Delete:** To remove an existing shot date, place a check next to the date and click **Delete**.

On the *Override* tab, the user may select an *Override Type* (ex.: *Religious, In Progress*) along with the *override Start Date* and, if applicable, the *End Date*.

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Note: Once the *Override End Date* has passed, the immunization type will no longer be marked as compliant; it will become non-compliant at this point. If no *End Date* is entered, the record will remain marked as compliant with an *override*.

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If *In Progress* is selected as the *Override Type*, the *Next Shot Date* will become active. Enter the date on which students should receive their next shots in order to become compliant for this shot.

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Note: The immunization type will remain with a status of *Compliant – Override: In Progress* regardless of the *Next Shot Date* entered.

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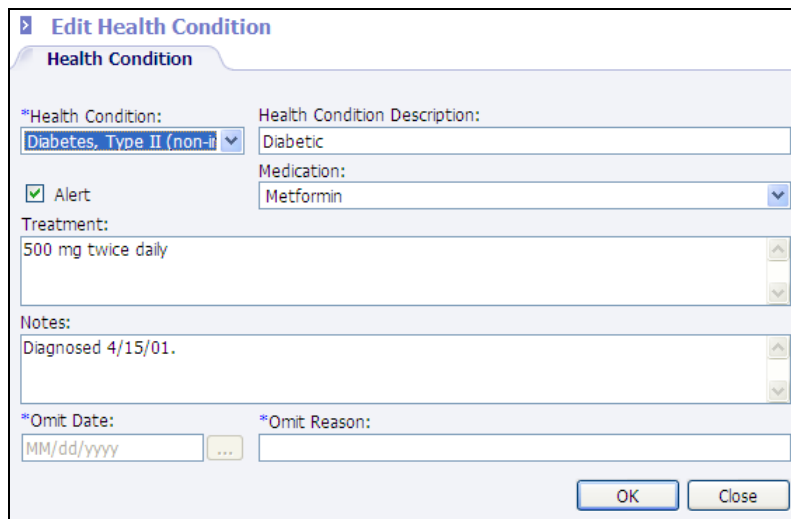
Enter any notes (ex.: *Letter on file*) and click **OK** to save the changes.

## Health Conditions Tab

The *Health Conditions* tab displays all medical conditions assigned to the student.



## Add

To insert a new Health Condition, click **Add**. Required fields are indicated with an asterisk (\*).



- **Health Condition:** Select the Health Condition of the student. Health Conditions are created under **Students | Setup** or under **System Preferences | Setup**.
- **Health Condition Description:** Enter a brief description of this student's Health Condition.
- **Alert:** Check if this is a health alert for this student.

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Note: If a student has a Health Condition marked as *Alert*, an  icon will display on the student search results screen as well as the teacher's classroom roster. Users may click the  icon to view the Health Condition, Description, Medication and Treatment information.

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- **Medication:** Enter any medication the student is taking for the Health Condition.
- **Notes:** Enter any applicable notes for the Health Condition.
- **Omit Date/Omit Reason:** this criterion may not be entered on this screen. It is for display purposes only. See the section "Omit" below for instructions on marking Health Conditions as *Omitted*.

Click **OK** to save the changes.


## View

To view the details an existing Health Condition, place a check next to the condition and click **View**.

## Omit

To mark a Health Condition as *Omitted*, place a check next to the condition and click **Omit**.

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Note: Omitted records will be excluded from any Health Condition state-reporting. Even if marked as an *Alert*, an omitted health record will not display when a user clicks the  icon to view alerts. Also, omitted Health Conditions will not display by default on the *Health Conditions* tab. To view omitted conditions, check the *Include Omitted Records* box and click **Refresh**.

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- Enter the *Omit Date* and the *Omit Reason*.

- Click **OK** to save the changes.

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Note: The omit process may not be undone. If a record was incorrectly omitted, it must be recreated.

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## Screening Tab

The *Screenings* tab displays all medical screenings assigned to the student.

## Add

To insert a new screening record, click **Add**. Required fields are indicated with an asterisk (\*).

- **Area Of Screening:** Select the screening area. Screening areas are created under **Students | Setup** or under **System Preferences | Setup**.
- **Date:** Enter the date on which the screening occurred.
- **Age:** The age of the student at the time of the screening will display, based on the date of birth entered for the student, along with the screening date selected.
- **Grade Level:** The student’s current grade level will display. Changing the screening date does not affect the grade level displayed. To change the grade level, click the drop arrow and select it from the list.
- **Notes:** Enter any applicable notes for the screening.
- **Omit Date/Omit Reason:** this criterion may not be entered on this screen. It is for display purposes only. See the section “Omit” below for instructions on marking screenings as omitted.

Click **Create** to save the changes.

### View

To view the details of an existing screening, place a check next to the condition and click **View**.

### Omit

To mark a screening as omitted, place a check next to the screening and click **Omit**.

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Note: Omitted records will be excluded from any screening state-reporting. Also, omitted screenings will not display by default on the *Screenings* tab. To view omitted screenings, check the *Include Omitted Records* box and click **Refresh**.

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## Fitness Test

The *Fitness* tab displays all Fitness Test results assigned to the student. See the section “Mass Assign Fitness Test Results” on page 16 for instructions regarding assigning Fitness Tests to a group of students.

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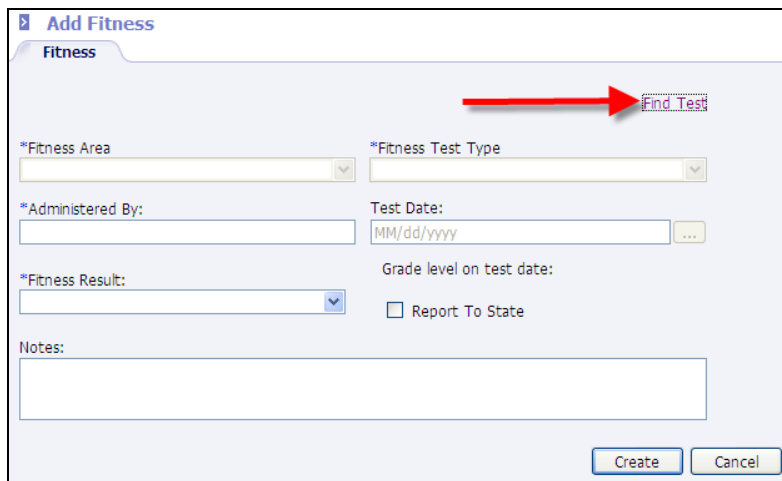
Note: Fitness Areas and Fitness Test Types must first be created under **Students | Setup** or under **System Preferences | Setup**. The area and type are then assigned to Fitness Tests under **Students | Setup** or under **System Preferences | Setup**.

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<input type="checkbox"/>	Date	Fitness Test	Fitness Area	Administered By	Fitness Result	GR	Report to State
<input type="checkbox"/>	08/15/2008	1 Mile Walk/Run	Aerobic Capacity	Cash, Tabby	Within Health/Fitness R...	10	Yes

## Add

To insert a new fitness record, click **Add**.



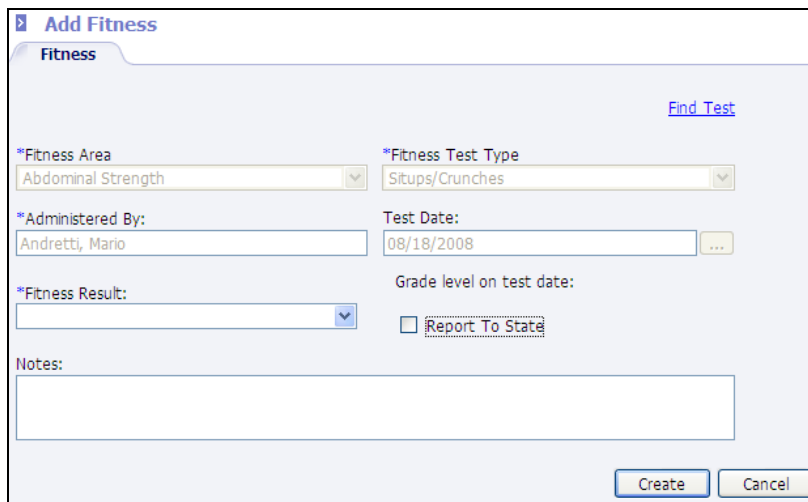
The screenshot shows the 'Add Fitness' form. At the top right, there is a link labeled 'Find Test' with a red arrow pointing to it. Below this are several input fields: '\*Fitness Area' (dropdown), '\*Fitness Test Type' (dropdown), '\*Administered By:' (text field), 'Test Date:' (text field with a calendar icon), '\*Fitness Result:' (dropdown), and 'Grade level on test date:' (checkbox labeled 'Report To State'). There is also a 'Notes:' text area at the bottom. At the bottom right, there are 'Create' and 'Cancel' buttons.

- Click **Find Test**.

	Date	Fitness Test	Fitness Area	Administered By
<input checked="" type="radio"/>	<a href="#">08/18/2008</a>	Situps/Crunches	Abdominal Strength	Andretti, Mario
<input type="radio"/>	<a href="#">08/15/2008</a>	1 Mile Walk/Run	Aerobic Capacity	Cash, Tabby

OK Close

- Select the Fitness Test from the available list by either clicking the test date blue link or by bulleting the test and clicking **OK**.



The screenshot shows the 'Add Fitness' form with the following fields populated: '\*Fitness Area' is 'Abdominal Strength', '\*Fitness Test Type' is 'Situps/Crunches', '\*Administered By:' is 'Andretti, Mario', and 'Test Date:' is '08/18/2008'. The 'Find Test' link is now blue. The 'Report To State' checkbox is still unchecked. The 'Notes:' field is empty. 'Create' and 'Cancel' buttons are at the bottom right.

*Fitness Area, Fitness Test Type, Administered By and Test Date* are all populated based on the selected Fitness Test.

- **Fitness Result:** Select the Fitness Result. Fitness results are created under **Students | Setup** or under **System Preferences | Setup**.

- **Report To State:** Check if this occurrence of this physical Fitness Test is to be included in state reporting.
- **Notes:** Enter any applicable notes for the Fitness Test.

Click **Create** to save the changes.

### View

To view or modify the details of an existing test, place a check next to the test and click **View**.

### Delete

To delete a Fitness Test, place a check next to the test and click **Delete**.

### Mass Assign Fitness Test Results

To assign a Fitness Test and result to a group of students, go to **Students | Mass Manage**. Select **Fitness**.

- Select the Fitness Test by either clicking the test date that appears as a blue link or by bulleting the test and clicking **Next**.

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Note: Additional Fitness Tests may be inserted by clicking **Add**. Select the *Fitness Area* and *Fitness Test Type*. Find the person who administered the test. Enter the *Test Date*. Click **Create**.

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- Enter the criteria to search for the students to which the selected test is to be assigned. Click **Search**. The resulting list of students will display along with the *Fitness Area*, *Fitness Test Type*, *Administered By* and *Test Date* of the selected test.

- Check if these Fitness Results are to be reported to the state.
- Select the *Fitness Result* from the available list.
- Place a check next to the student(s) who is to be assigned the selected *Fitness Test* and *Fitness Result*.
- Click **Assign**. A message will display indicating the number of *Fitness Test* records created.
- Click **OK**.
- The *Mass Assign* screen will return. Do the following here:
  - Select a different *Fitness Result* for the same test. Then select the students to receive this result and click **Assign**.
  - Click the **Search Criteria** link at top to perform a new student search.
  - Click **Find Test** to select a different test.
  - Click **Back** to return to the student search screen.
  - Click **Cancel**.

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## Medical Data Reports

### Immunization Compliance

To print the Immunization Compliance report, either:

- Go to **Students | Student Maintenance**. Search for and view the student record. Select **Medical** under the *Manage* menu at left. Then select **Immunization Compliance** under the **Reports** menu at left; or,
- Go to **Students | Medical**. Search for and view the student medical record. Select **Immunization Compliance** under the *Reports* menu at left; or,
- Go to **Students | Reports**. Select the **Immunization Compliance** report.

- **Filter:** To print the report for a subset of students, select the desired student filter from the available list.
- **Academic Session Year:** To limit the report to immunizations for a specific school/academic session, select it from the available list, or select **---All---** to view all immunization records regardless of school and academic session. Use the *Ctrl*+click or *Shift*+click options to select multiple schools if desired.
- **Immunizations:** To only print specific immunizations, select them from the available list or select **---All---** to include all immunizations. Use the *Ctrl*+click or *Shift*+click options to select multiple immunizations if desired.
- **Status:** To only print immunizations with a specific override status, select them from the available list or select **---All---** to include all immunizations regardless of override status. Use the *Ctrl*+click or *Shift*+click options to select multiple statuses if desired.
- **Order:** Select to order the report by *Age*, *Grade*, *Homeroom*, *Student Name* or *Student Number*.
- **Compliance Date:** To print only those immunizations that were marked compliant as of a specific date, enter the date in the *Compliance Date* field. All immunizations will display if the field is left at *mm/dd/yyyy*.
- **Check Grade Level +1:** Students are marked as compliant for immunizations based on the pre-programmed rules for number of doses, frequency, age and grade level at time of shot. Check this option to see if students would be compliant based on their next grade level.

- **Include:**
  - **Immunization Dates:** Check to include dates as well as the immunization names.
  - **Summary:** Check to include a grade level summary indicating the number of students, total compliant, total non-compliant as well as a breakdown of compliance, non-compliance and overrides by immunization type.

Summary for Grade: 9											
Total Students: 21											
Total Compliant: 0											
Total Non-Compliant: 21											
Status	DTaP	HEPB3	HIB	IPV	MEA	MMR	MUMPS	OPV	RUBEL	VAR	HEPB2
C	21	0	21	21	21	21	21	21	21	21	0
N	0	21	0	0	0	0	0	0	0	0	21

- **Withdrawn Students:** Check to include withdrawn students on the report.

## Profile

Student medical information may be included on the student Profile Report. To print the report, either:

- Go to **Students | Student Maintenance**. Search for and view the student record. Select **Immunization Compliance** under the *Reports* menu at left; or,
- Go to **Students | Reports**. Select the **Profile** report.

Include			
<input checked="" type="checkbox"/> Student Contact	<input checked="" type="checkbox"/> <b>Medical</b>	<input type="checkbox"/> Special Instructions	<input type="checkbox"/> Parent/Guardian Signature
<input checked="" type="checkbox"/> Parent/Guardian Contact	<input type="checkbox"/> School Programs	<input type="checkbox"/> Enrollment	
<input type="checkbox"/> Locker	<input type="checkbox"/> Special Education	<input type="checkbox"/> Graduation Goals	
<input type="checkbox"/> Transportation	<input type="checkbox"/> Services	<input type="checkbox"/> Include Withdrawn	

Check to include medical data. The report will include the following:

- Health Condition(s)
- Immunizations
- Insurance
- Physician
- Hospital