



## **New/Detail (Nurse's Daily Log)**



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# New/Detail (Nurse's Daily Log)

**Health > Maintenance > Nurse's Daily Log > New**

This page allows you to add or update a current year record in the nurse's daily log. Records can only be updated for the campus you are logged on to; although you can see student records for all campuses you have access to.

## Update data:

You can access the page in the following ways:

### Add a new record:


- Go to Health > Maintenance > Nurse's Daily Log > New.
- Or, from Health > Maintenance > Nurse's Daily Log > Inquiry, click **New**.

The Detail page opens with blank fields.

### Update a record:

- Retrieve the record on the [Inquiry](#) page, and click the record.

The Detail page opens, and the fields display data for the existing record.

| Field                  | Description  |
|------------------------|--|
| <b>Log Date</b>        | Type the date of the visit in the MMDDYYYY format. Or, click  to select the date from a calendar.   |
| <b>Log Information</b> | <b>Time In/Out</b> Type the time the visitor came to and left the clinic. Use the HH:MM format, where HH is the hour, and MM is the minute. Select <b>AM</b> or <b>PM</b> .  |
|                        | <b>Period In/Out</b> Type the two-digit period when the visitor came to and left the clinic.   |
|                        | <b>Visitor Type</b> Select the type of visitor.  |
|                        | <b>Activity Code</b> Select the type of visit.   |
|                        | <b>Visit</b> Indicate whether this is the first visit or a follow-up visit.  |
|                        | <b>Stu ID#</b> If the visitor is a student, type the six-digit student ID, or click <b>Stu ID#</b> to access the <a href="#">directory</a> .<br>If the visitor is not a student (i.e., <b>Visitor Type</b> is not <i>03-Student</i> ), the <b>Stu ID#</b> field is disabled. |
|                        | <b>Name</b> If the visitor is a student, the student's full name is displayed.<br>If the visitor is not a student, type the visitor's full name.   |
|                        | <b>Symptom</b> Type a description of the visitor's symptoms, up to 70 characters.  |
|                        | <b>Provider</b> Type the name of the provider (e.g., nurse or aide) who attended to the visitor and/or administered medication.  |

| Field                   | Description  |   |
|-------------------------|--|---|
| <b>Vital Statistics</b> | Enter data for any readings taken:                 |   |
|                         | <b>Temp</b>  | Type the visitor's temperature in Fahrenheit degrees in the ###.## format.  |
|                         | <b>Pulse</b>                                       | Type the visitor's pulse in beats per minute, up to three digits.   |
|                         | <b>Height</b>                                      | Type the visitor's height in inches in the ##.## format.  |
|                         | <b>Weight</b>                                      | Type the visitor's weight in pounds in the ###.# format.  |
|                         | <b>Resp</b>  | Type the visitor's rate of respiration in breaths per minute, up to two digits.   |
|                         | <b>Systolic Diastolic</b>                          | Type the visitor's systolic and diastolic blood pressure readings.  |
| <b>Action</b>           | Select all actions taken in response to the visit. |   |
|                         | <b>Screening</b>                                   | If the visit is for a screening, select the type of screening performed. If more than one screening was performed, add a separate log entry for each screening. |
| <b>Diagnosis</b>        | <b>Illness</b>                                     | Indicate if the illness is acute or chronic. Leave blank if there is no illness.  |
|                         | <b>Injury</b>                                      | Indicate if the visitor suffered an injury. Leave blank if there is no injury.  |
|                         | <b>Communicable Disease</b>                        | Indicate if the visitor has a communicable disease.   |
| <b>Transportation</b>   | <b>Home</b>  | If the visitor was sent home, indicate who provided transportation. Leave blank if the visitor did not go home.   |
|                         | <b>Miles</b>                                       | If a nurse or other employee provided transportation, type the mileage, up to five digits with a decimal point to indicate a partial mile.                      |
|                         | <b>Doctor/Hospital</b>                             | If the visitor was sent to a doctor or hospital, indicate who provided transportation. Leave blank if the visitor did not go to a doctor or hospital.           |
| <b>Contacts</b>         | Indicate who was notified and how.                 |   |

Click **Save**.

### Other functions and features:

|                 |   |
|-----------------|---|
| <b>Comments</b> | Click to add comments about the record. The comments window opens, and any existing comments are displayed. Add or update comments and click <b>OK</b> . If comments already exist for the record, a paperclip icon is displayed on the button. |
|-----------------|---|

|   |  |
|---|--|
| <b>Info</b>   | <p>Click to view data from the <a href="#">Inquiry</a> page. The Log Information directory opens in a pop-up window. This allows you to view previous entries without having to leave the current page.</p> <ul style="list-style-type: none"> <li>• <a href="#">The list can be re-sorted.</a></li> </ul> <p>You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.</p> <p>A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.</p> <ul style="list-style-type: none"> <li>• If there are multiple pages, <a href="#">page through the list.</a></li> </ul> <p>Click <b>Close</b> to close the window.</p> |
| <b>New</b>  | Click to clear the page of data and add a new record.  |
| <b>Delete</b>   | Click to delete the record currently displayed. You are prompted to confirm that you want to delete the record. Click <b>OK</b> .  |
| <b>Inquiry</b>  | Go to the <a href="#">Inquiry</a> page.  |
|  | <p><a href="#">View medical alert.</a></p> <p>The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a>.</p> <p>Click to view the student's medical alert information.</p>   |



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