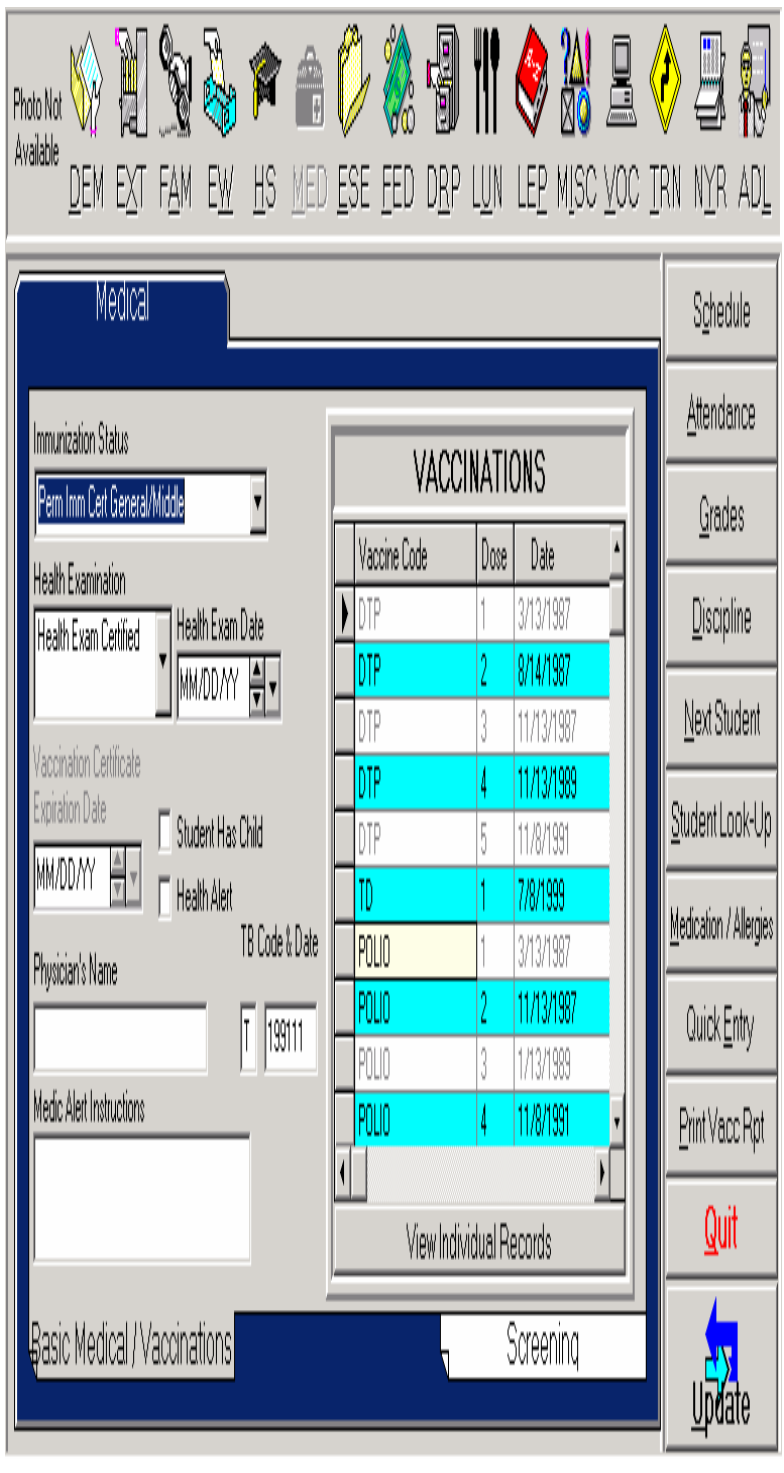


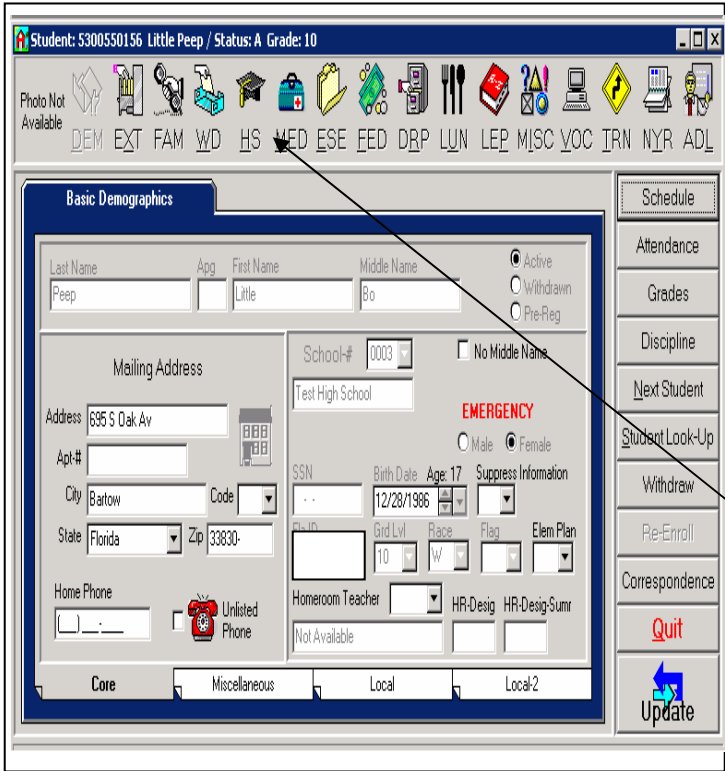

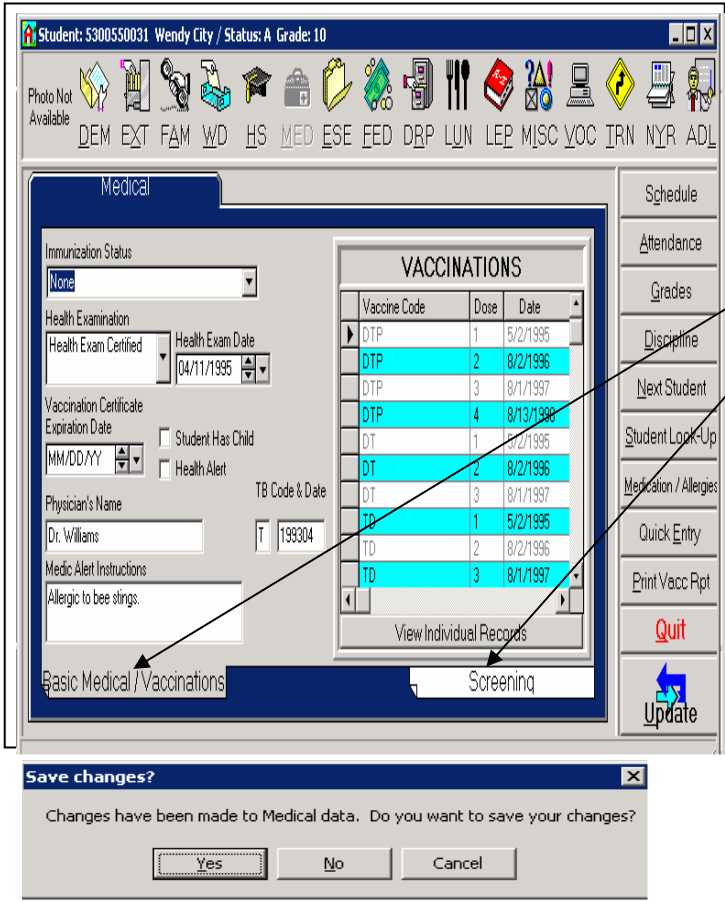
Genesis

Student Medical and Immunization Records

Steps	Screen Displayed	Procedures																																	
1	 <p style="text-align: center;">VACCINATIONS</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Vaccine Code</th> <th>Dose</th> <th>Date</th> </tr> </thead> <tbody> <tr><td>DTP</td><td>1</td><td>3/13/1987</td></tr> <tr><td>DTP</td><td>2</td><td>8/14/1987</td></tr> <tr><td>DTP</td><td>3</td><td>11/13/1987</td></tr> <tr><td>DTP</td><td>4</td><td>11/13/1989</td></tr> <tr><td>DTP</td><td>5</td><td>11/8/1991</td></tr> <tr><td>TD</td><td>1</td><td>7/8/1999</td></tr> <tr><td>POLIO</td><td>1</td><td>3/13/1987</td></tr> <tr><td>POLIO</td><td>2</td><td>11/13/1987</td></tr> <tr><td>POLIO</td><td>3</td><td>1/13/1989</td></tr> <tr><td>POLIO</td><td>4</td><td>11/8/1991</td></tr> </tbody> </table>	Vaccine Code	Dose	Date	DTP	1	3/13/1987	DTP	2	8/14/1987	DTP	3	11/13/1987	DTP	4	11/13/1989	DTP	5	11/8/1991	TD	1	7/8/1999	POLIO	1	3/13/1987	POLIO	2	11/13/1987	POLIO	3	1/13/1989	POLIO	4	11/8/1991	<p>Medical and Immunization records must be entered on all students attending Polk County Schools.</p> <p>The Polk County Health Department provides guidelines in coordination with the Prevention Services and Information Services departments of the Polk County School Board that must be followed when entering medical and immunization records for students.</p> <p>Please refer to the guidelines these departments have provided for specific information and directions.</p> <p>This document will provide assistance in entering the following types of information to the Genesis System:</p> <ul style="list-style-type: none"> • Immunization Status • Health Examination/Date • Vaccination Cert. Expiration Date • Health Alert • Vaccination Information • Allergies/Medical conditions • Medication • Printing Individual Student Reports
Vaccine Code	Dose	Date																																	
DTP	1	3/13/1987																																	
DTP	2	8/14/1987																																	
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Genesis

Student Medical and Immunization Records

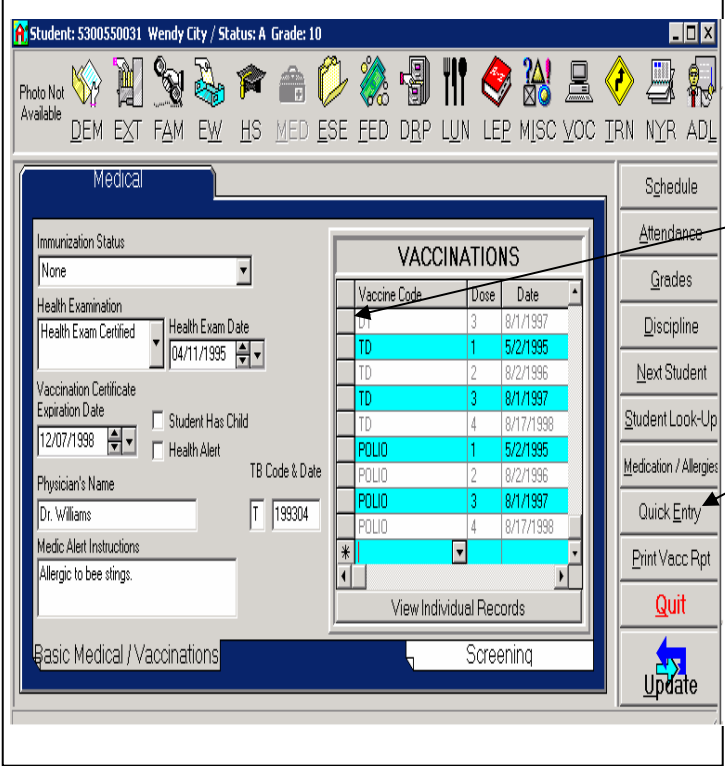
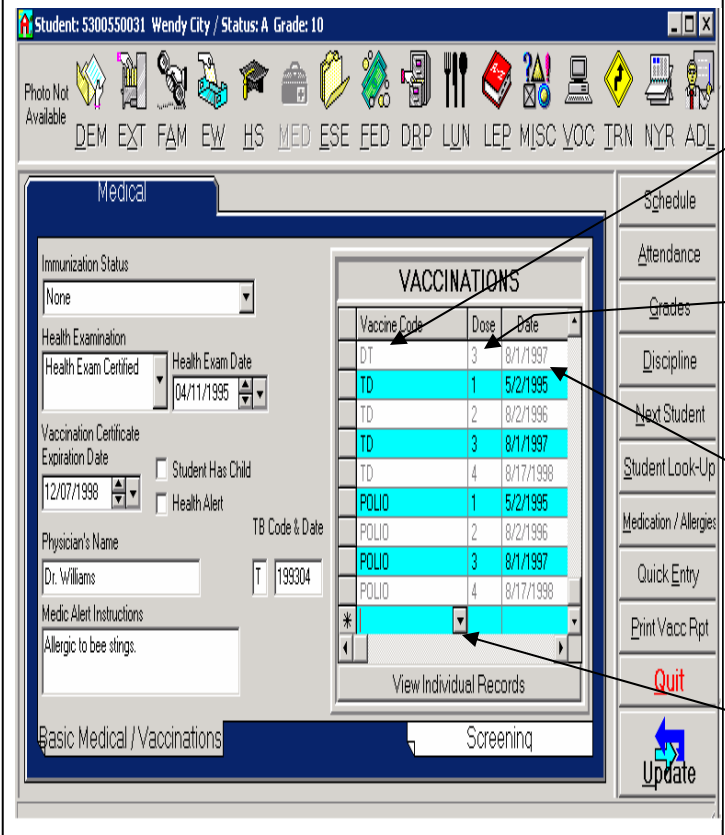
Steps	Screen Displayed	Procedures
2		<p>Use the Logon documentation to access Genesis.</p> <p>Use the Student Look Up documentation to search for the student or enter the student's ID number.</p> <p>The Demographic form is displayed.</p> <p>To Display the Student Medical and Immunization Records Form</p> <ul style="list-style-type: none"> Click the Med icon 
3		<p>The Basic Medical Vaccinations page is displayed.</p> <p>There are two pages noted by the page tabs. They include:</p> <ul style="list-style-type: none"> Basic Medical/Vaccinations Screening (Vision and Hearing) <p>To leave a student's record at any time:</p> <ul style="list-style-type: none"> Click the Quit button <p>If changes have been made and not updated a message prompt will display:</p> <ul style="list-style-type: none"> Click Yes to save

Genesis Student Medical and Immunization Records

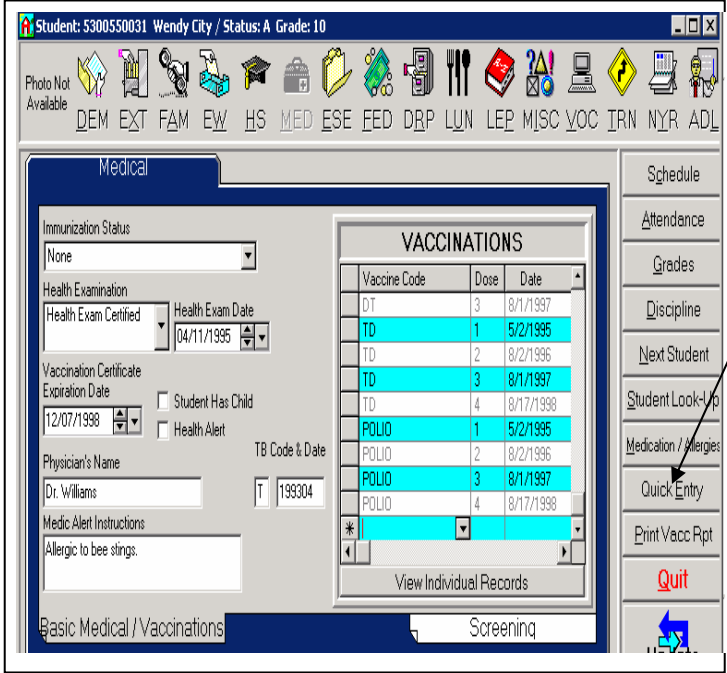

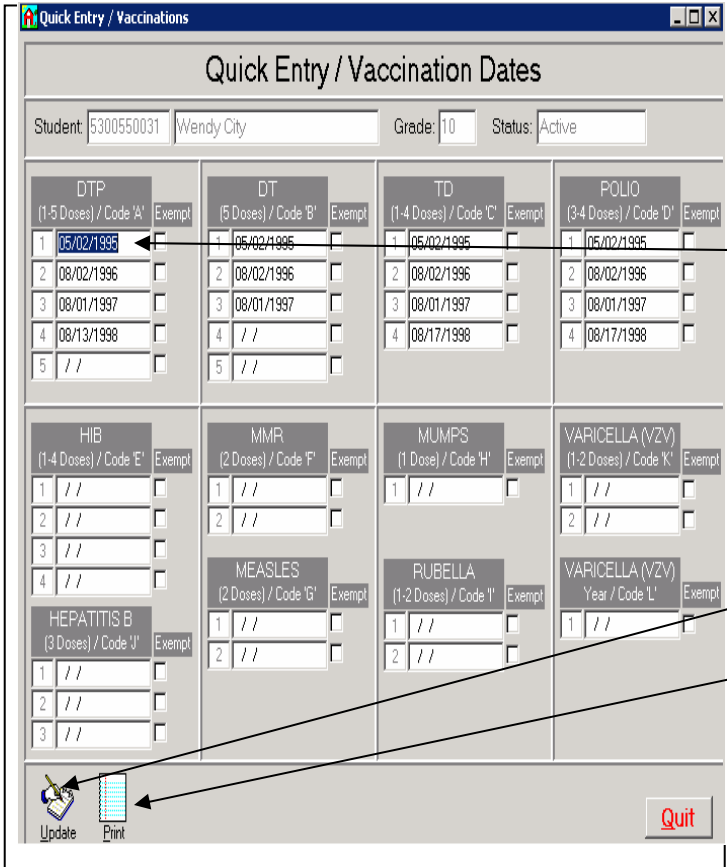
Steps	Screen Displayed	Procedures
4		<p>The guidelines provided by various departments and agencies should be used in completing the Medical and Immunization information.</p> <p>Immunization Status</p> <ul style="list-style-type: none"> Click Immunization Status drop down arrow Select the appropriate code <p>Health Examination</p> <ul style="list-style-type: none"> Click Health Examination drop down arrow Select the appropriate code <p>Health Exam Date</p> <ul style="list-style-type: none"> Click in Health Exam Date field Type the date (MM/DD/YY) <p>OR</p> <p>Click the drop down arrow Select the appropriate date</p> <p>Vaccination Certificate Expiration Date</p> <ul style="list-style-type: none"> Click in Expiration Date field Type the date (MM/DD/YY) <p>OR</p> <p>Click the drop down arrow Select the appropriate date</p> <p>Student Has Child</p> <ul style="list-style-type: none"> Click on box to indicate student has a child when applicable <p>Health Alert</p> <ul style="list-style-type: none"> Click on box to indicate student has a health alert when applicable <p>TB Code & Date</p> <ul style="list-style-type: none"> Type the code (T, P, or N) and Year/Month (YYYY/MM) when applicable <p>Physician's Name</p> <ul style="list-style-type: none"> Type the child's Physician's name in the field, if available <p>Medic Alert Instructions</p> <ul style="list-style-type: none"> Type any Medical alert instructions, if available

Genesis

Student Medical and Immunization Records

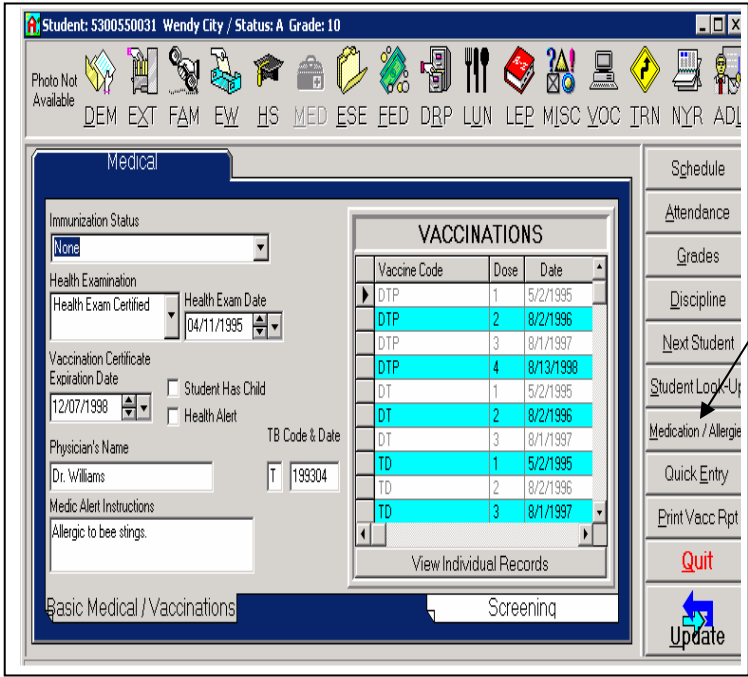
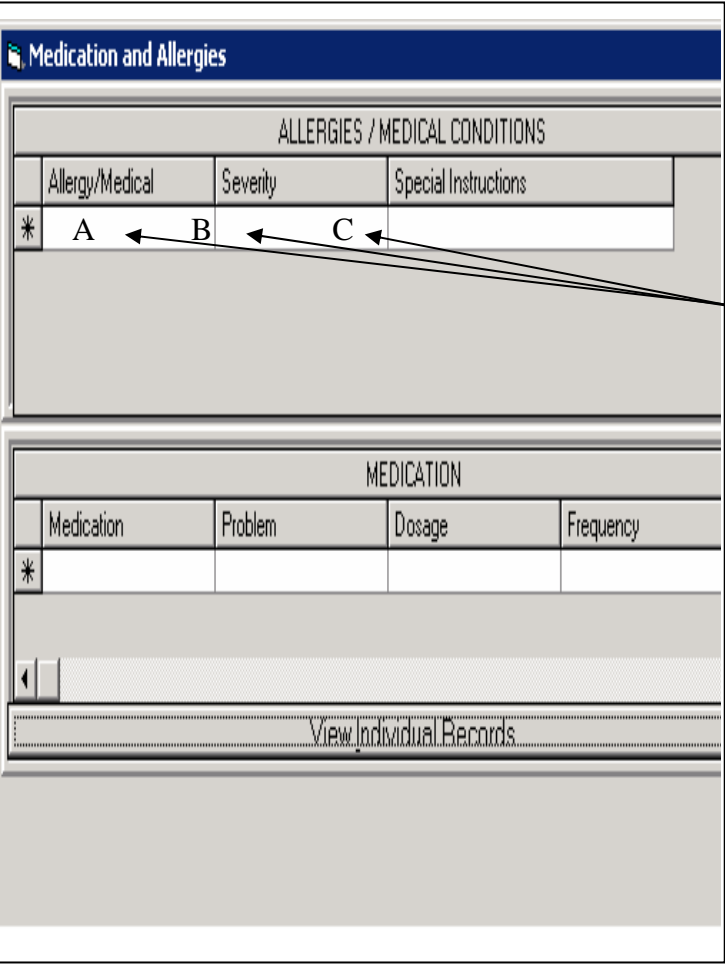
Steps	Screen Displayed	Procedures
5		<p>Vaccination Records</p> <p>Vaccination records can be entered either by:</p> <ul style="list-style-type: none"> Entering them directly on the Basic Medical/Vaccination page <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Using the Quick Entry screen <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">Quick Entry</p> </div>
6		<p>To Enter Immunization Records on the Basic Medical/Immunization Page</p> <p>Vaccine Code</p> <ul style="list-style-type: none"> Click in Vaccine Code field Click on drop down arrow Select the appropriate code <p>Vaccine Dose</p> <ul style="list-style-type: none"> Click in Dose field Click on drop down arrow Select the appropriate dose <p>Vaccine Date</p> <ul style="list-style-type: none"> Click in Date field Type the date MM/DD/YYYY <p>OR</p> <p>Click on drop down arrow</p> <p>Select the appropriate date.</p> <p>Exemption Information (Use scroll bar to view this field)</p> <ul style="list-style-type: none"> Type Y for yes Type N for no

Genesis Student Medical and Immunization Records

Steps	Screen Displayed	Procedures																																																																																																																												
7	 <p>The screenshot shows the 'Medical' screen with a 'VACCINATIONS' table. The table has columns for Vaccine Code, Dose, and Date. The following table represents the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Vaccine Code</th> <th>Dose</th> <th>Date</th> </tr> </thead> <tbody> <tr><td>DT</td><td>3</td><td>8/1/1997</td></tr> <tr><td>TD</td><td>1</td><td>5/2/1995</td></tr> <tr><td>TD</td><td>2</td><td>8/2/1996</td></tr> <tr><td>TD</td><td>3</td><td>8/1/1997</td></tr> <tr><td>TD</td><td>4</td><td>8/17/1998</td></tr> <tr><td>POLIO</td><td>1</td><td>5/2/1995</td></tr> <tr><td>POLIO</td><td>2</td><td>8/2/1996</td></tr> <tr><td>POLIO</td><td>3</td><td>8/1/1997</td></tr> <tr><td>POLIO</td><td>4</td><td>8/17/1998</td></tr> </tbody> </table>	Vaccine Code	Dose	Date	DT	3	8/1/1997	TD	1	5/2/1995	TD	2	8/2/1996	TD	3	8/1/1997	TD	4	8/17/1998	POLIO	1	5/2/1995	POLIO	2	8/2/1996	POLIO	3	8/1/1997	POLIO	4	8/17/1998	<p><u>To Enter Immunization Records Using Quick Entry</u></p> <ul style="list-style-type: none"> Click the Quick Entry button 																																																																																														
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8	 <p>The screenshot shows the 'Quick Entry / Vaccination Dates' screen. It features a grid of entry fields for various vaccines. The following table represents the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Vaccine</th> <th>Dose</th> <th>Date</th> <th>Exempt</th> </tr> </thead> <tbody> <tr><td rowspan="5">DTP (1-5 Doses) / Code 'A'</td><td>1</td><td>05/02/1995</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>08/02/1996</td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td>08/01/1997</td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td>08/13/1998</td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="5">DT (5 Doses) / Code 'B'</td><td>1</td><td>05/02/1995</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>08/02/1996</td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td>08/01/1997</td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="4">TD (1-4 Doses) / Code 'C'</td><td>1</td><td>05/02/1995</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>08/02/1996</td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td>08/01/1997</td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td>08/17/1998</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="4">POLIO (3-4 Doses) / Code 'D'</td><td>1</td><td>05/02/1995</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>08/02/1996</td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td>08/01/1997</td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td>08/17/1998</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="4">HIB (1-4 Doses) / Code 'E'</td><td>1</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="2">MMR (2 Doses) / Code 'F'</td><td>1</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="2">MEASLES (2 Doses) / Code 'G'</td><td>1</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="2">MUMPS (1 Dose) / Code 'H'</td><td>1</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="2">RUBELLA (1-2 Doses) / Code 'I'</td><td>1</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="2">VARICELLA (VZV) (1-2 Doses) / Code 'K'</td><td>1</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td>//</td><td><input type="checkbox"/></td></tr> <tr><td rowspan="3">HEPATITIS B (3 Doses) / Code 'J'</td><td>1</td><td>//</td><td><input type="checkbox"/></td></tr> 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type="checkbox"/>	4	08/17/1998	<input type="checkbox"/>	HIB (1-4 Doses) / Code 'E'	1	//	<input type="checkbox"/>	2	//	<input type="checkbox"/>	3	//	<input type="checkbox"/>	4	//	<input type="checkbox"/>	MMR (2 Doses) / Code 'F'	1	//	<input type="checkbox"/>	2	//	<input type="checkbox"/>	MEASLES (2 Doses) / Code 'G'	1	//	<input type="checkbox"/>	2	//	<input type="checkbox"/>	MUMPS (1 Dose) / Code 'H'	1	//	<input type="checkbox"/>	2	//	<input type="checkbox"/>	RUBELLA (1-2 Doses) / Code 'I'	1	//	<input type="checkbox"/>	2	//	<input type="checkbox"/>	VARICELLA (VZV) (1-2 Doses) / Code 'K'	1	//	<input type="checkbox"/>	2	//	<input type="checkbox"/>	HEPATITIS B (3 Doses) / Code 'J'	1	//	<input type="checkbox"/>	2	//	<input type="checkbox"/>	3	//	<input type="checkbox"/>	VARICELLA (VZV) Year / Code 'L'	1	//	<input type="checkbox"/>	<p>The Quick Entry screen is displayed.</p> <p>Move the cursor to the appropriate field to enter a dosage date by using either the mouse or Tab key.</p> <ul style="list-style-type: none"> Type the dosage date Month/Day/Year (MMDDYYYY) Press Tab or Enter <p>The cursor will move to the next field.</p> <p>Continue entering dosage dates until all information has been completed.</p> <ul style="list-style-type: none"> Click the Update button to save all entries. Click Quit to return to the student's medical information
Vaccine	Dose	Date	Exempt																																																																																																																											
DTP (1-5 Doses) / Code 'A'	1	05/02/1995	<input type="checkbox"/>																																																																																																																											
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POLIO (3-4 Doses) / Code 'D'	1	05/02/1995	<input type="checkbox"/>																																																																																																																											
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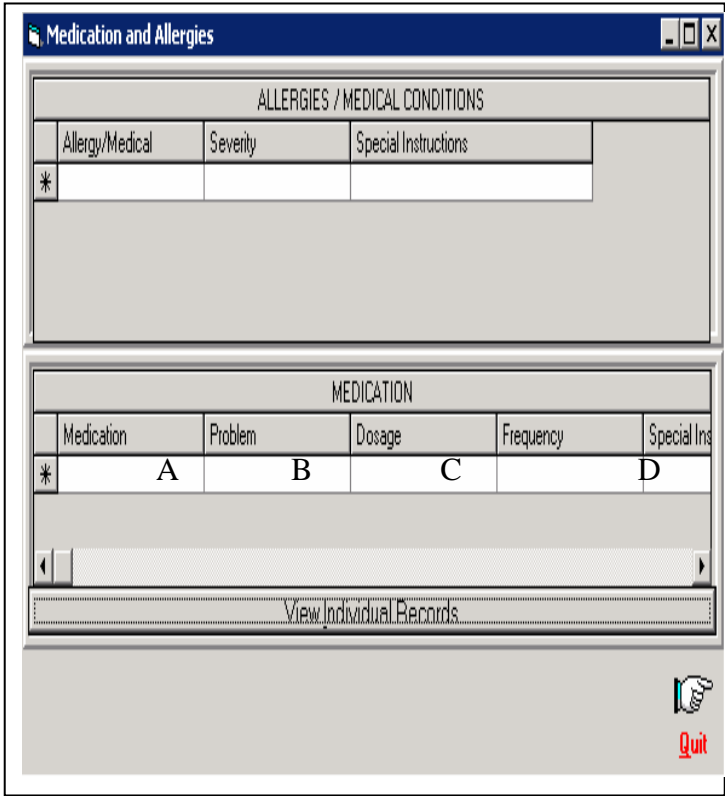
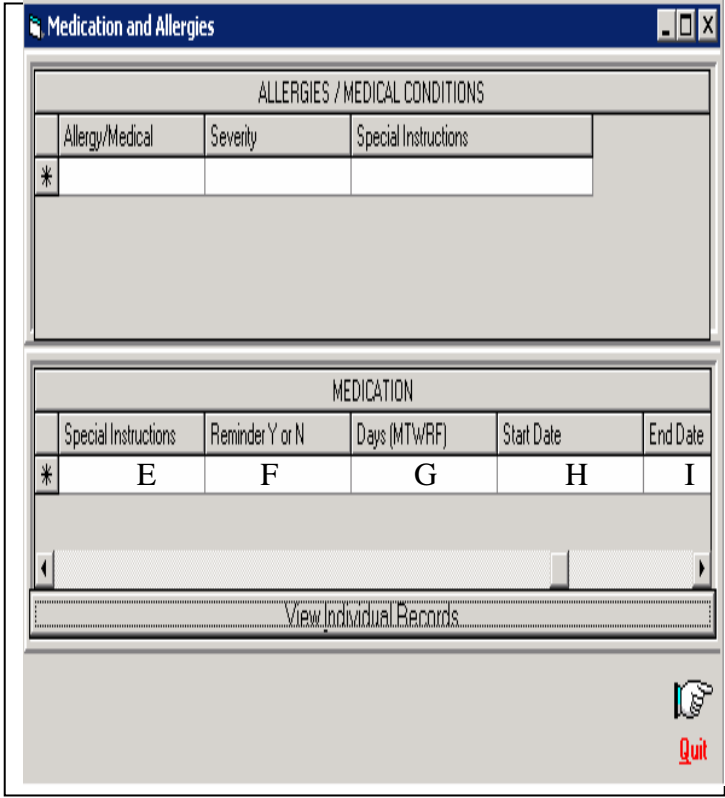
Genesis

Student Medical and Immunization Records

Steps	Screen Displayed	Procedures
9		<p>Allergies/ Medical Conditions</p> <p><u>To Enter Allergy and Medical Condition Information</u></p> <p>Click the Medication/Allergies button</p>
10		<p>The Medication and Allergies page is displayed. The page have two sections:</p> <ul style="list-style-type: none"> • Allergies/Medical Conditions are displayed in the top portion • Medications are displayed in the lower portion <p><u>To Enter Allergies/Medical Conditions</u></p> <p>There are three fields to complete for each allergy or medical condition:</p> <p>A - Allergy/Medical</p> <ul style="list-style-type: none"> • Click in Allergies/Medical field • Click on drop down arrow • Select the appropriate code <p>B - Severity</p> <ul style="list-style-type: none"> • Click in Severity field • Click on drop down arrow • Select the appropriate code <p>C - Special Instructions</p> <ul style="list-style-type: none"> • Type any special instructions that may be appropriate

Genesis

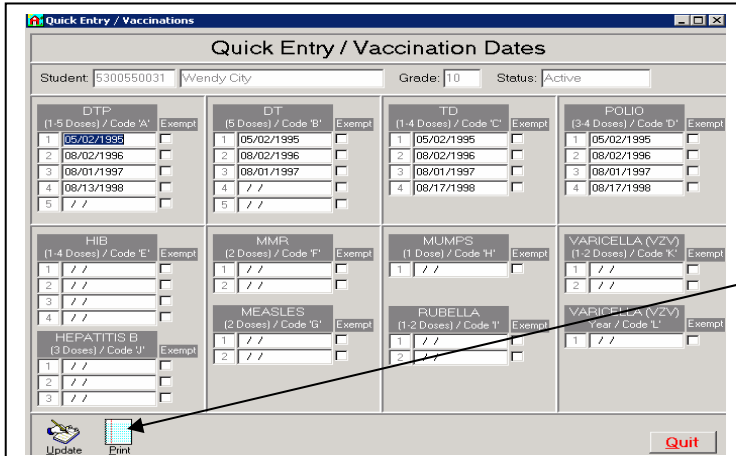
Student Medical and Immunization Records

Steps	Screen Displayed	Procedures
11	 	<p><u>To Enter Medications</u></p> <p>The lower portion of the Medication/Allergies page is used to enter information concerning medications.</p> <p>A - Medication</p> <ul style="list-style-type: none"> • Click in Medication field • Type the name of the medication <p>B - Problem</p> <ul style="list-style-type: none"> • Click in Problem field • Type the medical problem <p>C - Dosage</p> <ul style="list-style-type: none"> • Click in Dosage field • Click the drop down arrow • Select the appropriate code <p>D - Frequency</p> <ul style="list-style-type: none"> • Click in Frequency field • Click the drop down arrow • Select the appropriate code <p>E - Special Instructions</p> <ul style="list-style-type: none"> • Click in Special Instruction field • Type any Special Instructions <p>F – Reminder Y or N</p> <ul style="list-style-type: none"> • Click in Reminder field • Type Y for yes • Type N for no <p>G - Days (MTWRF)</p> <ul style="list-style-type: none"> • Click in Days field • Type the abbreviation for days <p>H - Start Date</p> <ul style="list-style-type: none"> • Click in Start Date field • Click the drop down arrow • Select date from Calendar <p>I - End Date</p> <ul style="list-style-type: none"> • Click in End Date field • Click the drop down arrow • Select date from Calendar

Genesis Student Medical and Immunization Records

Steps	Screen Displayed	Procedures
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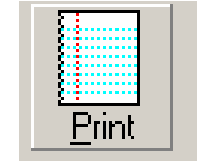
12



A vaccination report can be printed for an individual student in two ways.

From the Quick Entry Screen

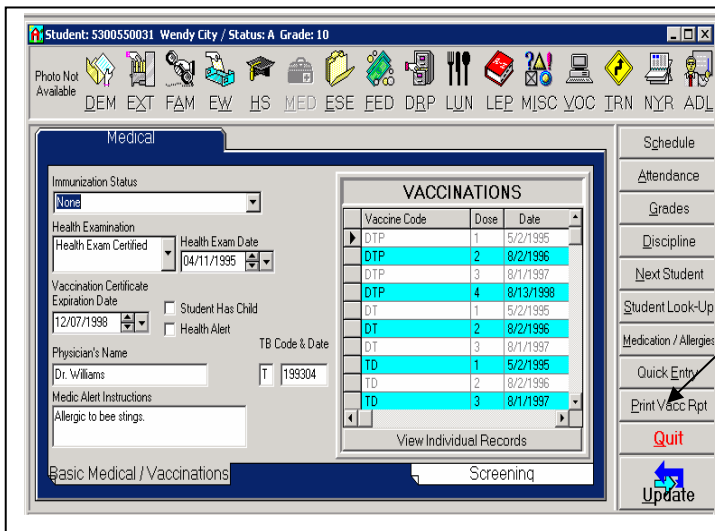
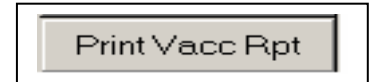
Click on the **Print** icon at the bottom of the screen



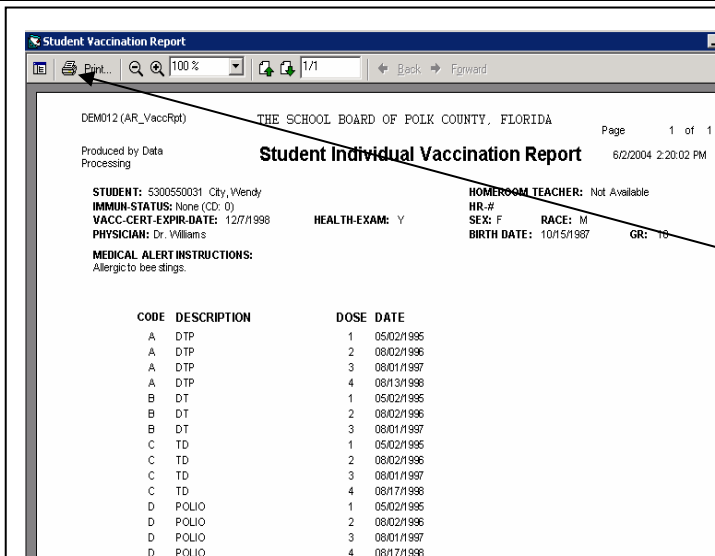
OR

From the Medical/Vaccination Page

Click the **Print Vacc RPT** button



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The Student **Individual Vaccination Report** is displayed.

To print the report on your local printer:

Click on the **Print** icon



To close the report and continue using Genesis:

Click the **X** in the top right corner of the report screen