

How to Track Additional Information, such as H1N1 Shots in the RDS Medical System

Step 1. From F8-7 "Medical Records System Menu", select F13 "Maintain Medical Code File".

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Medical Records Menu

Wednesday 05/04/11

Maintain Daily Nurse's Log .... F1
                                Maintain Medical Codes ..... F13← **
                                Print Medical Codes ..... F14

Print Medical History ..... F5
Print State Immunization ..... F6
Print Immunization Audit ..... F7
Print Medical Profile ..... F8

Prt Concerns/Considerations ... F9
Print Current Medications ..... F10  Session Defaults ..... F23
Print Medical Audit ..... F11

Display Print Files ..... F15  Exit ..... F16
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Step 2. Select F11 "Add Mode".

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Medical Codes Maintenance
for School District

Type:          Valid types are:
                C = Condition or Concern
                H = History of disease or surgery
                M = Medication student is taking
                R = Reason for visiting nurse's office
                T = Treatment received during office visit

Code:          Codes can be any combination of up to 4 letters,
                numbers or special characters.

ENTER)-Position File  F2-First  F5-Next  F11-Add Mode  F16-Exit
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Step 3. Enter the Type, Code, Short and Long Description as shown below. Press ENTER. This is done one time only for the entire district. (The "Code", "Short" and "Long" descriptions shown below, are suggestions only and can be adjusted as desired).

Medical Codes Maintenance for School District	
Type: <u>R</u>	Valid types are: C = Condition or Concern H = History of disease or surgery M = Medication student is taking R = Reason for visiting nurse's office T = Treatment received during office visit
Code: <u>H1N1</u>	Codes can be any combination of up to 4 letters, numbers or special characters.
Short Desc: <u>H1N1 Flu Shot</u>	
Long Desc: <u>H1N1 Flu Shot Immunization</u>	
Category 1: <u>_</u> Category 2: <u>_</u>	Categories are optional and can be any letter or number.
Press ENTER to Add Record, F16 to Return to Previous Screen ** Add Mode **	

Step 4. From the Medical Records System Menu, select F1 "Maintain Daily Nurse's Log", enter a date, and press ENTER. Then, enter a reason of H1N1 for each student who received the H1N1 shot.

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                                Add/Update Daily Nurse's Log
                                05 / 04 / 11

                                (F17) Jump to meds
(F13) Position to: 0000                                (F15) Print daily log

Student
F  ID      Student Name  Gr  Time  Time  (F23)      (F24)      Sent
  _____  _____  _____  _____  _____  _____  _____  _____  _____
1  1111111  Adams, Beth    11  ___: 00  ___: 00  H1N1      _____  _____
2  2222222  Andrews, Mary  10  ___: 00  ___: 00  H1N1      _____  _____
3  3333333  Abraham, Sylvia 11  ___: 00  ___: 00  H1N1      _____  _____
4  _____  _____      _____  ___: 00  ___: 00  _____  _____  _____
5  _____  _____      _____  ___: 00  ___: 00  _____  _____  _____
6  _____  _____      _____  ___: 00  ___: 00  _____  _____  _____
7  _____  _____      _____  ___: 00  ___: 00  _____  _____  _____
8  _____  _____      _____  ___: 00  ___: 00  _____  _____  _____
9  _____  _____      _____  ___: 00  ___: 00  _____  _____  _____
10 _____  _____      _____  ___: 00  ___: 00  _____  _____  _____
11 _____  _____      _____  ___: 00  ___: 00  _____  _____  _____
12 _____  _____      _____  ___: 00  ___: 00  _____  _____  _____

                                (To delete an entry, erase the student's I.D. number)

F18=Student#/Time, F19=Time, F20=Reason/Treatment/Sent, F14=Add
ENTER=Validate, F1-12=Student Det, F21=1st Screen, F22=Next Screen, F16=Exit

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Step 5. Print a list of students who received the H1N1 shot, by selecting the "Summary of Any Medical Code" option from within the Daily Nurse's Log.

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                                Add/Update Daily Nurse's Log

                                Date: 11 / 19 / 09

Summary of Reasons/Treatments ..... F5
Summary of Any Medical Code ..... F6 ← ***
Daily Medications ..... F8

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Step 6. Select Medical Type "R", Medical Code "H1N1" and enter the date range. Optionally, also create a file that can be transferred to excel.

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Summary of Any Medical Code

Medical Type: R C=Concern, H=History, M=Med, R=Reason for visit, T=Treatment
Press F1 to load the last used set of parameters for the type code entered.

Medical Code: H1N1 _____
                _____
                _____ (Blank=all) I (I/E)

Grades: _____ (Blank=all) I (I/E)

Homerooms: _____ (Blank=all) I (I/E)

Date range: 11 01 09 thru 11 15 09 (MM/DD/YY)
Date range is used to eliminate concerns/conditions/history/meds that are no
longer active.

Create file to download to pc? Y Y/N, file will be called XLNURSE in K???DATA

ENTER=Continue, F5=Summary of Reasons/Treatments, F8=Daily Meds, F16=Exit
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Additional possibilities:

Create new treatment codes (in F8-7-13) to further define the administration of the shot. For example, one treatment code might mean the H1N1 shot was administered at the school. Another treatment code might mean the shot was administered at the County Health Department. This enables you to select lists based on treatment codes.