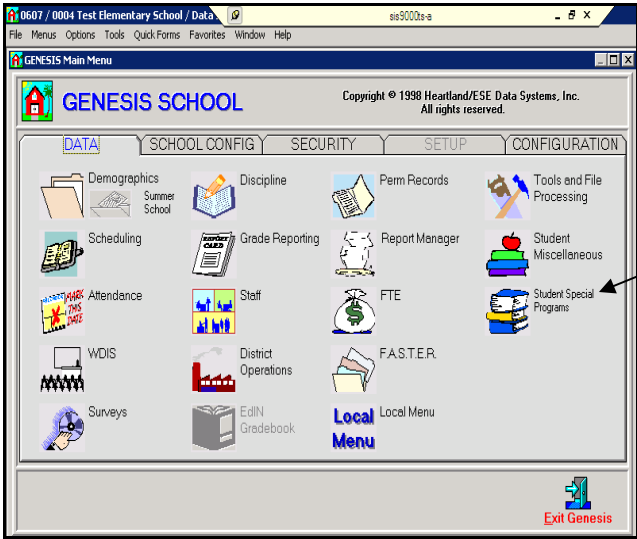
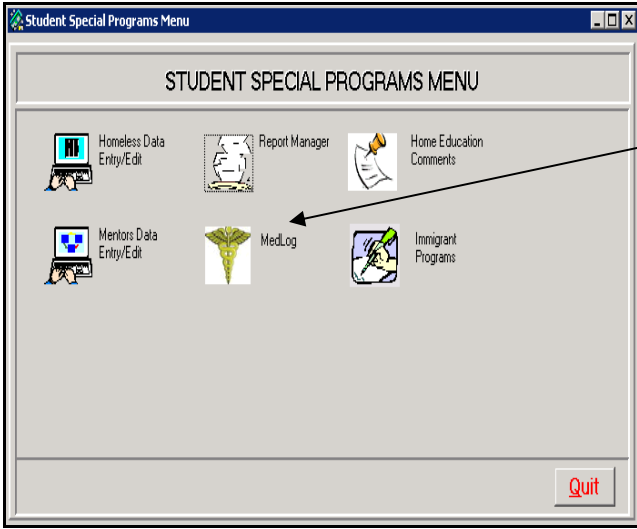
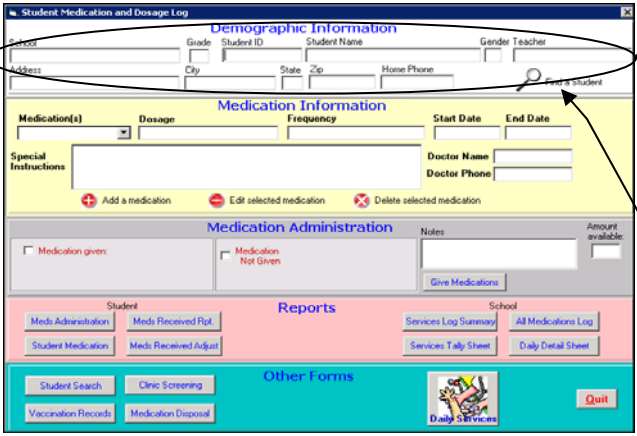
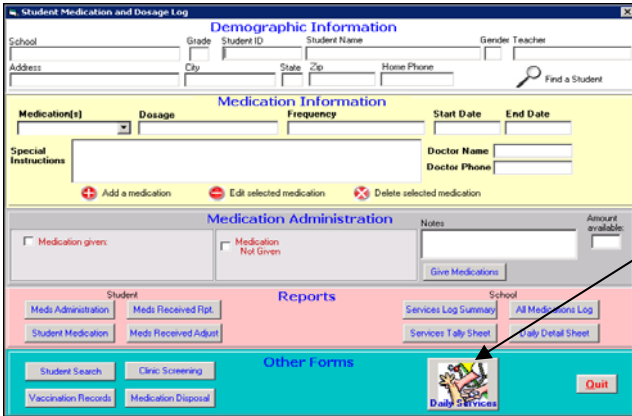
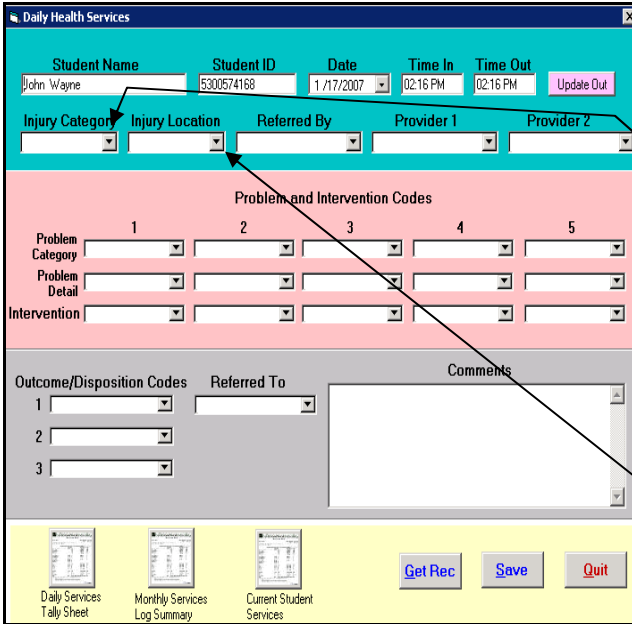
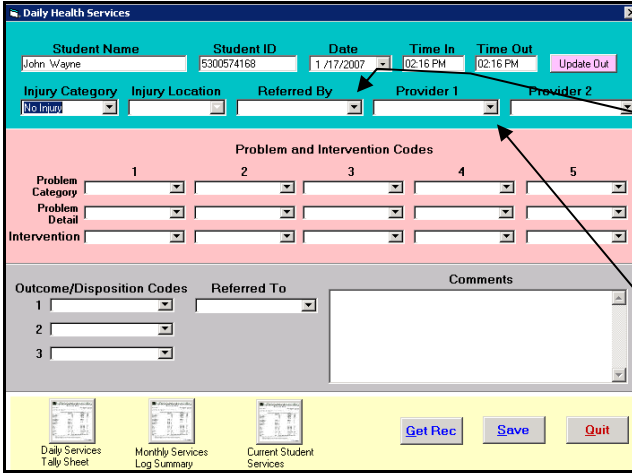


Genesis MedLog-Daily Services

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis using the logon procedures, the system will come up to the Genesis School Menu screen.</p> <p>To access the MedLog icon:</p> <p>Click the Student Special Programs icon</p>
2		<p>The Student Special Programs Menu is displayed.</p> <p>Click the MedLog icon</p>
3		<p>The Student Medication and Dosage Log screen is displayed.</p> <p>To access a student's information: refer to your MedLog-Setup documentation</p> <p>NOTE: You may also do a Student Search by</p> <p>Clicking on the Student Search button</p>

Genesis MedLog-Daily Services

Steps	Screen Displayed	Procedures
4		<p>Once your student has been selected you can access the Daily Services option.</p> <p>To Access Daily Services:</p> <ul style="list-style-type: none"> Click the Daily Services button
5		<p>The Daily Health Services screen is displayed.</p> <p>To Select an Injury Category:</p> <ul style="list-style-type: none"> Click the pull down arrow at the end of the field to access a list of Injury Category options <p>To Select an Injury Location:</p> <ul style="list-style-type: none"> Click the pull down arrow at the end of the field to access a list of Injury Location options <p>*This field is NOT required if the No Injury option has been <i>selected</i>.</p>
6		<p>To Select the Person Who Referred the Student:</p> <ul style="list-style-type: none"> Click the pull down arrow at the end of the field to access a list of Referred By options <p>To Select the Provider 1 and Provider 2 (Provider 2 is optional):</p> <ul style="list-style-type: none"> Click the pull down arrow at the end of the field to access a list of Provider

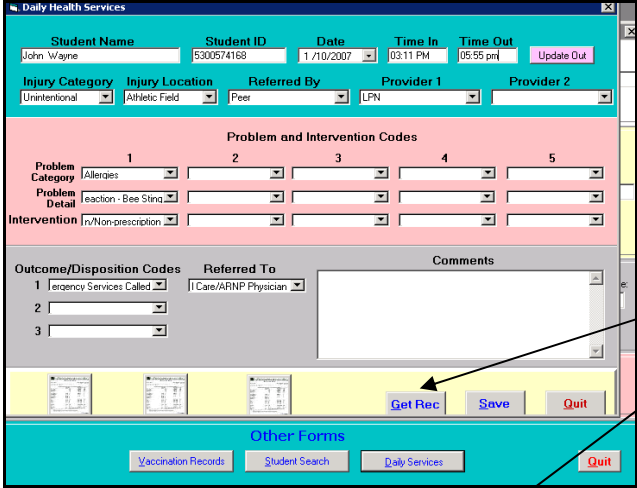
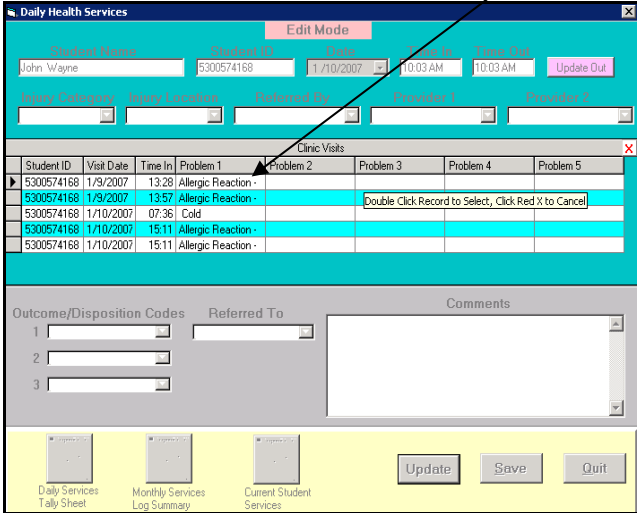
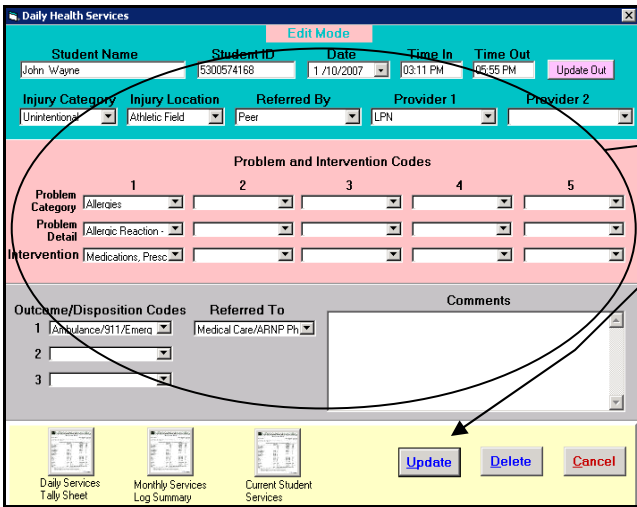
Genesis MedLog-Daily Services

Steps	Screen Displayed	Procedures
7		<p><u>To Select the Problem Intervention Codes:</u></p> <ul style="list-style-type: none"> • Click the pull down arrow at the end of the field to access a list of Problem Category options • Click the pull down arrow at the end of the field to access a list of Problem Detail options • Click the pull down arrow at the end of the field to access a list of Intervention options <p><u>NOTE:</u> If you have more than one Problem Detail and/or Intervention for one Problem Category enter the additional information in <u>Columns 2-5</u>.</p>
8		<p><u>To Select the Outcome/Disposition Codes:</u></p> <ul style="list-style-type: none"> • Click the pull down arrow at the end of the field to access a list of Outcome/Disposition Codes (Repeat this process to enter up to 3 codes) • Click the pull down arrow at the end of the field to access a list of Referred To options
9		<p><u>IMPORTANT-PLEASE READ:</u></p> <ul style="list-style-type: none"> • The Comments section is a <u>required descriptive field</u> to record and document the facts concerning this service.

Genesis MedLog-Daily Services

Steps	Screen Displayed	Procedures
10		<p><u>To Save Your Finished Document:</u></p> <ul style="list-style-type: none"> • Click the Save button
11		<p><u>To Update the Time In and Time Out Features:</u></p> <ul style="list-style-type: none"> • Click the No button • Place the <u>cursor</u> at the end of AM or PM in that field <p><u>IMPORTANT To Change the Time In and/or the Time Out Field:</u></p> <ul style="list-style-type: none"> • Highlight the ENTIRE field • Press the Delete button (<u>on your keyboard</u>) • Enter the correct Time In and/or Time Out • Click the Save button <div style="text-align: center;"> </div> <ul style="list-style-type: none"> • Click the OK button

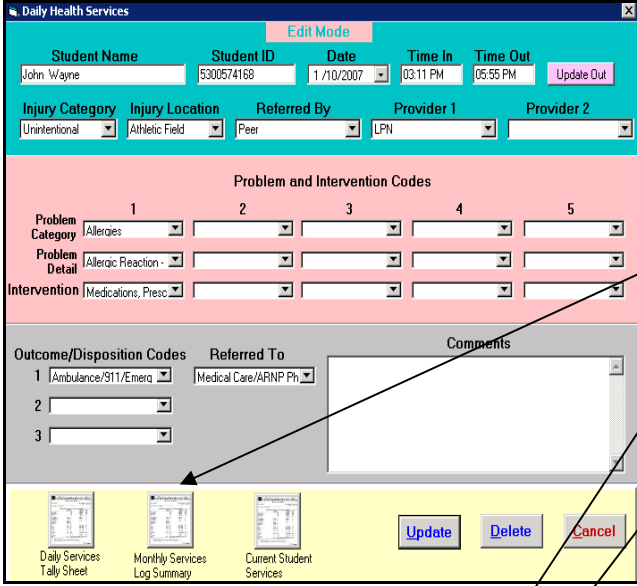
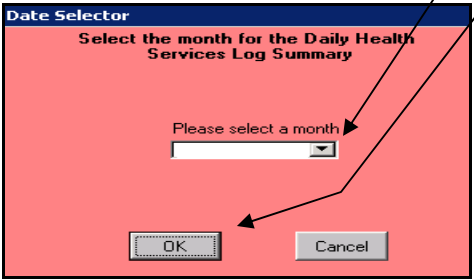
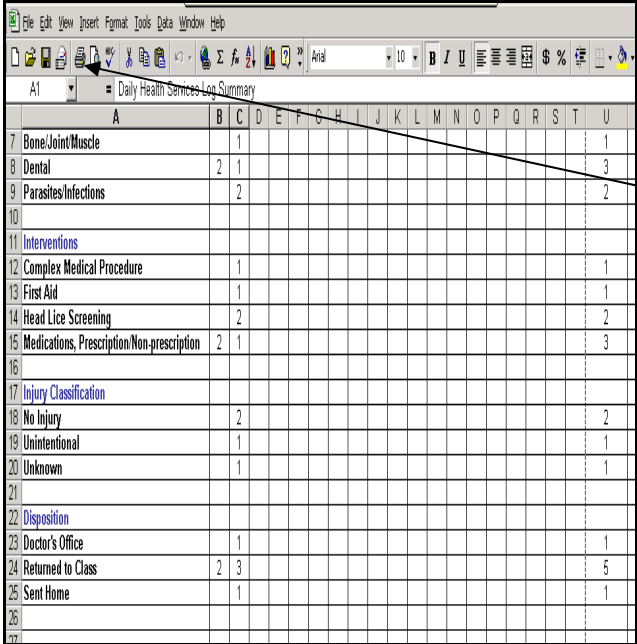
Genesis MedLog-Daily Services

Steps	Screen Displayed	Procedures
12	 	<p><u>IMPORTANT NOTE:</u></p> <p>Only The Person Who Created the Daily Service Record is Able to Edit</p> <p><u>To Edit a Document:</u></p> <ul style="list-style-type: none"> • Select the Get Rec button • Double Click on the record you want to select
13		<p>The Daily Health Services – Edit Mode screen is displayed.</p> <ul style="list-style-type: none"> • Edit the area or areas that need the changes • Select the Update button • Click the OK button

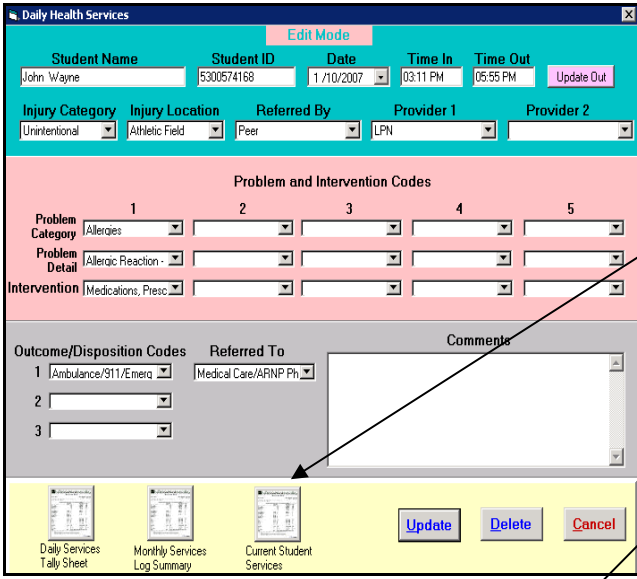
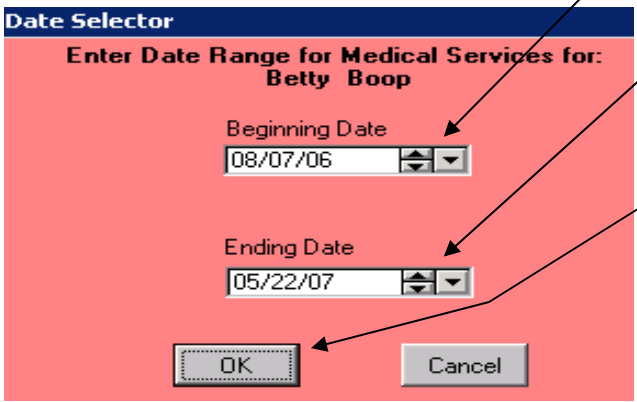
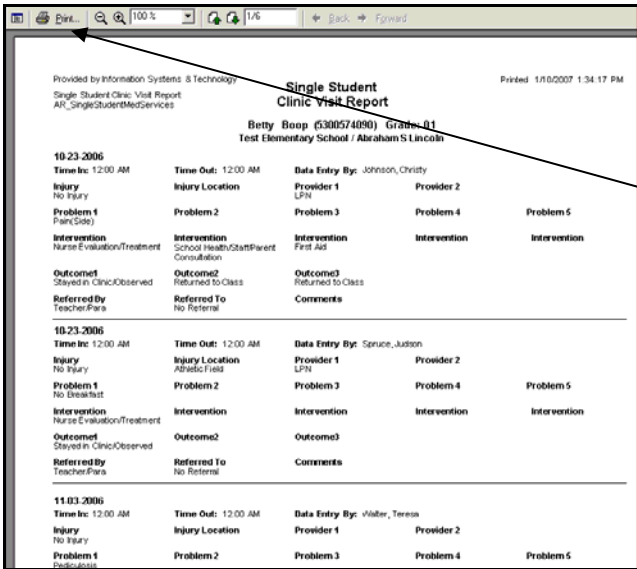
Genesis MedLog-Daily Services

Steps	Screen Displayed	Procedures
14		<p><u>To Access a Daily Services Tally Sheet:</u></p> <ul style="list-style-type: none"> • Click the Daily Services button • The Daily Health Services screen is displayed. • Click the Daily Services Tally Sheet button • Click the pull down arrow at the end of the field to access a calendar to choose the correct date • Click the OK button
15		<p><u>Note:</u> A Daily Health Services Tally Sheet will appear on your screen.</p> <p><u>To Print the Document:</u></p> <ul style="list-style-type: none"> • Click the Print icon

Genesis MedLog-Daily Services

Steps	Screen Displayed	Procedures
16	 	<p><u>To Access a Monthly Services Log Sheet:</u></p> <p>The Daily Health Services screen is displayed.</p> <ul style="list-style-type: none"> • Click the Monthly Services Log Summary button • Click the pull down arrow at the end of the field to access a list to choose the correct month • Click the OK button
17		<p><u>NOTE:</u> A Daily Health Services Log Summary will appear on your screen.</p> <p><u>To Print the Document:</u></p> <ul style="list-style-type: none"> • Click the Print icon

Genesis MedLog-Daily Services

Steps	Screen Displayed	Procedures
18	 	<p><u>To Access a Current Student Services:</u></p> <p>The Daily Health Services screen is displayed.</p> <ul style="list-style-type: none"> ● Click the Current Student Services button ● NOTE: You will need to <i>enter</i> the Date Range for Medical Services for the selected student. ● Click the pull down arrow at the end of the field to access a calendar to choose the correct <u>beginning date</u> ● Click the pull down arrow at the end of the field to access a calendar to choose the correct <u>ending date</u> ● Click the OK button
19		<p><u>NOTE:</u> A Single Student Clinic Report will appear on your screen.</p> <p><u>To Print the Document:</u></p> <ul style="list-style-type: none"> ● Click the Print icon