Enter health visits

To enter or view health visits for a specific student:

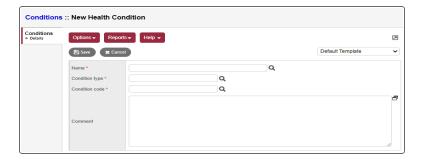
- 1. Log on to the Health view.
- 2. Click the Student tab.
- 3. Search for and select the student.
- 4. Click the **Visits** side-tab. Visits the student has made to the health office appear.



- 5. On the Options menu, click Add. The New Health Log page appears.
- 6. Enter the visit information.
- 7. Click Save.

Enter health conditions for students

- 1. Log on to the Health view.
- 2. Click the Conditions tab.
- 3. Select **Options > Add**. The New Health Condition page appears.



- 4. Enter the information.
- 5. Click Save.

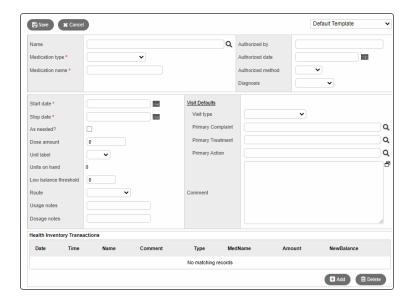
The Health Conditions Alert icon appears next to the student's name.

Note: The Health Conditions Alert icon will appear next to the student's name throughout the Health view only. For an alert to be visible to teachers, you must create a Medical alert (see page 2).

Enter medication orders

You can track any prescription medication orders sent to the school medical office for a student.

- 1. Log on to the Health view.
- 2. Do one of the following:
 - Click the **Medication** tab. The Rx Orders page appears.
 - Click Student, select the student associated with the medication order, and then click Medications on the side-tab.
- 3. Select Options > Add. The New Health Medication Order page appears.



4. Enter information in the fields.

Enter medical alerts

When you create a **Medical alert**, the cicon appears next to the student's name on Aspen's Student pages. Only users with appropriate privileges (such as teachers) can see alerts.

- 1. Log on to the Health view.
- 2. Click the Alert tab.
- 3. On the **Options** menu, click **Add**. The New Student Alert page appears.
- 4. In the **Name** field, type the student's name or click to select it from a pick list.
- 5. Enter the description.
- 6. Click Save. The system displays the appropriate icon next to the student's name on the Student pages.
- 7. To view the alert, click the **Medical alert** icon

