

## eSchoolPLUS Medical Records Entry Procedures

### Daily Log and Student Medical Center

Medical records can be added and updated in two places:

- **Daily Log** – used to enter office visits and to enter exam results for multiple students. The view is for a particular day. In the Daily Log, you can enter treatments, reasons, and medications given. It also includes a Mass Load option for each exam, which allows you to create records for a group of students at once.
- **Student Medical Center** – used to view and update records for a single student. The Student Medical Center also allows you to enter Medication Requirements for students.

The pages update the same information; they just provide two different views.


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### Daily Log

Use this page to add or view office visits by day. You can enter treatments, medicines given, and access a detail page to enter information such as temperature or pulse.

Your district may choose to limit the number of days you can update records.

#### To add a daily log entry:

1. Select Medical Center > Daily Log > Daily Log.  
**Tip:** If you Hide the menu, you will need to scroll less on the screen.
2. The Daily Log displays for the current date. If you want to access a prior date, click **List** and enter the appropriate date.
3. In the Time In and Time Out fields, enter the time or click the Clock  button to enter the current system time.
4. In the Student Name field, you can type all or part of the name of the student you are adding. If only one student matches what you enter, the name displays. If there is more than one match, when you click the table help arrow or press Tab, the Student Search window displays all students with matching names. For example, if you know that the student's last name begins with Man and the first name is Robert, you can type Man, Robert. The Student Search page would list any students whose last name starts with Man and whose first name starts with Robert.
5. Enter information for a student.  
**Note:** If the student has a medical alert or disability, you can view by clicking the alert icon next to the student's name
6. In the Rx field, you can enter any scheduled or PRN medicines that have been entered in the Medication Requirements page for that student.
7. Enter or view office detail information for a student by clicking the Office link.
8. Enter or view notes for a student by clicking the Notes link at the end of the row.
9. When you move to another line, the record is saved and a green dot displays at the beginning of the row. If any of the data that you have entered is invalid, a red X displays at the beginning of the row.

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### Daily Log List

This page lists the dates on which log entries have been made in your buildings, for the selected Daily Log page. You can also specify a specific date and building to view in the bottom row.

#### To change dates:

1. Select **Medical Center > Daily Log > Daily Log**.
2. Click **Change Date** to open the Daily Log List page.
3. If the date you want is in the list, click the date link.
4. To add a new date or go to one not shown in the list, enter the date and building in the bottom row and click **Go**.

### Mass Loading in Daily Log

On each of the Daily Log exam pages, you can either enter exam results individually or mass add exam results for selected students. For example, you could mass load general information for vision exams for a homeroom and then update students as needed.

#### To mass load information:

1. Select **Medical Center > Daily Log >** and then select the appropriate exam.
2. The page defaults to today's date. Make sure to click the **Change Date** button to choose the correct date, if needed.
3. Click the Show Mass Load link.
4. In the Default Location, enter where the exam was given, if desired. You can place the mouse cursor over the field to find out the possible codes.
5. If Default Status is included for the exam, enter the status that most students received. You can place the mouse cursor over the field to find out the possible codes.
6. Enter search criteria to indicate the group of students to be added.
  - Area:** Select the table to search.
  - Field Name:** Select the field to search.
  - Condition:** Select the condition you want to use to search. The conditions available depend on the selected field's data type.
  - Value:** Enter the value on which you want to search.
 If needed, add another line to the criteria. Select:
  - And** to limit records retrieved to those matching all criteria specified.
  - or
  - Or** if records can match one line of criterion or the other.
7. Carefully check the setups you have designated. There is no "Undo" utility once you mass load records.
8. Click **Generate** to create the records. The list of records displays. If students in the criteria already had data for the exam date, that data displays in the list, instead of the information you entered for the mass load.
9. To change information for a specific student, click in the student's fields and enter data. Records are saved whenever you move to a new row.
10. Enter office detail information for a student by clicking the Office link.

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11. Enter notes for a student by clicking the Notes link at the end of the row.
  12. If desired, you can remove a student by clicking the Delete checkbox and then clicking **Delete** before leaving the page.
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### Daily Log Exam Pages

- **Dental Exam**  
Use this page to add or view dental exam results for multiple students.
- **Growth Exam**  
Use this page to add or view growth exam results for multiple students. When you enter a height and weight, the percentiles and body mass index are system-calculated.
- **Hearing Exam**  
Use this page to add or view hearing exam results for multiple students. You can also enter specific decibel/frequency passes and fails for a student by clicking the Details link.
- **Medication Day Sheet**  
Use this page to view which students have scheduled medications for the day. You can also enter mark a medication as issued, as of the current time. (Does not create a daily log record)
- **Physical Exam**  
Use this page to add or view physical exam results for multiple students. You can enter either an athletic or regular physical exam. The exams included depend on your district's setup.
- **Scoliosis Exam**  
Use this page to add or view scoliosis exam results for multiple students.
- **Vision Exam**  
Use this page to add or view vision exam results for multiple students. You can enter results for each eye, as well as lens type, plus and binocularity test results.

### On Each Exam Page:

- **Referrals**  
On each exam page, you can click the Referrals link to enter referral and followup information. After entering information, click **Save**. To go back to the exam page without saving, click **Return**.
- **Notes**  
On each exam page, you can click the Notes link to enter free-text information. After entering information, click **Save**. To go back to the exam page without saving, click **Return**.

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### Student Medical Center Pages

The Student Medical Center pages are similar to the daily log pages, with information organized slightly differently. Additional pages are the Medication Requirements, Medication Log, and Office Visits pages.

#### To access student medical center pages:

1. Select **Student Center > Medical** > select page, then select student.

The pages which are similar to the Daily Log pages:

- **Dental Exam**  
Use this page to add or view dental exam.
- **Growth Exam**  
Use this page to add or view growth exam results. When you enter a height and weight, the percentiles and body mass index are system-calculated.
- **Hearing Exam**  
Use this page to add or view hearing exam results. You can also enter specific decibel/frequency passes and fails for a student by clicking the Details link.
- **Physical Exam**  
Use this page to add or view physical exam results. You can enter either an athletic or regular physical exam. The exams included depend on your district's setup.
- **Scoliosis Exam**  
Use this page to add or view scoliosis exam results.
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Use this page to add or view vision exam results . You can enter results for each eye, as well as lens type, plus and binocularity test results.

#### On Each Exam Page:

- **Referrals**  
On each exam page, you can click the Referrals link to enter referral and followup information. After entering information, click **Save**. To go back to the exam page without saving, click **Return**.
- **Notes**  
On each exam page, you can click the Notes link to enter free-text information. After entering information, click **Save**. To go back to the exam page without saving, click **Return**.

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### Medication Requirements

Use this page to add or view medications that a student may receive. Medications are divided into two groups:

- Scheduled - for medications that are given on a set schedule, such as prescription medicines. You enter the start and end dates, number of doses, and times for each dose. The number of doses is used as a guideline, but may be overridden, if necessary, when entering doses in the Medication Log or Daily Log.
- PRN - for medications that are not given on a set schedule. For example, your district might allow certain common non-prescription medications to be given if a parent has signed a general permission slip. Medicines are designated as PRN in the Medicines validation table.

#### To add a scheduled medicine:

1. Select **Student Center > Medical > Medication Requirements >** and then select the appropriate student.
2. Click the **Scheduled** tab.
3. Enter the medication, start date, end date, dose, time, comments, and prescribing physician.
4. To add additional doses, click the + button.
5. Click **Save**.

#### To add a PRN medicine:

1. Select **Student Center > Medical > Medication Requirements >** and then select the appropriate student.
2. Click the **PRN** tab.
3. Enter the medication. The start date and end date display based on the first and last day of the calendar year for the student. You do not need to enter dose or time information.
4. Click **Save**.

#### To delete a medicine:

1. Select **Student Center > Medical > Medication Requirements >** and then select the appropriate student.
2. Click the appropriate tab.
3. Check the Delete checkbox and click **Save**.

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### Medication Log

Use this page to add or view medications that have been given for a student. You can choose to view the list of medications given, based on what is currently needed by the student, or view all past entries.

Medication entries are divided into two categories, based on the number of days that users can update (as determined in the Medical building setup).

- **Current** entries include all entries that can be updated.
- **Previous** entries include all entries that can no longer be updated.

#### To enter a medication:

1. Select **Student Center > Medical > Medication Log >** and then select the appropriate student.
2. Click **Current**.
3. Enter the date, time, medication, dose, comments, and initials of the person administering the medication. You can only enter medications that have been assigned to the student in the Medication Requirements page. If you are adding a dose beyond those assigned to the student, the system will warn you, but allow you to continue.
4. Click **Save**.

#### To view records for prior days:

1. Select **Student Center > Medical > Medication Log >** and then select the appropriate student.
2. Click **Previous**.
3. If you want to search for entries for a specific date, medication, or user initials, enter information in the search fields at the top of the page and then click **Search Medication Log**.