S SchoolCare

Holidays + School Breaks: Bulk Skip

This guide will show you how to bulk skip **scheduled** medication dose visits and chronic condition visits. This is helpful when completing end of year tasks.

1. Go to **Reports.**

| Dashboard | Sessions | Medical Center | Reports |

2. Select **Medication Doses (Prescription)** or **Chronic Condition Visits** under Medical Center.
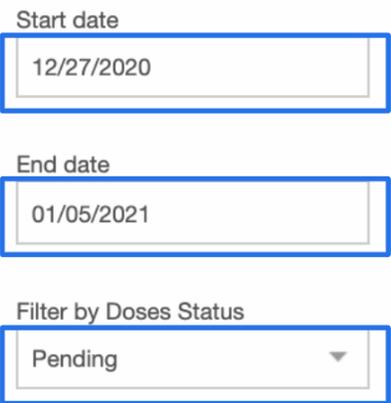
Medical Center

Episodes / Visits

Chronic Condition Visits

Medication Doses (Prescription)

3. Select the green **Add Filter** button found in the upper-right hand corner of the report**.**

4. Input the date range for the med skip. (*you can backdate this, as well!)
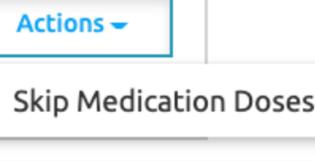
Start date

12/27/2020

End date

01/05/2021

5. Select **Pending** under **Filter by Dose Status.**

6. Select **Filter.**

Filter by Doses Status

Pending

7. This will now show all of the med administration scheduled for those specific dates.

To skip these administrations, select **Actions**, then **Skip Medication.**

Actions ▾

Skip Medication Doses

SchoolCare

Thank you!

If you have questions, please contact

support@schoolcare.com