

New/Detail (Nurse's Daily Log)

Table of Contents

New/Detail (Nurse's Daily Log) 1

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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.

Log Date	Type the date of the visit in the MMDDYYYY format. Or, click to select the date from a calendar.

Log Information	**Time In/Out**	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 **AM** or **PM**.
	Period In/Out	Type the two-digit period when the visitor came to and left the clinic.
	Visitor Type	Select the type of visitor.
	Activity Code	Select the type of visit.
	Visit	Indicate whether this is the first visit or a follow-up visit.
	Stu ID#	If the visitor is a student, type the six-digit student ID, or click **Stu ID#** to access the directory. If the visitor is not a student (i.e., **Visitor Type** is not *03-Student*), the **Stu ID#** field is disabled.
	Name	If the visitor is a student, the student's full name is displayed. If the visitor is not a student, type the visitor's full name.
	Symptom	Type a description of the visitor's symptoms, up to 70 characters.
	Provider	Type the name of the provider (e.g., nurse or aide) who attended to the visitor and/or administered medication.
Vital Statistics	Enter data for any readings taken:	
	Temp	Type the visitor's temperature in Fahrenheit degrees in the ###.## format.
	Pulse	Type the visitor's pulse in beats per minute, up to three digits.
	Height	Type the visitor's height in inches in the ##.## format.
	Weight	Type the visitor's weight in pounds in the ###.# format.
	Resp	Type the visitor's rate of respiration in breaths per minute, up to two digits.
	Systolic Diastolic	Type the visitor's systolic and diastolic blood pressure readings.
Action	Select all actions taken in response to the visit.	
	Screening	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.
Diagnosis	**Illness**	Indicate if the illness is acute or chronic. Leave blank if there is no illness.
	Injury	Indicate if the visitor suffered an injury. Leave blank if there is no injury.
	Communicable Disease	Indicate if the visitor has a communicable disease.
Transportation	**Home**	If the visitor was sent home, indicate who provided transportation. Leave blank if the visitor did not go home.
	Miles	If a nurse or other employee provided transportation, type the mileage, up to five digits with a decimal point to indicate a partial mile.
	Doctor/Hospital	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.
Contacts	Indicate who was notified and how.	

❑ Click **Save**.

Comments	Click to add comments about the record. The comments window opens, and any existing comments are displayed. Add or update comments and click **OK**. If comments already exist for the record, a paperclip icon is displayed on the button.
Info	Click to view data from the Inquiry 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. • The list can be re-sorted. 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. 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. • If there are multiple pages, page through the list. Click **Close** to close the window.
New	Click to clear the page of data and add a new record.
Delete	Click to delete the record currently displayed. You are prompted to confirm that you want to delete the record. Click **OK**.
Inquiry	Go to the Inquiry page.
Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.


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ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover