

STIOffice – Medical Information


Medical button

Use this utility to record and display various types of medical information important to the student's health record.

- **Tab 1-Medical Record:** This is a general information screen that contains the following data fields:

The screenshot shows a software window titled "Record will be Added (Crow, Kimberly A.)". It features a tabbed interface with "Medical Record", "Page 2", "Page 3", and "Immunizations". The "Medical Record" tab is selected. The form includes fields for guardian and doctor information, emergency contacts, and checkboxes for "Special Alert", "School Insurance", and "Transported". There are also input fields for height and weight. The immunization section includes fields for date, type, and MMR status, along with checkboxes for "Deaf", "Hearing Aid", "Glasses", "Blind", and "Handicapped". A "History" text box is located at the bottom of the form. The window concludes with "OK" and "Cancel" buttons.

- Basic guardian information that was entered in the *Emergency* section under the **Guardian** button in **Student Desktop** or **Students | Add/Edit Student Information**.
- Checkboxes that indicate whether the student has *School Insurance*, *Special Alert* status, parent permission for school to *Transport* the student if necessary.

Note: If the *Special Alert* box is checked, the  icon will appear on the student's record in *Student Desktop* or on the *Add/Edit Student Information* page. Any historical information may be entered in the text box

- Fields to enter the student's *Height* and *Weight*.
- Space for vaccinations, exemptions, medical history, and any information concerning the MMR (measles, mumps, and rubella) booster shots, physical examinations and special tests.

- Checkboxes for impairments due to hearing, sight, and handicaps.
- *Had Disease* checkbox which refers to Varicella only.
- Immunization Information: Immunization shot dates and physicals information may be entered in these fields. Check any boxes that are applicable to the student. The Immunization *Date* is the date of expiration of the immunization certificate. Immunization *Type* is used for exemptions.

Note: *HebB* (Hepatitis B), *VAR* (Varicella), *TET* (Tetanus), *IMM* (Immunization) and *PHY* (Physical) are the codes for the dates that will automatically populate in the immunization tab if the codes match the above exactly in **Code Maintenance | Most Codes | Immunizations**. If the codes are not exactly the same as those listed above, the dates will not transfer.

- **Tab 2-Page 2:** This page allows the user to enter additional information including the following:

The screenshot shows a software window titled "Record will be Added (Crow, Kimberly A.)" with a "Medical Record" tab and "Page 2" selected. The form contains the following fields and options:

- TB:** Date (text box), Positive (checkbox), Fluoride (checkbox), Type (text box).
- Lice:** None (radio), Contact (radio), Lice (radio), Lice Test (checkbox), Home Visit (checkbox).
- Hepatitis A:** 1 (text box), 2 (text box), 3 (text box).
- Hospital:** Hospital (text box), Phone (text box).
- Vision:** Vision (text box).
- Hearing:** Hearing (text box).
- Other:** Obt (text box), DT Boost (text box).

At the bottom of the window are buttons for "Print", "Help", "OK", and "Cancel".

- TB test details
- Fluoride treatment
- Hepatitis A
- Lice testing
- Home Visits
- Hospital information
- Obt
- Diphtheria/Tetanus booster
- Vision and hearing screening results
- The *Eye Exam Date* may be entered in the box directly under *Vision*.

- **Tab 3-Page 3:** This page allows entry of Medications, Allergies, Growth information, Scoliosis data and any Referrals.

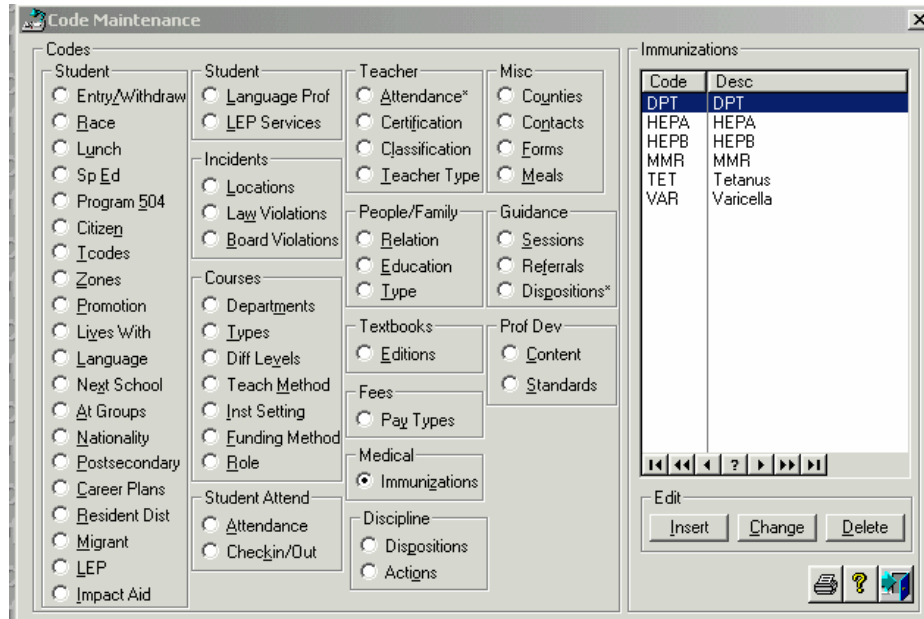
- **Tab 4-Immunizations:** The user may track various immunization types here.

- Three Immunization codes are pre-loaded: *MMR*, *HEPA* and *HEPB*.
- Any other codes to be used here should be added under **Utilities | Code Maintenance | Most Codes**.
- Immunizations may be entered as follows:
 - When a particular immunization is inserted, the user may indicate whether it has been overridden.
 - A description may be added as explanation.
 - The **Create** button enables the user to insert all the immunizations that have been marked in **Code Maintenance** to “create” an entry (see next section for more information).
 - Dates on which the various immunizations were received may then be entered.

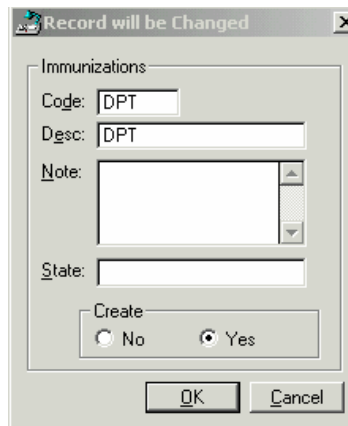
- When information for any one of the three pre-loaded immunization types is entered under the *Medical Record* tab, the dates will appear here in red font if the pre-loaded codes are not changed by the user.

Code Maintenance

Immunization Codes are entered through **Utilities | Code Maintenance | Most Codes | Immunization**.



- To **Insert**, **Change** or **Delete** an immunization code, bullet *Immunization* and choose the appropriate *Edit* button to the right.



- Notice the *Create* option. This is used to determine whether this immunization type will appear when the **Create** button is used on the *Immunization* tab of the **Student Medical** button.

Immunization Guidelines

This menu is located under **Utilities | Code Maintenance | Immunization Guidelines**.

Use this feature to define compliance guidelines for Immunizations data. This menu must be filled out in order to run the Immunization Compliance Report.

The screenshot shows a dialog box titled "Record will be Added" with a close button (X) in the top right corner. The main area is labeled "Immunization Guidelines" and contains several input fields:

- Immunization:** A dropdown menu with "DPT" selected.
- Grade:** A spinner box with the value "99".
- Doses:** A spinner box with the value "0".
- Minimum Age:** Three spinner boxes for "Years", "Months", and "Days", all set to "0".
- Minimum Interval:** Three spinner boxes for "Years", "Months", and "Days", all set to "0".
- Minimum Booster Age:** Three spinner boxes for "Years", "Months", and "Days", all set to "0".
- Minimum Booster Interval:** Three spinner boxes for "Years", "Months", and "Days", all set to "0".
- Defer:** A dropdown menu.

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

- Select the *Immunization* type.
- Select the *Grade* level if it is grade specific. Leave this value at 99 if grade level is not a factor.
- Insert the minimum number of *Doses*.
- Fill in the *Age* information where appropriate.
- *Defer* is used if this immunization may defer to another immunization.
- Click **OK** when finished.
- Repeat for each immunization.

Medical Reports

Two reports may be run from STIOffice for Medical Information. They are found under **Students | Student Reports | Medical Information** and **Students | Student Reports | Immunization Compliance** if running the report for a group of students. If running the report for an individual student, there is a printer located in the lower left corner of the Medical Record screen to print medical information and a printer on the Immunization tab on the right side to print a Compliance report.

Medical Information

This report lists medical information for all applicable students.

Select Filter

- **Select:** Click the drop-down arrow at right to select a QBE filter for the report.
- **Order:** Use the drop-down arrow and select the order for this report to print.
- **Ellipsis:** To customize this report, click the **Ellipsis** button and create or change a query that is particular to the needs of the user's report.

Report Options

- **ID To Print:** Click the drop-down arrow to select the type of student ID to be printed on this report.
- **Report Type:** Click the drop-down arrows to select how much information is to be printed on this report. An option is also available to use an 8 ½" x 11" profile sheet for each student.
- **Immunizations:** Check this box to include immunization data in the report.
- **Unlisted Info:** Check this box to include unlisted phone/address information in the report.

Limit to Date Range

- **Field:** Use the drop-down arrow to select the type of medical information needed.
- **From:** Enter the beginning date for this report.
- **To:** Enter the ending date for this report.

Pictures to Print

- If a picture of the student and/or either the teacher is wanted for this report, select those options here.

Print

- Click the **Print** button to generate the report.

Remove Non-Included

- Check this box to remove unprinted students from the queue.

Cancel

- Click **Cancel** to delete settings and cancel the printout.

Immunization Compliance Report

This utility allows the user to check students' compliance against Immunization Guidelines.

| Code | Description |
|------|-------------|
|------|-------------|

Select Filter

- **Select:** Click the drop-down arrow at right to select a QBE filter for the report.
- **Order:** Use the drop-down arrow and select the order for this report to print.
- **Ellipsis:** To customize this report, click the **Ellipsis** button and create or change a query that is particular to the needs of the user's report.

Report Options

- **Check Against:** Select whether to check immunization compliance status against the standard immunization *Guidelines* or against the length of *Time Elapsed* since the last immunization.
 - **None Since:** If *Time Elapsed* is selected, enter the date after which the system is to look for immunizations (no immunizations since the date entered here).
- **Report Type:** Use the drop-down arrow to choose whether to list *Compliant* students, *Non-compliant* students, or *Both*.
- **ID To Print:** Use the drop-down arrow to select the type of Student ID to print on this report.

- **One Student per Page**: Use this option if you want a separate sheet for each student. This may be useful for sending the report to a student's home or for filing a hard copy of the report.
- **Include Immunization Dates**: Check this box to include dates on which immunizations were given.
- **Remove Non-Included**: Check this box to remove unprinted students from the queue.

Immunizations to Check

- Select the type of immunization(s) to be included in the report by clicking on each immunization code in the browse box. Right-click a single time in the browse box to select or de-select *All* available types of immunizations.

Print

- Click the **Print** button to generate the report.