

## Entering Student Office Visits

Students are seen in the school nurse's office for a variety of reasons. Use the **Office Visits** tab under the student's **Health** page to enter office visit information for a student.

*Note:* Based on your group security permissions, you may be able to view only.

### Adding an Office Visit Record

To add a new office visit information record for a student:

**Navigation:** Start Page > Select Student > **Health** > **Office Visits** tab

1. Click the **Add** button.

The screenshot displays the 'Health' page for a student. The 'Office Visits' tab is selected, and the 'Add' button is highlighted with a red arrow. The 'Add Office Visit' modal form is open, showing the following fields:

- Visit Details:**
  - Visit Type: [Dropdown]
  - Contact with Parent:
  - Provider Name: [Text]
  - Provider Type: [Dropdown]
  - Visit Date: 07/29/2014 (MM/DD/YYYY)
  - Visit Time In: 01:57 PM
  - Visit Time Out: [Time]
- Visit Reasons:**
  - Issue/Visit Reason: [Text, 512 characters left]
  - Assessment: [Text, 512 characters left]
- Outcome & Actions:**
  - Visit Outcome: [Dropdown]
  - Actions: [Text, 512 characters left]

Buttons: [Cancel] [Submit]

## Entering Student Office Visits

2. Enter all the information as needed. Refer to the following table for fields and their descriptions.

<b>Visit Details</b>	
<b>Field</b>	<b>Description</b>
Visit Type	Use the drop-down menu to indicate the purpose of the office visit.
Contact with Parent	Select the checkbox if the parent was contacted as a result of the student's visit.
Provider Name	Auto-populates the name of the Staff Member logged into PowerSchool.
Provider Type	Use the drop-down menu to provide further information about the person or facility that was visited.
Visit Date	Auto-populates the current date.
Visit Time In	Auto-populates the current time. Use the arrow and tab keys on your keyboard to adjust the time.
Visit Time Out	Auto-populates the current time. Use the arrow and tab keys on your keyboard to adjust the time.
<b>Visit Reasons</b>	
<b>Field</b>	<b>Description</b>
Issue/Visit Reason	Enter a description of the issue or reason for the visit, if needed.  Do not use special characters.
Assessment	Enter a description of the assessment of the issue or reason for the visit, if needed.  Do not use special characters.
<b>Outcome &amp; Actions</b>	
<b>Field</b>	<b>Description</b>
Visit Outcome	Use the drop-down menu to indicate the decision or action taken as a result of the visit.  <i>Note:</i> The contents of this field are used for End of Year (EOY) Reporting in PowerSchool.
Actions	Enter additional information regarding the decision or action taken as a result of the visit, as needed.  Do not use special characters.

## Entering Student Office Visits

3. Click the **Submit** button. The **Add Office Visit** dialog closes.
4. Click **Submit**.

The screenshot shows a web interface for a student's health record. At the top, there is a header with the word "Health" and a question mark icon. Below this, there are tabs for "Immunizations", "Screenings", "Office Visits", "Grade Level Entry", "Certifications", "Medicine Logs", and "Health Plans". The "Office Visits" tab is currently selected. A yellow warning bar at the top of the "Office Visits" section contains the text: "Your changes have not yet been saved. Click the Submit button." Below the warning bar is a table with the following columns: "Visit Type", "Date", "Reason", and "Edit". The table contains one row with the following data: "Medication", "7/29/2014", "Dizzy", and an edit icon. At the bottom right of the table, there are two buttons: "View Change History" and "Submit".

**Warning:** The yellow bar at top of the screening record indicates that the record is not saved. You must click the **submit** button to save your changes.

**Note:** Click the **Visit Type**, **Date**, or **Reason** column to sort by that column.

### Editing an Office Visit Record

To edit an existing office visit record for a student:

**Navigation:** Start Page > Select Student > **Health** > **Office Visits** tab

**Important:** Office visits can only be changed on the same day the record was entered into PowerSchool. The **Pencil** icon next to the office visit record indicates an editable record. This record will show an **Eye** icon on the next calendar day indicating a view only record.

Visit Type	Date	Reason	Edit
Medication	7/29/2014	Dizzy	

[+ Add](#) [View Change History](#) [Submit](#)

1. Enter all the information as needed. Refer to the [field descriptions](#) table on page 2.
2. Indicate the reason for the change in record in the **Change Reason \*** field.
3. Click the **update** button. The **Edit Office Visit** dialog closes.
4. Click **Submit**.

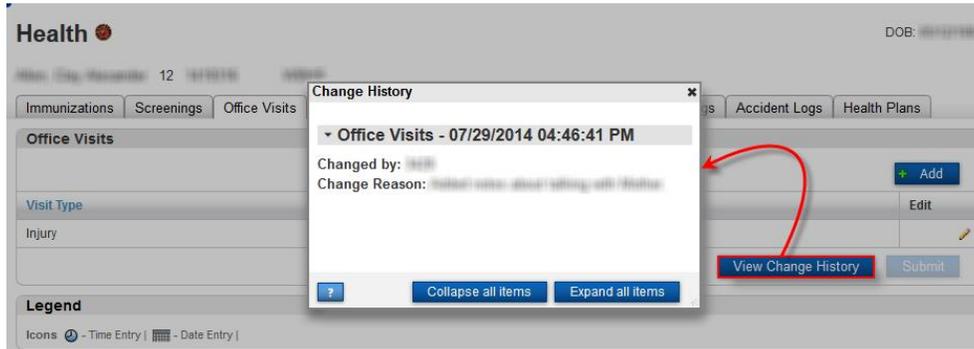
**Warning:** The yellow bar at top of the screening record indicates that the record is not saved. You must click the **Submit** button to save your changes.

**Note:** Click the **Visit Type**, **Date**, or **Reason** column to sort by that column.

### View a Student's Office Visit History

To view a student's office visit history:

1. At the student's **office visits** tab, click the **View Change History** button to view a change history log. The **Change History** screen shows:
  - Date & Timestamp of change, for e.g.: 07/29/2014 04:46:41 PM
  - Changed by, for e.g.: Nurse or Staff ID number
  - Change Reason



### Delete a Student's Office Visit

Although you cannot delete an incorrect record after the next calendar day, utilize the steps detailed under the [Editing an Office Visit Record](#) section on page 4 to make corrections to an existing record.

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