

Health Staff Processing

Last Modified on 10/22/2022 9:45 am CDT

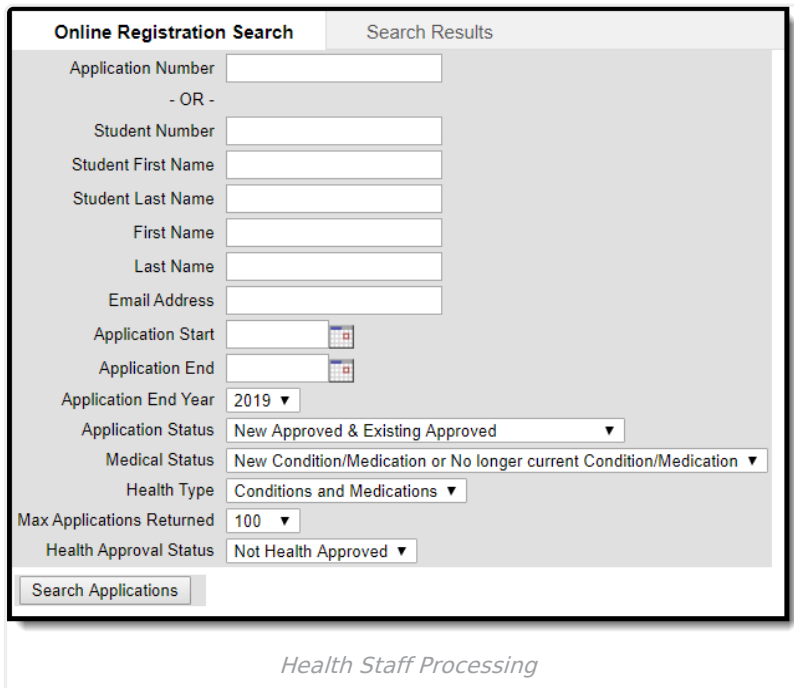
This documentation applies to both versions of Online Registration.

Classic View: Census > Online Registration > Health Staff Processing

Search Terms: Health Staff Processing

[Online Registration Workflow](#) | [Health Staff Processing Search Editor Fields](#) | [Health Review](#) | [Map Health Conditions](#)

The Health Staff Processing module allows health staff to search approved student health applications.



Online Registration Search | Search Results

Application Number

- OR -

Student Number

Student First Name

Student Last Name

First Name

Last Name

Email Address

Application Start

Application End

Application End Year

Application Status

Medical Status

Health Type

Max Applications Returned

Health Approval Status

Health Staff Processing

Once a parent or guardian has entered an online registration through the Portal, the designated health staff person can begin processing the application for specific health concerns. Applications can be reviewed by status, by first name/last name of the person who entered the registration, application number (assigned when the application is submitted) or an email address of the person who entered the registration.

Staff can only search for applications associated with the calendar rights assigned to them (unless the [Disable Calendar Filter for Staff Processing](#) checkbox is marked). For example, a user who has rights to the Middle School and not to the High School can only view and approve applications for students at the Middle School.

Online Registration Workflow

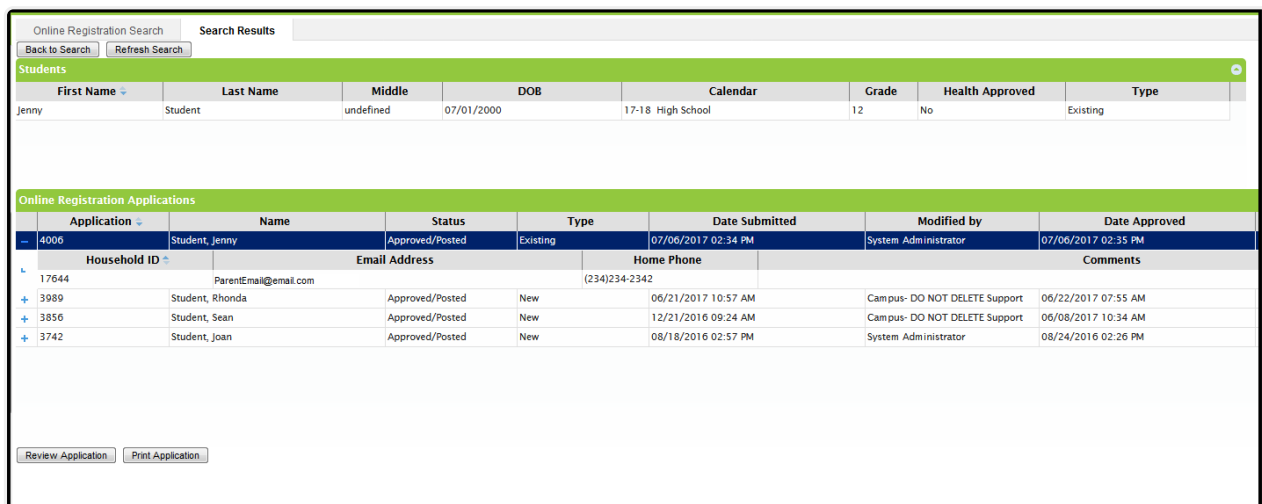
▶ [Click here to expand...](#)

Health Staff Processing Search Editor Fields

Option	Description
Application Number	System-assigned number associated with the application.
Student Number	Locally assigned identification number for the student. This number is created when the enrollment is saved.
Student First and Last Name	Legally recognized name of the student.
First and Last Name	Legally recognized name of the parent/guardian who entered the application.
Email Address	Email address entered when the application was created, usually of the parent/guardian.
Application Start and End	Date fields used as a range to return applications entered between the two dates.
Application End Year	Indicates the ending school year for which the application is associated. For the 2017-18 school year, the end year is 2018.
Application Status	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. Core statuses are as follows: <ul style="list-style-type: none"> • New Approved and Existing Approved - This option displays all new and existing applications that have been approved and posted. • New Approved and Existing Approved or Submitted - This option displays all approved new, approved existing, and submitted Existing applications. • New Approved - This option displays all new approved applications. • Existing Approved - This option only displays Existing approved applications. • Existing Approved or Submitted - This option displays existing approved or existing submitted application.
Medical Status	Indicates the status of the student's medical/condition history. <ul style="list-style-type: none"> • New Condition/Medication or No longer current Condition/Medication • All • New Health Condition or Medication • Condition or Medication no longer current

Option	Description
Health Type	Indicates the type of health record: <ul style="list-style-type: none"> • Conditions or Medications • Health Conditions • Medications
Max Application Returned	This field can be used to minimize a large number of returned applications in the search results area. Options include 100, 500, 1000 and al.
Health Approval Status	Indicates the status of the application for the entered health reasons: <ul style="list-style-type: none"> • Not Health Approved - This option will display applications that have not been verified by health staff. • Health Approved - This option will display all applications that have already been verified.

Applications matching the entered criteria display on the Search Results tab.



The screenshot shows the 'Search Results' tab for 'Online Registration Search'. It features a 'Students' table and an 'Online Registration Applications' table.

First Name	Last Name	Middle	DOB	Calendar	Grade	Health Approved	Type
Jenny	Student	undefined	07/01/2000	17-18 High School	12	No	Existing

Application	Name	Status	Type	Date Submitted	Modified by	Date Approved
4006	Student, Jenny	Approved/Posted	Existing	07/06/2017 02:34 PM	System Administrator	07/06/2017 02:35 PM

Below the applications table, there are fields for Household ID (17644), Parent Email (ParentEmail@email.com), Email Address, Home Phone ((234)234-2342), and Comments.

Health Staff Processing Search Results

Health Review

Upon selecting an application to review, the application opens on the student list screen. From here the health staff can clearly see which students have health conditions or medications that need verification.

Online Registration Search Search Results

Students

First Name	Last Name	Middle	DOB	Calendar	Grade	Health Approved	Type
Jenny	Student	undefined	07/01/2000	17-18 High School	12	No	Existing

Online Registration Applications

Application	Student
4006	Student, Jenn
Household ID	
17644	Parent, Jenn
3989	Student, Rhoe
3856	Student, Sean
3742	Student, Joan

Health Review

Students: Student, Jenny Student, Jenny DoB: 07/01/2000 Grade: 12

Conditions Medications

Allergies

995.30
Linked Condition in OLR & Campus

Parent Status: Parent status unknown or unrecognized
Campus Status: N:Not Resolved
Campus Comments:
Start-Dated: 07/17/2017
End-Dated: Not end-dated
 Set status to R:Resolved
 End-date today

Staff Initials *

This will only save information for THIS student!

Post Student Conditions
Open Campus Conditions
Health approve this student

Print Application

Health Review

Health Conditions and Medications Review

When reviewing student's health conditions or medications, the health staff sees information added by the parent. From this screen, the health staff can directly open the student's health [Conditions](#) and [Medications](#) tools from a single click for data entry. It is highly recommended that users have two computer screens to easily copy information from the application to the student's Conditions and Medications tabs. See the [Conditions](#) and [Medications](#) articles for information on how to enter student medical information into Campus.

Health Review

Students: Student, Jenny Student, Jenny DoB: 07/01/2000 Grade: 12

Conditions Medications

Allergies

995.30
Linked Condition in OLR & Campus

Print Application

Health Conditions

Summary Conditions Immunizations Screenings Medications Health Office Visits

Save Condition Edit Condition New Condition New Treatment Print

Health Condition Code Search Description Search

*Code 995.30 *Description Allergies (ACTIVE)
*Start Date 07/17/2017 *End Date
*Status N: Not Resolved *Flags
Doctor Name Doctor Phone
Flag
User Warning
Instructions
Comments

Staff Initials *

Post Student Conditions
Open Campus Conditions
Health approve this student

Health Review - Conditions Data Entry

Health Processing Approval

Once all health conditions and medications have been verified, the health staff will approve the health information. This flags the application as being complete.

* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Guardian
✓ Emergency Contact
✓ Other Household
✓ Student
▼ Health Review

Health Review

Students: Student, Jenny | Student, Jenny | DoB: 07/01/2000 | Grade: 12

Conditions
Medications

Allergies
995.30
Linked Condition in OLR & Campus

Parent Status: Parent status unknown or unrecognized
 Campus Status: N:Not Resolved
 Campus Comments:
 Start-Dated: 07/17/2017
 End-Dated: Not end-dated
 Set status to R:Resolved
 End-date today

Staff Initials *
 This will only save information for THIS student!
 Post Student Conditions
 Open Campus Conditions
Health approve this student

Print Application

Health Review - Health Approve/Save

The student screen will show a green check next to the caduceus medical symbol indicating that health information is complete for that student.

* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Guardian
✓ Emergency Contact
✓ Other Household
✓ Student
▼ Health Review

Health Review

Students: Student, Jenny | Student, Jenny | DoB: 07/01/2000 | Grade: 12 | ✓ Health Approved

Conditions
Medications

Allergies
995.30
Linked Condition in OLR & Campus

Parent Status: Parent status unknown or unrecognized
 Campus Status: N:Not Resolved
 Campus Comments:
 Start-Dated: 07/17/2017
 End-Dated: Not end-dated
 Set status to R:Resolved
 End-date today

Staff Initials *
 This will only save information for THIS student!
 Post Student Conditions
 Open Campus Conditions
 Health approve this student

Print Application

Health Review - Student Application Health Staff Approved

To undo the approval, click the **Undo Health Approval** button (available for OLR Prime only).

Infinite Campus Online Registration Application Number 4076

* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Guardian
✓ Emergency Contact
✓ Other Household
! Student
▼ Health Review

Health Review

Students: Richter, Kyle DoB: 03/14/2000 Grade: 12 ✓ Health Approved

Conditions
Medications

Heart failure, unspecified
I50.9
[Linked Condition in OLR & Campus](#)

Parent Status: Parent status unknown or unrecognized
 Campus Status: N:Not Resolved
 Campus Comments:
 Start-Dated: 03/23/2018
 End-Dated: Not end-dated

Set status to R:Resolved
 End-date today

This will only save information for THIS student!

Staff Initials *
Post Student Conditions
Open Campus Conditions
Undo health approval

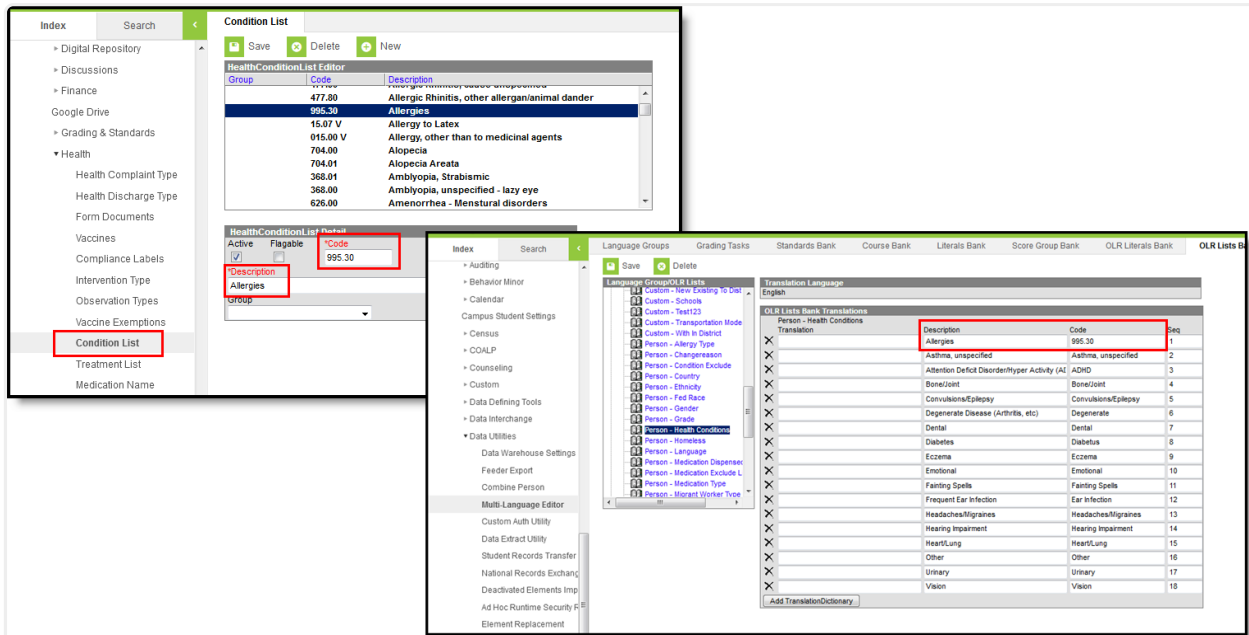
Print Application

Undo Health Approval

Map Health Conditions

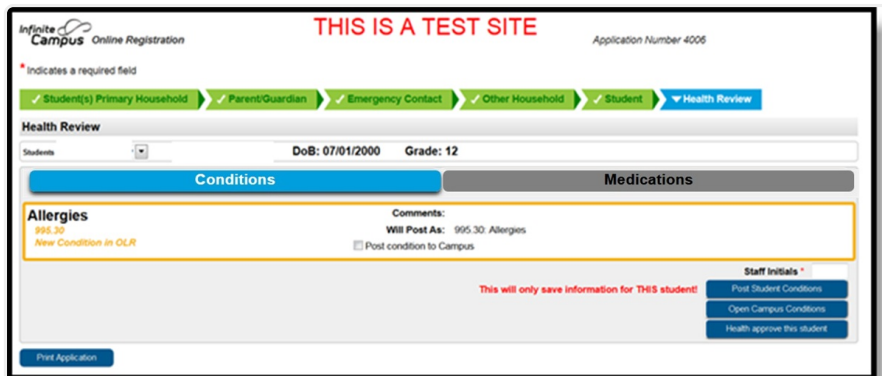
Locate and have available the **Description** and **Code** of the health condition from the [Condition List](#) (System Administration > Health > Condition List).

1. Select the **Person - Health Conditions** from the **Language Group/OLR Lists**.
2. Enter the **Description** and **Code** from the **Condition List** for the conditions that should be mapped on the List Bank Translations tool.
3. Save the entry.



Health Conditions, Health Literals Values

The Health Staff Processing tool displays the mapped conditions.



Health Processing - Mapped Conditions

In order to map the medical/mental health conditions:

- Mark the **Post condition to Campus** for each condition that should be mapped.
- Staff need to add their initials.
- Open the conditions to review or post student conditions.

Verify the conditions are there by clicking the Medications tab on the Health Processing view. Medications do NOT post automatically.

If districts use the optional **Type** field when entering conditions into the **Condition List** (System Administration > Health > Condition List), the Type and Condition must be entered together, with no spaces, in the OLR Lists Bank Code field (see example below).

Condition List

Save Delete New

HealthConditionList Editor

Group	Code	Description
	368.00	
allergy	15.07 V	
allergy	995.30	
medical	044.00 V	
medical	075.00	
medical	250.00	
medical	250.02	
medical	483.90	
medical	345.90	
	088.81 V	Lyme Disease

HealthConditionList Detail

Active Flagable Code Type

Description

Group

OLR Lists Bank

Translation Language

R Lists Bank Translations

Person - Health Conditions Translation	Description	Code	Seq
<input type="checkbox"/>	Allergies	Allergies	3
<input type="checkbox"/>	Asthma	Asthma	3
<input type="checkbox"/>	Attention Deficit Disorder/Hyper Activity (AD	ADHD	3
<input type="checkbox"/>	Bone/Joint	Bone/Joint	3
<input type="checkbox"/>	Convulsions/Epilepsy	Convulsions/Epilepsy	3
<input type="checkbox"/>	Degenerate Disease (Arthritis, etc)	Degenerate	3
<input type="checkbox"/>	Dental	Dental	3
<input type="checkbox"/>	Diabetes	Diabetes	3
<input type="checkbox"/>	Eczema	Eczema	3
<input type="checkbox"/>	Emotional	Emotional	3
<input type="checkbox"/>	Fainting Spells	Fainting Spells	3
<input type="checkbox"/>	Frequent Ear Infection	Ear Infection	3
<input type="checkbox"/>	Headaches/Migraines	Headaches/Migraines	3
<input type="checkbox"/>	Hearing Impairment	Hearing Impairment	3
<input type="checkbox"/>	Heart/Lung	Heart/Lung	3
<input type="checkbox"/>	Other	Other	3
<input type="checkbox"/>	Urinary	Urinary	3
<input type="checkbox"/>	Vision	Vision	3
<input type="checkbox"/>	Lyme Disease	V088.81	3

Add TranslationDictionary

Condition List Type OLR Lists Bank Setup