SchoolCare

SchoolCare Training Manual:

Medical Center Overview

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As medical staff, you have students visiting your health office every day for a variety of reasons: to take medication, to seek treatment for an illness, or due to a medical emergency.
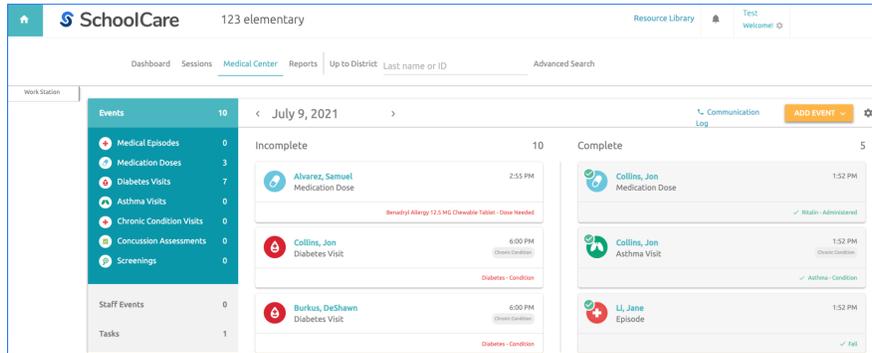
In SchoolCare, you will be able to view all scheduled and unscheduled visits to your health office in the Medical Center.
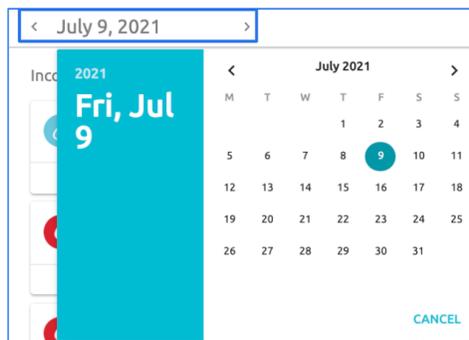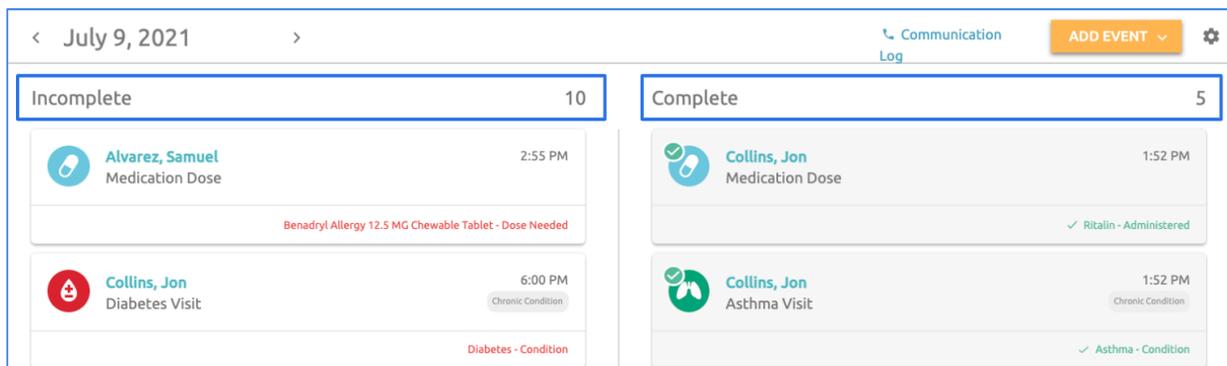
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Medical Center Overview

1. Each school has its own **Medical Center** that should look similar to the image below.

2. The Medical Center **date** will default to the present. To view events that were completed in the past or scheduled for the future, click the date and select your desired date from the calendar that appears.

3. Events in the Medical Center are separated into **Complete** and **Incomplete** columns. Events in the Complete column appear in reverse chronological order. Events in the Incomplete column appear in chronological order. The numbers above each column denote the number of events. In the example below, there are 10 incomplete events and 5 complete events.

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4. Each event is structured like a card that contains pertinent information about the student and the event. The card will include the student's name, visit classification, time of the event, and a short description of what is expected in the visit (in the small red font).

In the example below, the event card indicates that Samuel Alvarez has a medication dose visit at 2:55pm.
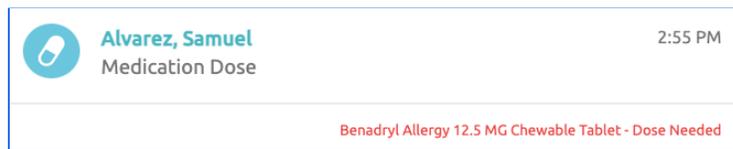
5. There will be an icon on the left side of each event card that serves as a visual cue for the event type. All icon types are pictured below.
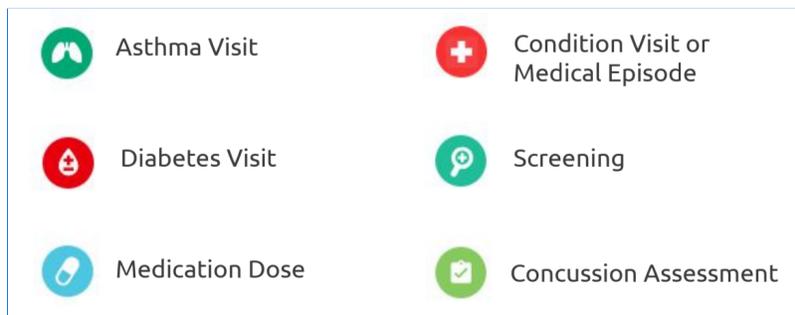
6. The **Events Menu** on the left side of your screen allows you to filter your Medical Center by event type. Click on the name of an event to filter for only those event types. To return to your full event list, click Events at the top of the menu.

7. Below is an example of a Medical Center that has been filtered for Medication Doses.

8. The menu on the left side of the page also allows you to view **Staff Events** and **Personal Tasks**. Click on each section to view those specific events in your Medical Center.

8a. Staff Events will look similar to the image below.

8b. Tasks will be divided into **Your Tasks** (personal tasks), **Change Requests** (from parent health registration), and **Enrollment Review** (from parent health registration).

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Thank you!

If you have questions, please contact

support@schoolcare.com