

# HealthOffice Immunization Training Manual

This basic training guide will equip users to enter and maintain students' immunization history in the HealthOffice program.



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## Applications Training Department

<b>DOCUMENTATION #</b> HM200.1	<b>VERSION</b> 5.6	<b>LAST REVISED DATE</b> 3/18/2016
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**TITLE**  
Viewing and Entering a Student's Immunization Record

### Overview

This document will cover the steps used to open and view a student's Immunization record in HealthOffice. Users can view all Immunizations that have been entered in the software, along with the dates of all administrations.

The Immunization History screen allows all immunizations to be entered and maintained. This instruction will cover the steps to transfer a student's immunization history from paper records into the HealthOffice software.

### Viewing a student's Immunization Record

1. Click **Maintenance** located on the left List Bar, and then click **Person**.
2. On the Person Search screen, select **Only Student** from the **Type** dropdown list.
3. Enter **Student Information** into the boxes provided. It is not necessary to complete all boxes. HealthOffice will search using data entered. **Highlight** the student name and click **Select**. This will display the student's HealthOffice record and Demographic screen.

Note: Demographic information is imported from SMS. Do not EDIT.

**Person - Student, Name**

Demographics | Medical

First: Jeffrey	SSN: - -	Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female
Middle: F	ID:	<input type="checkbox"/> Deceased <input type="checkbox"/> Transferred
Last: Smith	State ID:	<input type="checkbox"/> Insured
Birth Date: 04/19/1999		Rec'd By: one, trainer
Place of Birth:		
Address 1: 123 Street	*County:	
Address 2:	*Country:	
*City: Anytown	*State: MI	*ZIP Code: 20080
Alert: Dad is not to pick up from school inhaler in backpack		
Position: Student	School: school1	
*Ethnicity:	Grade: 4	
*Race:	Room: 214	<input type="checkbox"/> Faculty

Contacts	Organizations	Phones	E-Mails	Notes
Picture	Immunizations	Prescriptions	Special Problems	Events
Care Plan	Insurance	Letters/Referrals	Growth History	Family History
Attachments				

- Click the **Immunizations** button, located at the bottom of the student demographic screen. A list of all immunizations entered into HealthOffice and their details will be displayed.

Series Name	Dose Count	Valid Doses	Compliance
Hepatitis B	5	3	Complete
Diphtheria	11	4	Religious - 08/23/2012
Tetanus	11	4	Religious - 08/27/2012
Pertussis	11	4	Complete
HIB	0	0	Complete
Polio	0	0	Complete
Measles	1	0	Complete
Mumps	0	0	Immune
Rubella	2	1	Immune
Varicella	4	2	Complete
Hepatitis A	0	0	Complete
Pneumococcal	0	0	Complete
Influenza	0	0	Unscheduled

Total Doses Given: 48

Buttons: Help, Edit, Close

- Click **close** when you have finished viewing the data. Click Cancel-Yes to return to the main page.

### Entering a Student's Immunization History

This instruction includes steps used to transfer a student's immunization history from paper records into HealthOffice, including additional vaccines once they are administered and proof is given to the school.

There are 3 basic types of Immunization information that is entered into HealthOffice

- Transfer of Immunization records from paper to the HealthOffice program. This is done using the Immunization History Tab.
- A child transfers from another state and Immunizations must be documented. This is done on the Immunization History Tab and *possibly* the Other Tab. (This is dependent upon what Immunizations were required in the previous state.)
- Child has had the virus and does not require the immunization series. (i.e. chicken pox) This is done on the Immunization Compliance Tab.

### Entering Past Immunization Records into HealthOffice for a Single Dose Immunization

- Click **Maintenance** located on the left, and then click **Immunization History**.
- On the Person Search select **Only Student** from the **Type** dropdown list.
- Enter **Student Information** into the boxes provided. **Highlight** the student name and click **Select**. This will display the student's Immunization History screen.

The Immunization Card is the default page. If a student has had any immunizations entered into HealthOffice, they will display here.

Immunization History - Student Name							
DOB: 08/11/01		Age: 12 yrs. 3 months		Gender: F		Blood Type:	
Room: 117		Grade: 2		<b>Compliant</b>			
Immunization Card		Immunization Compliance		Other			
Vaccine	Date Given	Phntm	S/D	Dose Note	Del	Given	
▶ DTP (Unknown)	06/29/05	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	▲
DTP (Unknown)	09/07/05	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
DTP (Unknown)	11/02/05	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
DTP (Unknown)	04/30/09	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
*		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

4. Click in the 1<sup>st</sup> available blank Vaccine field. Begin with the first vaccine listed on the students immunization card and complete the following steps:
  - Key in the first letter of the vaccine name. HealthOffice will display a list of Vaccines to choose from. Example: Entering “H” will list all vaccines starting with the letter H. Select the correct vaccine from the list. The (Unknown) refers to the vaccine manufacturer. School users will always select “Unknown”
  - Enter the date the vaccine was given using the format mm/dd/yy.
5. Repeat these steps until all immunizations have been entered. Click **OK** when you are finished. If there are any discrepancies in the students Immunization information contact the school nurse.

Schools should not attempt to override or delete immunization information. This should be done by the school’s assigned nurse only.

Note: If a child’s history does not reflect whether they have received the Polio vaccine as either OPV (oral) or IPV (injected), IPV should be used to record the immunization in HealthOffice.

### Entering Past Immunization Records for a Multiple Dose Immunization

Some vaccines require multiple doses. To eliminate the need to choose a vaccine name for each entry, a Multi-Dose Entry button is located on the student’s Immunization History page.

Using the Multi-Dose Entry screen allows the software to ensure that date(s) entered is/are not prior to the students DOB or a future date. If either occurs an instant warning alerts users of the problem.

1. **Complete steps 1 thru 3** to access a student’s Immunization History page.
2. Click **Multi-Dose Entry** button located at the bottom of the Immunization History page. This will display the Immunization Multi-Dose Entry screen.

3. In the Vaccine field key in the first letter of a vaccine name and select the appropriate **Vaccine** from the dropdown box. Example: Hep B(Unknown). School users will always select unknown.
4. Enter the **Date** the vaccine was given. (mm/dd/yy) Enter as many dates as necessary.
5. Click **Close** on the multi dose entry pop up window.
6. **Click Save**, then **YES** on the modify confirmation pop up window.
7. Review all Immunization information, if there is a discrepancy, or info needs to be deleted, contact the school nurse.
8. Click **Cancel-Yes** to return to the main page.

Note: Schools should not attempt to override or delete information. This should only be done by the schools assigned nurse.





## Applications Training Department

<b>DOCUMENTATION #</b> HM200.3	<b>VERSION</b> 5.6	<b>LAST REVISED DATE</b> 11/19/2013
<b>TITLE</b> Immunization Reports		

### Overview

The Immunization Reports included in the HealthOffice program are a useful tool to quickly determine whose Immunization record is delinquent, once Immunization History has been entered for students.

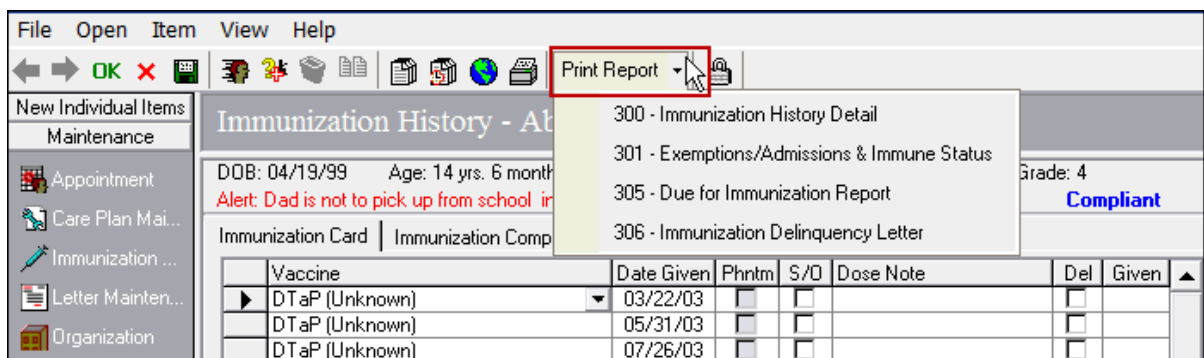
The Immunization Delinquency letter Report will generate an official notification for students who are missing the proper immunizations in HealthOffice.

- If Immunization Reports are accessed within the student's Immunization History page; Reports will be generated for the specific student.
- If Immunization Reports are accessed from the report screen, the reports may be selected for the whole school or a specific group of students; such as a single grade level.

### Instructions

#### Accessing an Immunization Report for an Individual Student

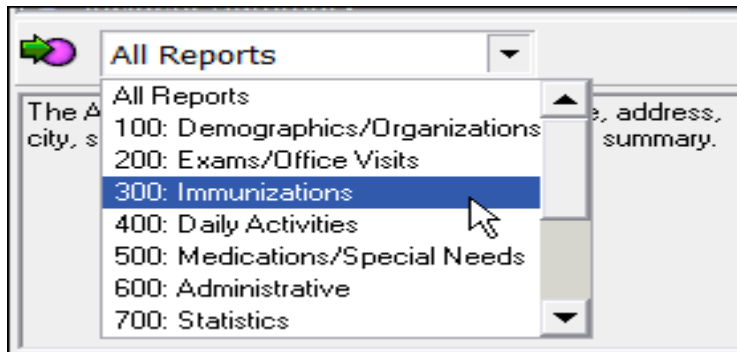
1. Click **Maintenance** located on the left, and then click **Immunization History**.
2. Select **Only Student** from the **Type** dropdown list.
3. Enter **Student Information** into the boxes provided. **Highlight** the student name and click **Select**. This will display the student's Immunization History screen.
4. In the task bar at the top of the page, click **Print Report** and **select** a report from the dropdown list. The report will automatically generate the selected report.



5. **Save** or **print** the report, to print the report click the printer icon and **select** the appropriate printer commands.

### Accessing an Immunization Report for a Group of Students

1. Click **View** in the top Task bar and Select **Reports** from the dropdown menu.
2. Select **300** from the **All Reports** dropdown box located at the bottom left of the screen.



3. Select the desired report from the **All Reports** list bar.
4. In the center panel, enter any specific **criteria** or leave set to the default criteria.
5. Select report **Sort Fields**, more than one can be selected. The sort field options are located at the top right of the screen.
6. Click the **Preview Report Icon**, located at the top left of the screen.

## Reports Related to Immunizations

### 300- Immunization History Detail:

This report prints out all of the Immunization History fields, and all of the Immunization Maintenance fields for the selected student.

<b>Name:</b>	Student Name	<b>DOB:</b>	04/05/2007	<b>Grade:</b>	1
<b>School:</b>	A. Z. Kelley Elementary School	<b>Age:</b>	6 yrs. 7 mo.	<b>Room:</b>	
<b>Student ID:</b>	190184382	<b>Gender:</b>	F	<b>Student Status:</b>	
<b>State ID:</b>	4155090			<b>Locale:</b>	Tennessee v2.3

Series	Status	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
Hepatitis B	Complete	4/5/2007	5/18/2007	10/8/2007				
Diphtheria	Current	8/6/2007	10/8/2007	4/25/2008	11/4/2008	5/21/2012		
Tetanus	Current	8/6/2007	10/8/2007	4/25/2008	11/4/2008	5/21/2012		
Pertussis	Current	8/6/2007	10/8/2007	4/25/2008	11/4/2008	5/21/2012		
H1B	Complete	8/6/2007	10/8/2007	4/25/2008				
Polio	Complete	8/6/2007	10/8/2007	4/25/2008	5/21/2012			
Measles	Complete	11/4/2008	5/21/2012					
Mumps	Complete	11/4/2008	5/21/2012					
Rubella	Complete	11/4/2008	5/21/2012					
Varicella	Complete	11/8/2008	5/21/2012					
Hepatitis A	Complete	11/4/2008	5/21/2012					
Pneumococcal	Complete	8/6/2007	10/8/2007	4/25/2008				

### 301-Exemptions/Admissions and Immune Status

This report will list the student immunization records that are marked as having as Admission, or Exemption.

<b>301 - Exemptions/Admissions and Immune Status</b>					
<b>Name:</b>	student name	<b>Locale:</b>	Tennessee v2.3	<b>DOB:</b>	07/24/01
<b>School:</b>	Healthmaster Elementary	<b>Age:</b>	12 yrs. 3 mo.	<b>Gender:</b>	M
<b>Student ID:</b>	55248	<b>Room:</b>		<b>Student Status:</b>	
<b>State ID:</b>		<b>Grade:</b>	3		
<b>Alert:</b>	No Standing Orders, Do not release to Step Parents				
<u>Series</u>	<u>Admission/ Exemption/ Immune Type</u>	<u>Authorized By</u>	<u>Start Date</u>	<u>Expire Date</u>	<u>Other Information</u>
Diphtheria	Religious		10/12/2011		
Tetanus	Religious		10/12/2011		
Rubella	Religious		01/20/2012		

305- Due for Immunization Report:

This report will display demographic Information and the immunization series for each student.

305 - Due for Immunization Report								
								Locale: Tennessee v2.3
Full Name	Student ID	DOB	Age	Gender	Grade	Room	School	
Student Name		08/30/97	16 yrs. 2 mo	M	6	E114	Admin School	
<u>Series</u>	<u>Status</u>	<u>Dose 1</u>	<u>Dose 2</u>	<u>Dose 3</u>	<u>Dose 4</u>	<u>Dose 5</u>	<u>Dose 6</u>	<u>Dose 7</u>
Hepatitis B	Delinquent							
Diphtheria	Delinquent							
Tetanus	Delinquent							
Polio	Delinquent							
Measles	Delinquent							
Mumps	Delinquent							
Rubella	Delinquent							
Varicella	Delinquent							
Student Name		04/27/99	14 yrs. 6 mo	M	4	204	school1	
<u>Series</u>	<u>Status</u>	<u>Dose 1</u>	<u>Dose 2</u>	<u>Dose 3</u>	<u>Dose 4</u>	<u>Dose 5</u>	<u>Dose 6</u>	<u>Dose 7</u>
Tetanus	Delinquent							
Polio	Delinquent							
Measles	Delinquent							
Mumps	Delinquent							
Rubella	Delinquent							
Varicella	Delinquent							
Student Name		11/21/01	11 yrs. 11 m	F	2	108	school1	
<u>Series</u>	<u>Status</u>	<u>Dose 1</u>	<u>Dose 2</u>	<u>Dose 3</u>	<u>Dose 4</u>	<u>Dose 5</u>	<u>Dose 6</u>	<u>Dose 7</u>
Hepatitis B	Delinquent							
Diphtheria	Delinquent							
Student Name		01/14/95	18 yrs. 10 m	F	8	Caf	Admin School	
<u>Series</u>	<u>Status</u>	<u>Dose 1</u>	<u>Dose 2</u>	<u>Dose 3</u>	<u>Dose 4</u>	<u>Dose 5</u>	<u>Dose 6</u>	<u>Dose 7</u>
Varicella	Delinquent							
Student Name		11/13/90	23 yrs. 0 mo	M	12	E16	Admin School	
<u>Series</u>	<u>Status</u>	<u>Dose 1</u>	<u>Dose 2</u>	<u>Dose 3</u>	<u>Dose 4</u>	<u>Dose 5</u>	<u>Dose 6</u>	<u>Dose 7</u>
Diphtheria	Delinquent							
Tetanus	Delinquent							
Measles	Delinquent							

\*Legend: D = Deleted T = Transferred DC = Deceased, (\*) Indicates an Invalid dose

11/19/2013 11:54:07AM 305 - Due for Immunization Report  
HealthOffice

### 306- Immunization Delinquency Letter:

A form letter explaining that the student will be excluded from school until proof of proper immunization has been delivered to the school.

Dear Parent:

This is to inform you that your daughter Doe, Sarah, who is in grade 4, will be excluded from school at the close of the school day effective 11/19/2013 until such time as the proper immunization from certain contagious diseases has been secured. This exclusion is required by order of the Commissioner of Public Health and the Commissioner of Education in accordance with the provisions of state law.

Your daughter may return to school as soon as a certificate from a physician indicating immunization is received. Please secure the proper immunizations as soon as possible so that Doe, Sarah's work will not be jeopardized. For any questions or information you need regarding the above letter, please call the school your child is attending and ask to speak to the **School Nurse**. Your cooperation in this matter is appreciated.

Sincerely,

#### Student Information

Student Name: Doe, Sarah

DOB: 05/05/99

Grade: 4

Locale: Tennessee v2.3

#### Delinquent Immunization Series

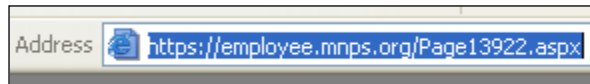
<u>Series</u>	<u>Status</u>		
Hepatitis B	Delinquent	as of	5/5/1999
Diphtheria	Delinquent	as of	5/5/2011
Tetanus	Delinquent	as of	5/5/2011
Polio	Delinquent	as of	7/5/1999
Measles	Delinquent	as of	8/5/2000
Mumps	Delinquent	as of	8/5/2000
Rubella	Delinquent	as of	8/5/2000
Varicella	Delinquent	as of	8/5/2000



# Accessing the MNPS Employee Quick Reference Document Portal

1. Open **Internet Explorer**.
2. Type the following in the address bar:

<https://employee.mnps.org/Page13922.aspx>



3. If you are prompted to confirm your authentication, type your username and password then click **Log-In**.
4. Scroll down to **Forms and Resources** section, then click on the appropriate link.

## FORMS *and* RESOURCES

PowerSchool SMS	GradeSpeed	EBS	Other Resources
SMS Reference Documents	GradeSpeed Training Manuals	Procedure to Pay Training Guide	EIS MNPS Data
SMS Training Manuals	GradeSpeed Reference Documents	EBS Timekeeper User Guide	EIS State Information
HealthMaster HealthOffice		EBS Common Foundation User Guide	Inventory Training Manual
HealthMaster HealthOffice Reference Documentation	Clearing Cache		Progress Report Checklist
			Report Card Checklist - Gradespeed and Chancery
			Alerts

**Note:** If you attempt to access this portal from home or outside the MNPS network, you will be prompted to provide a password. Use your regular MNPS username and password.