



SynergyTM

Student Information System

Synergy SISTM

HealthVUE Administrator & User Guide



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This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
December 2012	1	1	1	Initial release of this document

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: OVERVIEW & SET UP

In this chapter, the following topics are covered:

- ▶ [Overview of HealthVUE](#)
- ▶ [Setting Up HealthVUE Users](#)
- ▶ [Logging into HealthVUE](#)

OVERVIEW OF HEALTHVUE

This guide illustrates how to setup and use HealthVUE mobile application for the iPad. The HealthVUE application is available as a free download via the iTunes app store

HealthVUE helps school nurses and health staff access and manage student health data from anywhere using their iPad. Mobile, real-time access to your school's student information system allows you to record medical assessments and treatment administered in the nurse's log, record accident details, view student's scheduled medications, health conditions, emergency contacts, and more from your iPad. It is especially useful when mobility is required, such as when administering vision, auditory, and scoliosis exams to groups of students.

Please keep in mind, only school districts using the Synergy student information system version 6.5.1 and higher can support the TeacherVUE Mobile application. The school district system administrator must grant users access to HealthVUE in order to access student health records.

HealthVUE users will need wireless or 3G Internet connection through their iPad. The HealthVUE Mobile iPad app uses same user login as web-based Synergy SIS. Please contact your School District's Administration office to verify the version of Synergy SIS the district is using, your login information, and the district URL.

SETTING UP HEALTHVUE USERS

1. In Synergy SIS, navigate to **Synergy SIS > System > User**. The **User** screen displays.

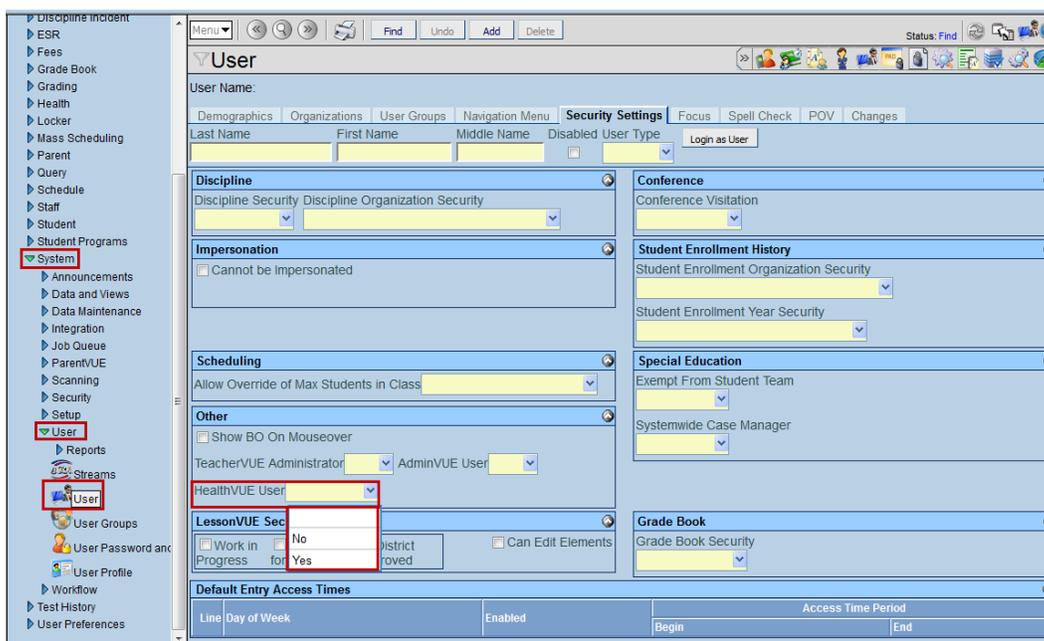


Figure 1.1 – User screen

2. Find or scroll to the user you would like to have access to HealthVUE.
3. In the **HealthVUE User** field, select **Yes**.

4. Click **Save**.
5. Repeat steps 2 through 4 for every user who should have access to HealthVUE.
6. Download HealthVUE. [Click Here to Download the TeacherVUE iPad app.](#)
7. Follow the instructions provided during the download to install the app on your iPad.

LOGGING INTO HEALTHVUE

1. Launch the HealthVUE app on your iPad. The **HealthVUE Login** screen displays.

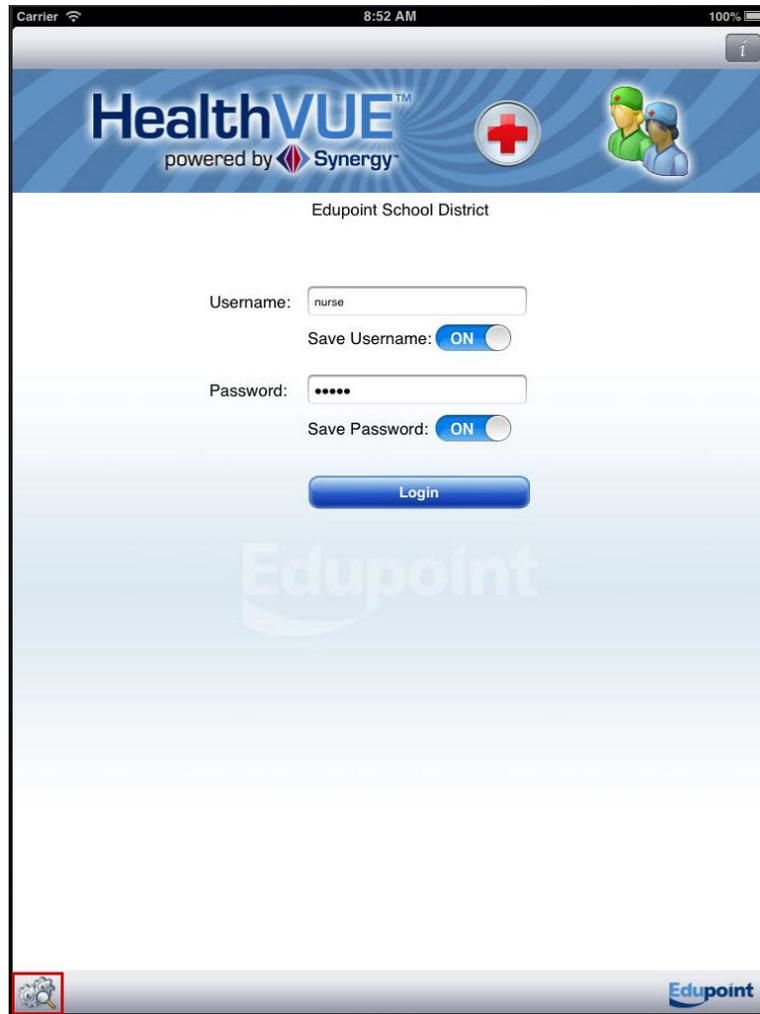


Figure 1.2 – HealthVUE Login screen – Settings icon

2. Click on the settings icon. The **Settings** screen opens.



Figure 1.3 – Setting screen

3. In the **District URL** field, enter the URL you were given by your district.
4. Click **Test**. A confirmation message displays if a connection is successfully established.
5. Close the **Settings** screen. You are returned to the **Login** screen.



Figure 1.4 – Login screen

6. In the **Username** field, enter your Synergy SIS user name.
7. In the **Password** field, enter your Synergy SIS password.



Tip: Set the **Save Username** and **Save Password** options to **Yes** to skip this step the next time you launch the HealthVUE app.

8. Click **Login**. The **Medication Tasks** screen displays as the main screen. This is a default setting. You can change the main screen in [Preferences](#).

Chapter Two: SCHEDULED TASKS

In this chapter, the following topics are covered:

- ▶ [Administering Scheduled Medication](#)
- ▶ [Performing a Scheduled Procedure](#)

ADMINISTERING SCHEDULED MEDICATION

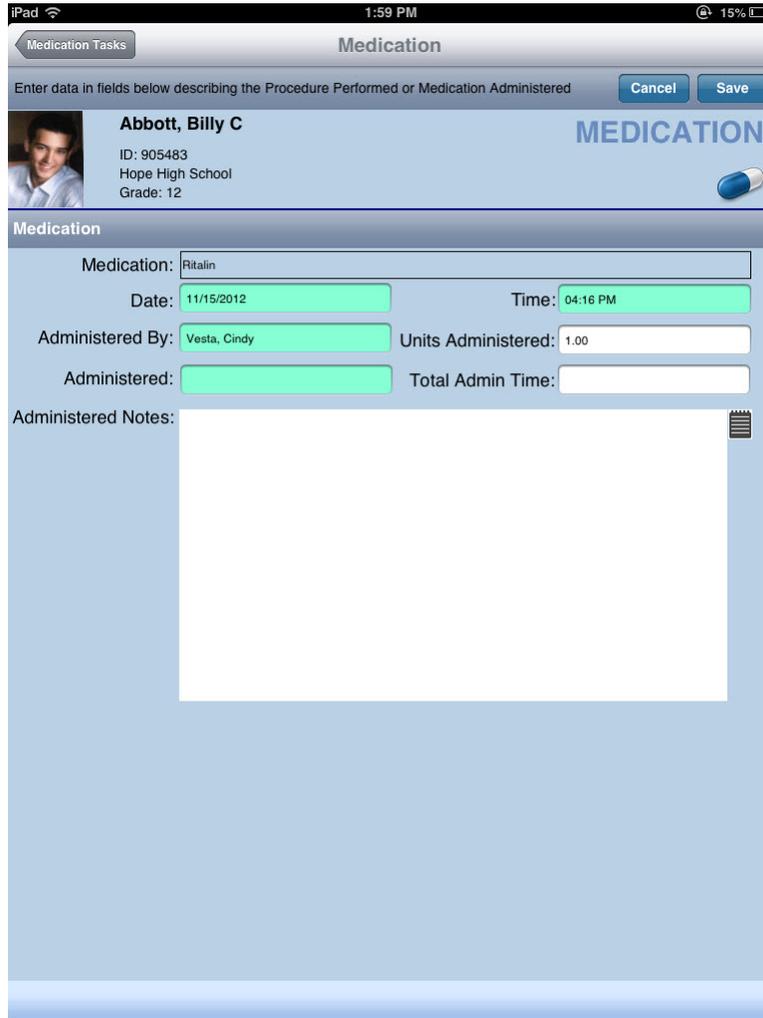
The **Medication Tasks** screen is the default Main screen and it lists all of scheduled medications. It is a “to-do” list for the nursing staff at the school. The tasks in yellow are recently completed tasks. Tasks in white are upcoming tasks. The **Medication Tasks** screen is also available under the **General** group on the **Main Menu**.



Figure 2.1 – Medication Tasks screen

Recording medication administered to a student

1. Select a **Medication Task** from the list. The **Medication** screen appears.



The screenshot shows the 'Medication' screen on an iPad. At the top, there's a status bar with 'iPad', signal strength, '1:59 PM', and '15%' battery. Below that is a navigation bar with 'Medication Tasks' and 'Medication'. A subtitle reads 'Enter data in fields below describing the Procedure Performed or Medication Administered' with 'Cancel' and 'Save' buttons. The student's profile is shown: 'Abbott, Billy C', ID: 905483, Hope High School, Grade: 12. A 'MEDICATION' header with a pill icon is on the right. The form fields are: Medication: Ritalin; Date: 11/15/2012; Time: 04:16 PM; Administered By: Vesta, Cindy; Units Administered: 1.00; Administered: (empty); Total Admin Time: (empty). A large text area for 'Administered Notes' is at the bottom.

Figure 2.2 – Medication screen

2. Enter the details regarding the medication administered in the white fields.
3. Click **Save**.

PERFORMING A SCHEDULED PROCEDURE

The **Medication Tasks** screen also displays all medical procedures, such as insulin tests or bandage changes, a student may require on a regular basis.



Figure 2.3 – Medication Tasks screen - Procedure

Recording a scheduled procedure performed

1. Select a **Procedure Task** from the list. The **Medication** screen appears.

The screenshot shows the 'Medication' screen on an iPad. At the top, there's a status bar with 'iPad', signal strength, '1:59 PM', and '15%' battery. Below that is a navigation bar with 'Medication Tasks' and 'Medication'. A subtitle reads 'Enter data in fields below describing the Procedure Performed or Medication Administered' with 'Cancel' and 'Save' buttons. The patient information section shows a photo of a young man, 'Abbott, Billy C', with ID: 905483, Hope High School, and Grade: 12. A blue pill icon is next to the name. The 'Medication' section has a dropdown menu set to 'Ritalin'. Below that are fields for 'Date: 11/15/2012', 'Time: 04:16 PM', 'Administered By: Vesta, Cindy', 'Units Administered: 1.00', 'Administered:' (with a pill icon), and 'Total Admin Time:'. At the bottom is a large 'Administered Notes:' text area with a list icon on the right.

Figure 2.4 – Medication screen

2. Enter the details regarding the procedure administered in the white fields.
3. Click **Save**.

Chapter Three: NURSE AND HEALTH RECORDS

In this chapter, the following topics are covered:

- ▶ [Searching for Students](#)
- ▶ [Viewing Emergency Contacts](#)
- ▶ [Using the Nurse Log](#)
- ▶ [Using the Student Daily Log](#)
- ▶ [Using the Health Log Other](#)
- ▶ [Viewing Health Conditions](#)
- ▶ [Viewing and Adding Medications](#)
- ▶ [Viewing and Adding Private Comments](#)
- ▶ [Viewing Student Immunizations](#)

SEARCHING FOR STUDENTS

The Search feature is available on all screens that contain student data.

1. On a student data related screen (such as Emergency Contact or Nurse Log), click the **Search** button. The **Search Students** screen appears.
2. Search for a student using their **Last Name**, **First Name**, **Student ID Number**, and / or **Section ID**. Students can also be located using Bar Code Search Scan. The results display under the **Search Results** heading.
3. Select the student by touching their name on the list.



Note: Sliding your finger across the student's name in the **Last Searched Students** list (same as on the iPhone) displays the **Delete** button, allowing you to remove the student from the list.

In addition, the Last Searched Students displays the last student you searched for in the school in focus.

The screenshot shows the 'Search Students' interface. At the top, there are status bars for carrier, time (11:21 AM), and battery (100%). The title bar says 'Search Students' with a 'Cancel' button. Below are four search input fields: 'First Name', 'Last Name', 'ID', and 'Section ID'. There are 'Clear' and 'Search' buttons between the first two fields, and a 'Go' button below the 'Section ID' field. A 'Select All' button is in the top right of the 'Search Result:' section. The 'Last Searched Students:' section has a 'Clear' button and lists one student: 'Abbott, Billy C' with 'ID: 123456 Grade: 12' and 'Hope High School'.

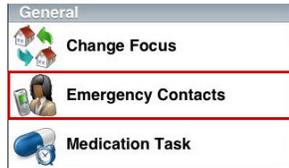
Figure 3.1 – Search Students screen

The application will always remember last searched students. You can choose from last searched students on any screen.

VIEWING EMERGENCY CONTACTS

The **Emergency Contacts** screen displays the following information the student’s contact information, the student’s primary physician and their contact information, all primary emergency contacts, as well as additional contacts. **Emergency Contacts** are available under the **General** group on the **Main Menu**.

The **Emergency Contacts** screen is read-only. You cannot edit or add information to this screen using the HealthVUE app. Any changes must be made on the **Student** screen in Synergy SIS. You can search for students by clicking the **Search** button. For more information on using the search feature, please see Searching for Students.



A screenshot of the 'Emergency Contact' screen for a student named Billy C. Abbott. The screen is titled 'Student Info' and includes a 'Search' button. It displays the student's name, ID (905483), school (Hope High School), and grade (12). Below this is a section for 'Student Information' with fields for Student Name, Last Name Goes by, Home Language, Home Address, Perm ID, Nick Name, Birth Date, Home Room Teacher, Home Room, Mail Address, Gender, Grade, Email, and Counselor Name. The next section is 'Physician Information' showing the name 'Mesa Peds' and phone number '949-555-0831'. This is followed by a 'Phone Numbers' table listing various contacts. The final section is 'Emergency Contacts' with a table listing contacts like Loretta Jones and Darryl King.

Relationship	Name	Phone	Phone Type	Comment
Self	Abbott, Billy C.	480-888-4583	Cell	
Doctor	Mesa Peds	949-555-0831 (222)	Office	
Self	Abbott, Billy C.	480-555-1214	Home	
Self	Abbott, Billy C.	602-999-9292	Pager	
Mother	Aaron, Kathleen	480-555-1214	Home	Has Custody, Lives With
		480-555-3456	Cell	
Father	Aaron, Phillip	602-333-4874	Work	Has Custody, Lives With

Name	Relationship	Home		Work		Other		
		Phone	Extn	Phone	Extn	Type	Phone	Extn
Loretta Jones	Relative	480-555-1545						
Darryl King	Friend	480-555-1962						

Figure 3.2 – Emergency Contact screen

USING THE NURSE LOG

The **Nurse Log** screen is where records of all visits to the nurse's office, as well as any accidents or other health-related incidents are detailed. The **Nurse Log** is available under the **Health** group on the **Main Menu**.

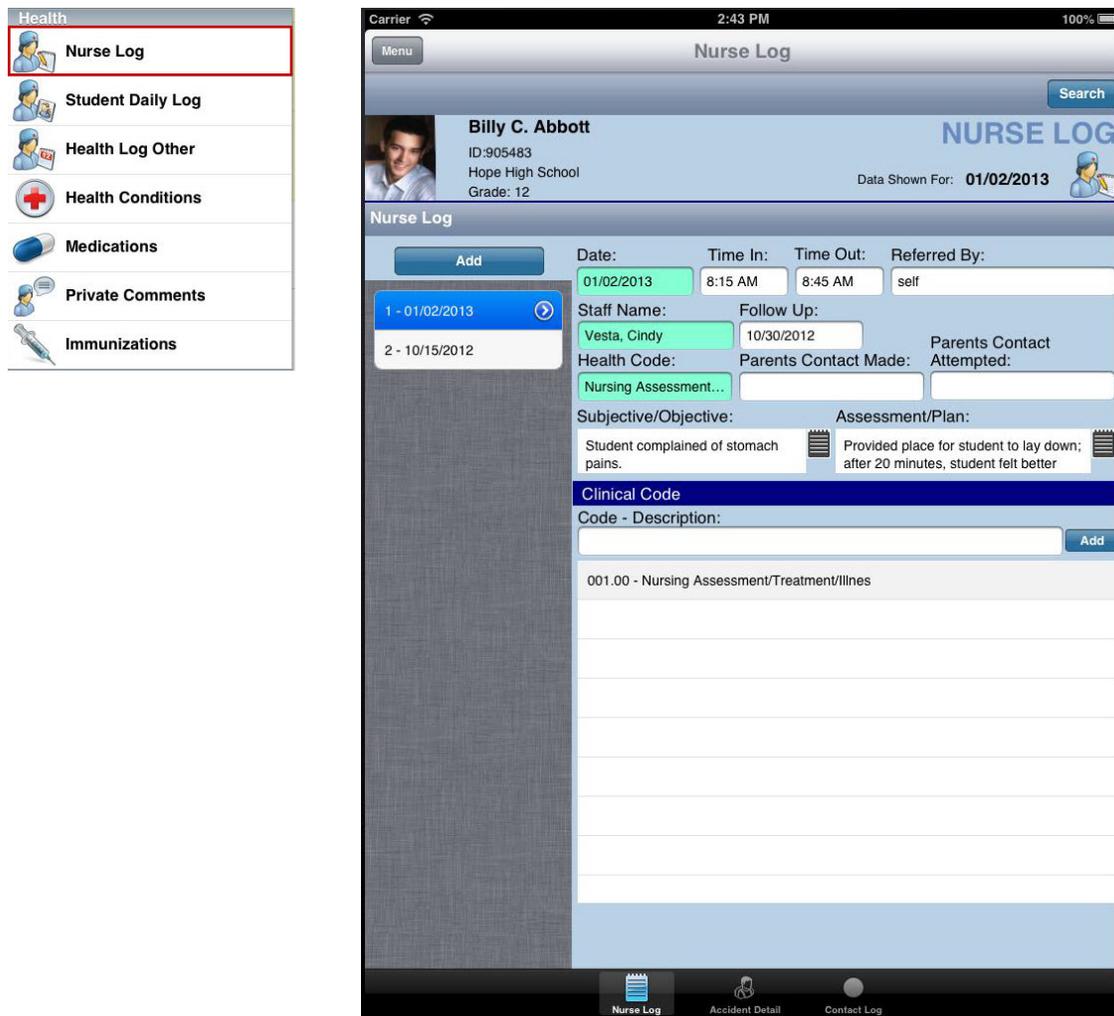


Figure 3.3 – Nurse Log screen

Viewing a record in the Nurse Log

- Click on a record date. The screen is populated with data from the record for that date.

Adding a record in the Nurse Log

1. Click the **Add** button. A new record opens.
2. Enter the relevant information in the fields.
3. Click **Save**. The record date is added to the column on the left of the screen.

Viewing a logged accident for the selected record

The screenshot shows the 'Accident Log' screen on an iPad. At the top, it displays the user's name 'Billy C. Abbott', ID '905483', school 'Hope High School', and grade '12'. The date shown is '10/15/2012'. Below this, there are several form fields for recording accident details: 'Accident Date', 'Time', 'Initial Care Given/By whom', 'Accident Location', 'End Date', 'Picked By', 'Taken Where After Accident (Specify Home, Hospital etc)', 'Time Taken', 'Reason Injured Person was on the Premises (lunch, P.E. etc)', 'Witness', 'Follow Up', and 'Preventive Measures Taken'. There are also checkboxes for 'Medical Care Recommended' (set to YES) and 'Student Covered By School Accident Insurance' (set to YES). The Edupoint logo is visible in the background.

Figure 3.4 – Accident Log screen

1. Click the **Accident Detail** button at the bottom of the screen.
2. Click on a record date. The screen is populated with the accident details.

Logging an accident

1. Enter the relevant information in the fields on the **Accident Detail** screen.
2. Click **Save**. The accident detail is added to the record.

Viewing a record of contact made regarding student health

Billy C. Abbott
ID: 905483
Hope High School
Grade: 12

CONTACT LOG
Data Shown For: 01/02/2013

Contact Log

Add

Date: 11/01/2012 Time: 9:35 AM Contact Type: Person Contacted: Aaron

Contacted By: Cindy Vesta Outcome:

Comment:

Phone Numbers (Click row to default person contacted)

Relationship	Name	Phone	Type	Comment
Self	Abbott, Billy C.	480-888-4583	Cell	
Doctor	Mesa Peds	949-555-0831 (222)	Office	
Self	Abbott, Billy C.	480-555-1214	Home	
Self	Abbott, Billy C.	602-999-9292	Pager	
Mother	Aaron, Kathleen	480-555-1214	Home	Has Custody, Lives With
		480-555-3456	Cell	
Father	Aaron, Phillip	602-333-4874	Work	Has Custody, Lives With
		480-555-1214	Home	
		480-555-6767	Cell	
Relative	Lauretta Jones	480-555-1545	Home	
Friend	Darryl King	480-555-1962	Home	

Nurse Log Accident Detail **Contact Log**

Figure 3.5 – Contact Log screen

1. Click the **Contact Log** button at the bottom of the screen.
2. Click on a record date. The screen is populated with the contact details.

Logging contact made regarding a health issue or incident

1. Click the **Add** button. A new contact log opens.
2. Enter the relevant information in the fields.
3. Click **Save**. The contact date is added to the column on the left of the screen.

USING THE STUDENT DAILY LOG

The **Student Daily Log** screen displays all the Nurse Logs for all students on a specific date. The **Student Daily Log** is available under the **Health** group on the **Main Menu**.

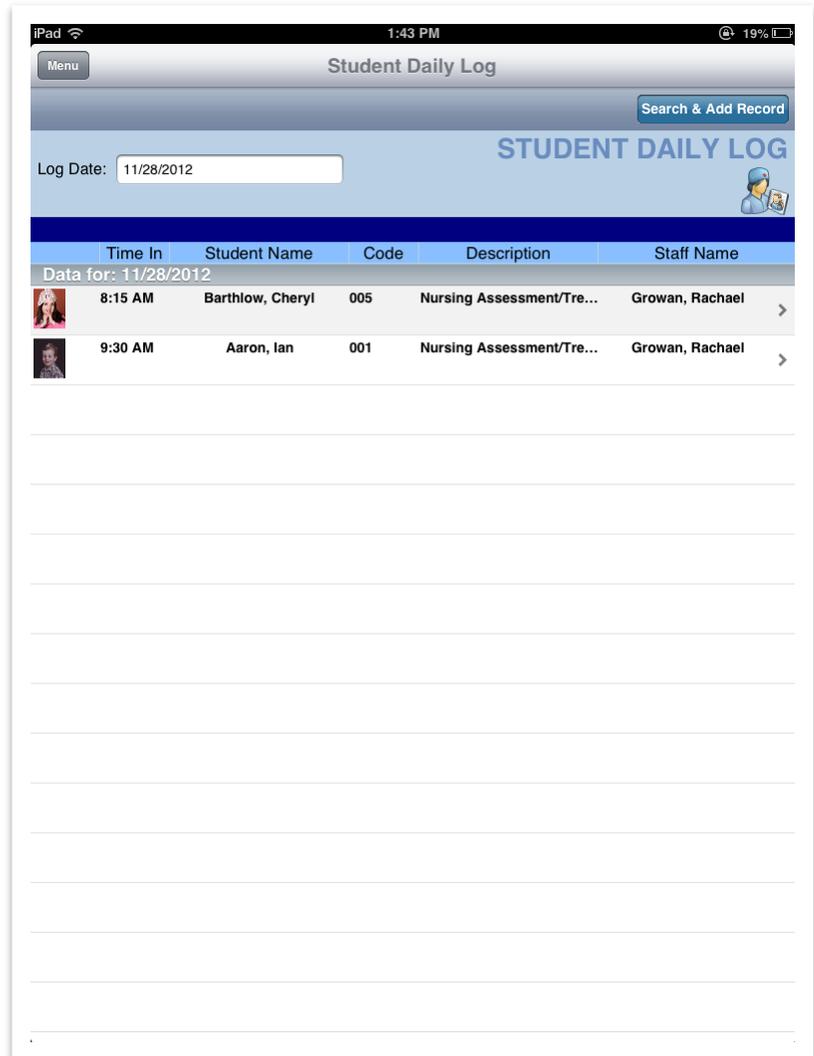


Figure 3.6 – Student Daily Log screen

Viewing a Student Daily Log record

- Select a record from the **Student Daily Log**. The **Nurse Log** for the selected record opens.

Adding a record using the Student Daily Log screen

1. Click the **Search & Add Record** button. The **Student Search** screen opens.
2. Search for a student using their **Last Name, First Name, Student ID Number**, and / or **Section ID**. Students can also be located using Bar Code Search Scan. The results display under the **Search Results** heading.
3. Select the student by touching their name on the list. The **Nurse Log** opens a new record for the selected student.
4. Enter the relevant information in the fields of the **Nurse Log**.
5. Click **Save**. The record is added to the system.

The screenshot shows the 'Health Log Other' screen on an iPad. The interface includes a 'Back To Health Log Other' button and a 'Delete' button. The form is divided into several sections:

- Header:** 'Health Log Other' title and 'Delete' button.
- Form Fields:**
 - Effective Date: 11/28/2012
 - Health Code: Parent Contact
 - Time In: 10:00 AM
 - Time Out: (empty)
 - Staff Name: Vesta, Cindy
 - Patient Name: John
 - Patient Description: (empty)
 - Subjective/Objective: (empty)
 - Assessment/Plan: (empty)
- Accident Details:**
 - Initial Care Given/By whom: (empty)
 - Taken Where After Accident (Specify Home, Hospital etc): (empty)
 - Taken By: (empty)
 - Reason Injured Person was on the Premises (lunch, P.E. etc): (empty)
 - Witness: (empty)
 - Time Taken: (empty)
 - Follow Up: (empty)
 - Preventive Measures Taken: (empty)
 - Medical Care Recommended: OFF (radio button)
- Clinical Codes:**
 - Code - Description: (empty)
 - (Select the code and add to list. To delete use touch-slide on a row and select delete)
 - Add button
 - 030.00 - Parent Contact

Figure 3.8 – Health Log Other screen

Adding a record using the Health Log Other screen

1. Click the **Add Record** button. The **Health Log Other** opens a new record.
2. Enter the relevant information in the fields of the **Health Log Other**.
3. Click **Save**. The record is added to the system.

VIEWING AND ADDING HEALTH CONDITIONS

The **Health Conditions** screen is where records of all a student's health conditions, such as diabetes and asthma, are detailed. **Health Conditions** is available under the **Health** group on the **Main Menu**.

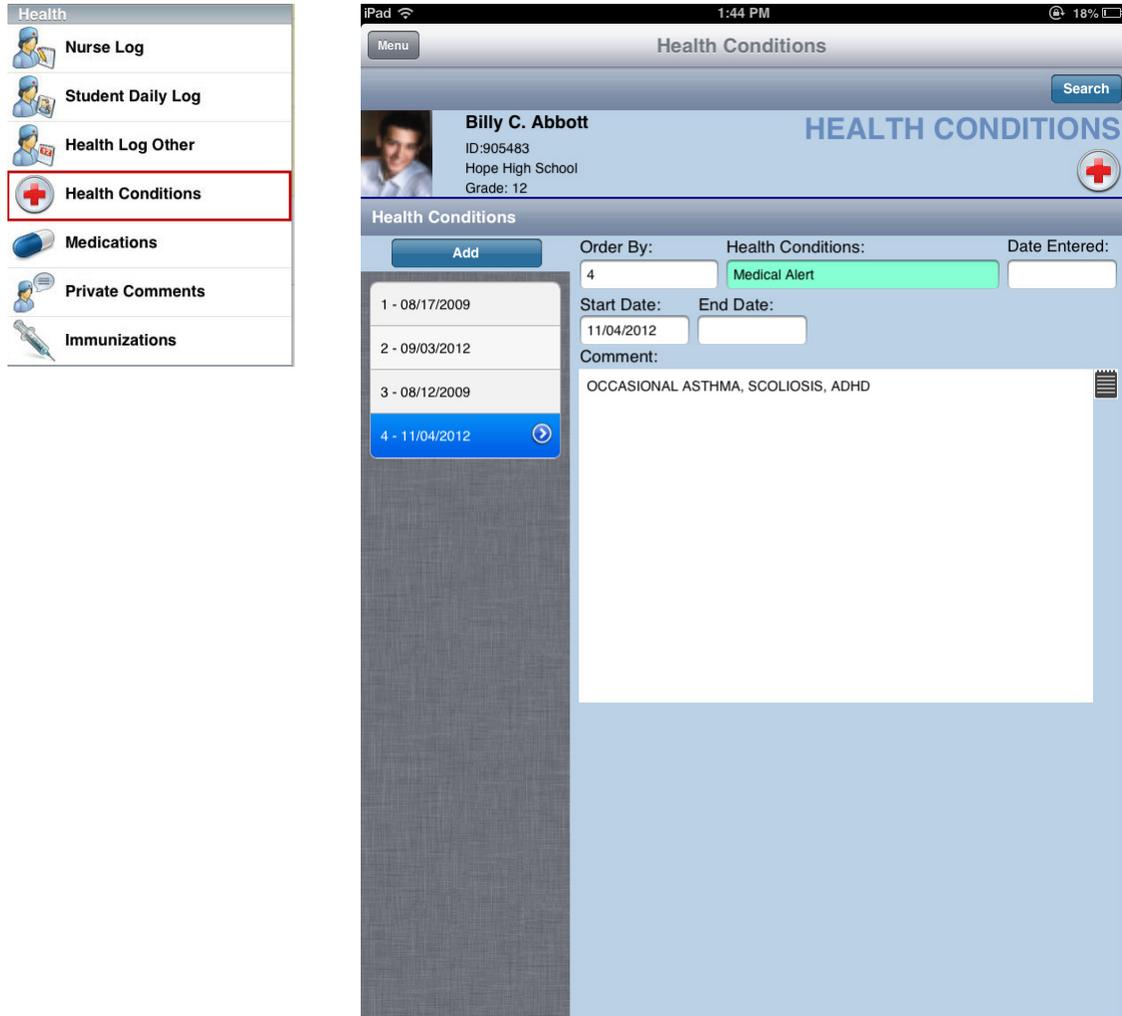


Figure 3.9 – Synergy SIS Navigation Tree

Viewing a health condition record

- Click on a record date on the left of the screen. The screen is populated with health condition data recorded on that date.

Adding a new health condition record

1. Click the **Add** button. A new record opens.
2. Enter the relevant information in the fields.
3. Click **Save**. The record date is added to the column on the left of the screen.

VIEWING AND ADDING MEDICATIONS

The **Medications** screen displays a list of all the current medications and procedures a student receives. The **Medication** screen is available under the **Health** group on the **Main Menu**.



Figure 3.10 – Medications screen

Viewing or editing a medication or procedure

1. Click on the medication or procedure from the list. The **Medication – Edit Record** or **Procedure – Edit Record** screen displays.

The screenshot shows the 'Medication - Edit Record' screen on an iPad. At the top, there is a 'Back To Medication' button and a 'Delete' button. The patient's name is 'Billy C. Abbott' with ID:905483, Hope High School, and Grade: 12. The medication is 'Insulin Test' with 99.00 remaining units. The start date is 09/05/2012. The dosage times are 8:30 AM (1.00 units) and 1:00 PM (1.00 units). The admin days are Monday, Tuesday, Wednesday, Thursday, and Friday, all set to 'ON'. The IEP is set to 'OFF'. The Edupoint logo is visible at the bottom.

Dosage 1		Dosage 2		Dosage 3		Dosage (e.g.50mg)	Days Between
Time	Units	Time	Units	Time	Units		
8:30 AM	1.00	1:00 PM	1.00				1

Admin Days:						
Monday	Tuesday	Wednesday	Thursday	Friday	IEP	
ON	ON	ON	ON	ON	OFF	

Figure 3.11 – Medication – Edit Record screen

2. Update any necessary information on the screen.
3. Click **Save**.

Adding a new medication

1. Click the **Add Medication** button on the **Medications** screen. The **Medication – Add New Record** screen opens.

Medication - Add New Record

Billy C. Abbott
 ID: 905483
 Hope High School
 Grade: 12

Medication (Record #New)

Medication: Remaining Units: Date Range: Start Date: 11/28/2012 End Date:

Dosage Times:

Dosage 1		Dosage 2		Dosage 3		Dosage (e.g. 50mg)	Days Between
Time	Units	Time	Units	Time	Units		
<input type="text"/>	<input type="text"/>						

Admin Days:

Monday	Tuesday	Wednesday	Thursday	Friday	IEP
<input checked="" type="radio"/> ON	<input type="radio"/> OFF				

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Figure 3.12 – Medication screen

2. Enter the relevant information in the fields.
3. Click **Save**. The new medication is added to the list on the **Medications** screen.

Adding a new procedure

1. Click the **Add Procedure** button on the **Medications** screen. The **Procedure – Add New Record** screen opens.

The screenshot shows the 'Procedure - Add New Record' screen on an iPad. At the top, there is a 'Back To Medication' button and the title 'Procedure - Add New Record'. Below this, a patient profile for Billy C. Abbott is shown, including his ID (905483), school (Hope High School), and grade (12). A 'PROCEDURE' header with a pill icon is on the right. The main form area is divided into sections: 'Procedure (Record #-1)' with a 'Procedure' text field and a 'Date Range' section containing 'Start Date' (11/28/2012) and 'End Date' fields. Below is the 'Procedure Times' section with columns for 'Time 1', 'Time 2', 'Time 3', and 'Days Between Procedure', each with an input field. The 'Procedure Days' section shows days of the week (Monday to Friday) with 'ON' radio buttons and an 'IEP' section with an 'OFF' radio button. The Edupoint logo is at the bottom.

Figure 3.13 – Procedure – Add New Record screen

2. Enter the relevant information in the fields.
3. Click **Save**. The new procedure is added to the list on the **Medications** screen.

VIEWING AND ADDING PRIVATE COMMENTS

The **Private Comments** screen displays a list of the nurse's or health staff member's private comments related to a specific student. The **Private Comments** screen is available under the **Health** group on the **Main Menu**.

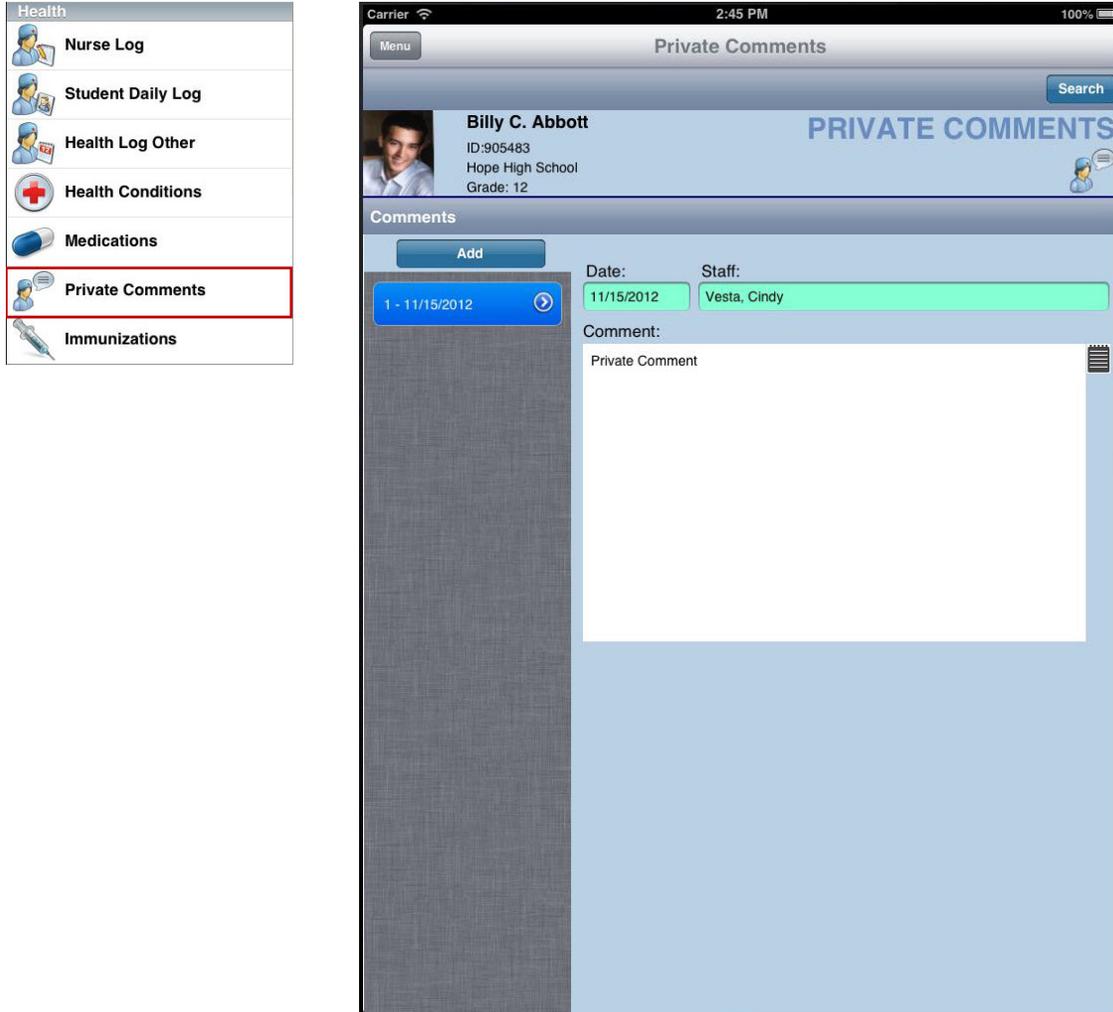


Figure 3.14 – Private Comments

Viewing a private comment

- Click on a record date on the left of the screen. The screen is populated with the private comment recorded on that date.

Adding a new private comment

1. Click the **Add** button. A new record opens.
2. Enter the private comment.
3. Click **Save**. The record date is added to the column on the left of the screen.

VIEWING STUDENT IMMUNIZATIONS

The **Immunizations** screen displays status of the student's immunizations. The light red color indicates immunizations that are not complete. **Immunizations** are available under the **Health** group on the **Main Menu**.

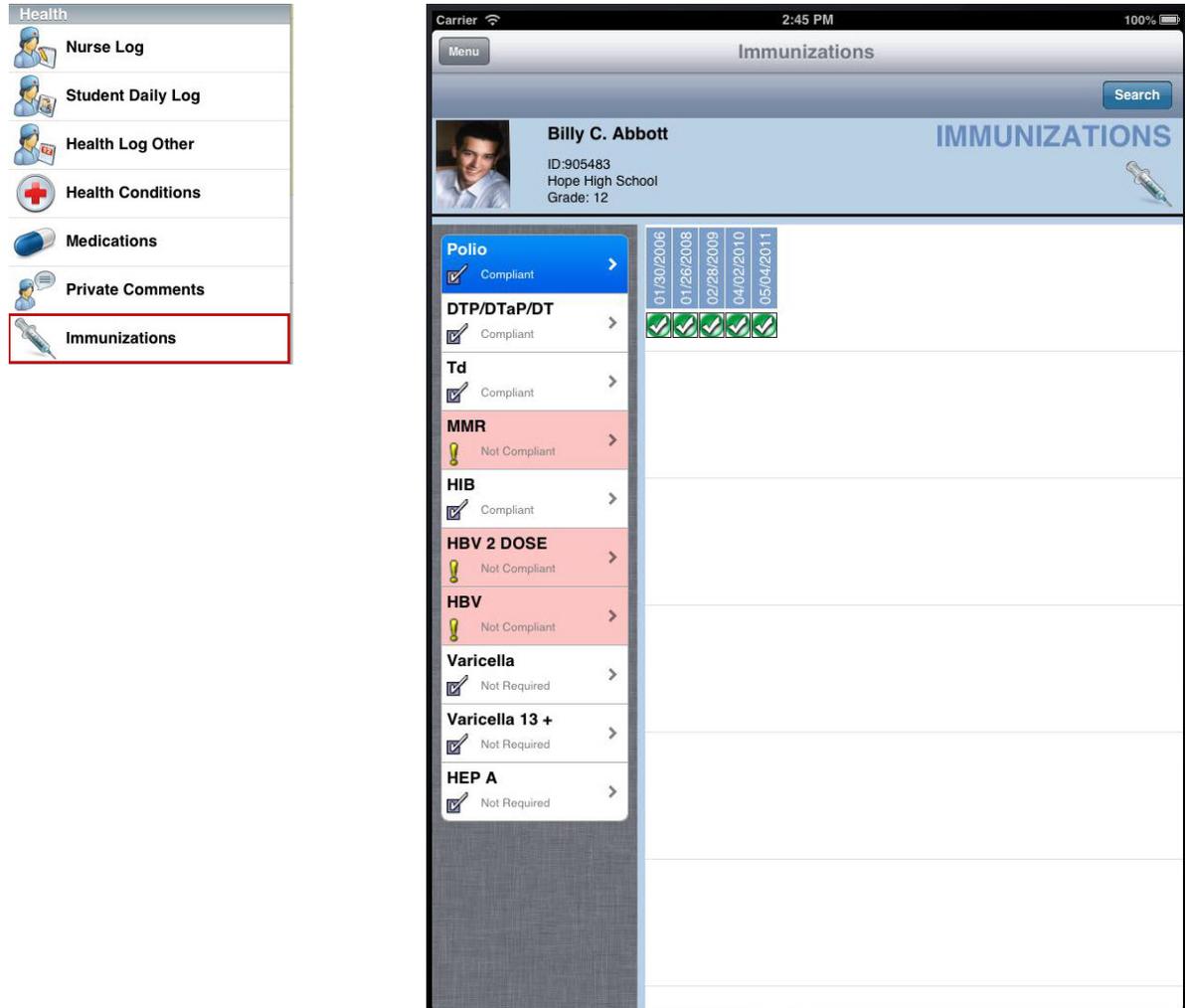


Figure 3.15 – Immunization screen

The **Immunization** screen is read-only. You cannot edit or add information to this screen using the HealthVUE app. Any changes must be made on the **Student** screen in Synergy SIS. You can search for students by clicking the **Search** button.

Chapter Four: HEALTH SCREENINGS

In this chapter, the following topics are covered:

- ▶ [Entering General Health Data](#)
- ▶ [Entering Tuberculosis Skin Test Data](#)
- ▶ [Administering a Vision Screening](#)
- ▶ [Administering Vision Screenings By Class](#)
- ▶ [Administering an Audio Screening](#)
- ▶ [Administering Audio Screenings By Class](#)
- ▶ [Entering Scoliosis Exam Results](#)
- ▶ [Entering Dental Exam Information](#)

ENTERING GENERAL HEALTH DATA

The **General Health** screen records general health information for the student, such as blood pressure, heart rate, height, and weight. The student's BMI is automatically calculated. The **Activity Screening** section displays information on health or drug screenings the student must take before they participate in an activity. The **General Health** is available under the **Health Screen** group on the **Main Menu**.

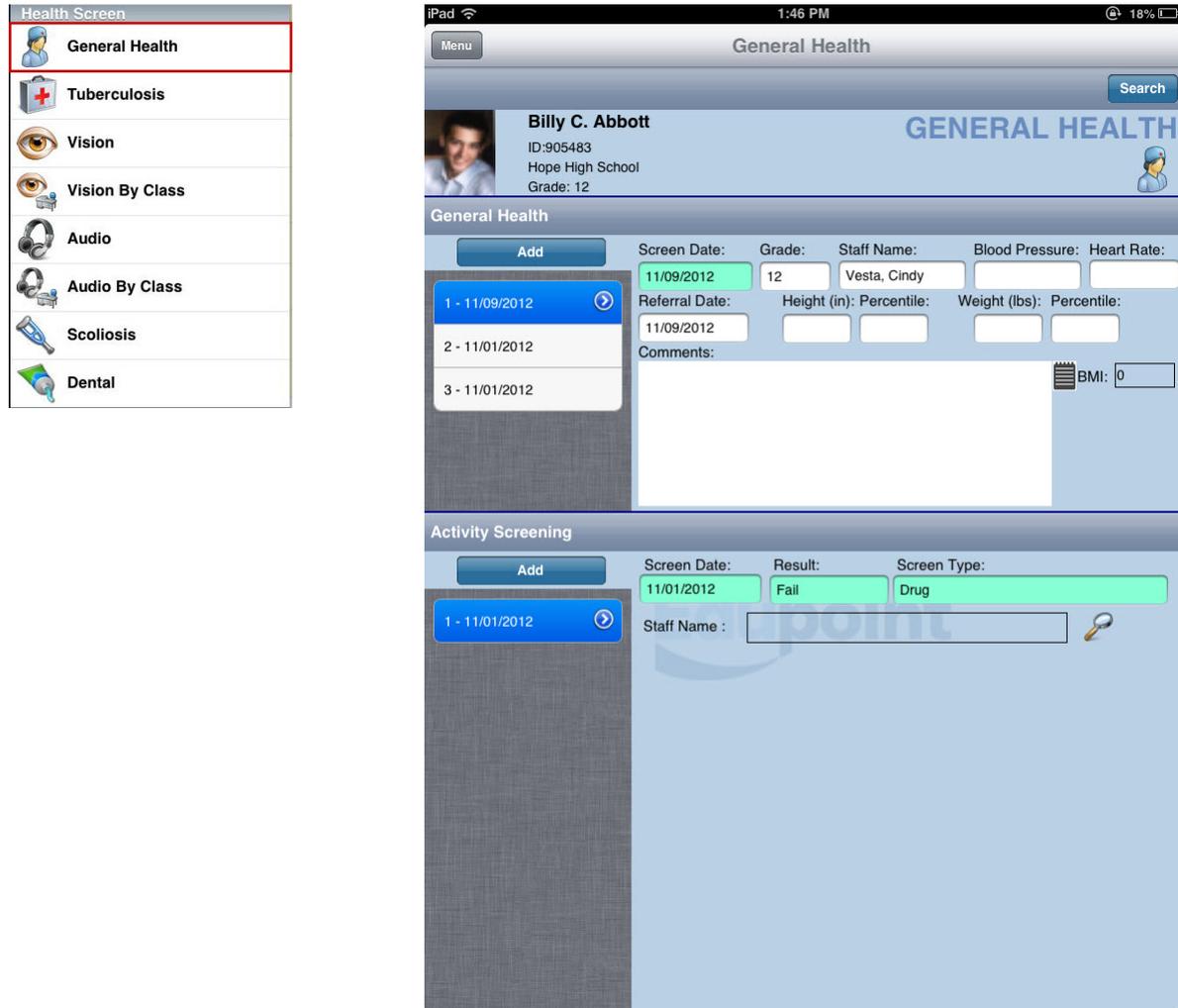


Figure 4.1 – General Health screen

Viewing a general health record

- Click on a record date on the left of the screen. The screen is populated with the general health recorded on that date.

Adding a new general health record

1. Click the **Add** button in the **General Health** section. A new record opens.
2. Enter the relevant information in the fields.
3. Click **Save**. The record date is added to the column on the left of the screen.

Viewing an activity screening record

- Click on a record date on the left of the screen. The screen is populated with the activity screening recorded on that date.

Adding a new activity screening record

1. Click the **Add** button in the **Activity Screening** section. A new record opens.
2. Enter the relevant information in the fields.
3. Click **Save**. The record date is added to the column on the left of the screen.

ENTERING TUBERCULOSIS SKIN TEST DATA

The **Tuberculosis** screen records the results of a student's tuberculosis skin test. It also records any chest x-rays or medications that may be required due to a positive test result. The **Tuberculosis** screen is available under the **Health Screen** group on the **Main Menu**.

The screenshot shows the 'Tuberculosis' screen on an iPad. The top status bar indicates 'iPad', signal strength, '1:46 PM', and '18%' battery. The screen title is 'Tuberculosis'. Below the title are 'Undo' and 'Save' buttons. A patient profile for Billy C. Abbott is shown, including ID: 905483, Hope High School, and Grade: 12. The 'Tuberculosis Skin Test' section contains two entries:

Type: (1)	Date Given 1:	Date Read1:	mm Induration 1:	Impression 1	Waiver:
PPD-Mantoux	07/29/2010	08/01/2010	0	Negative	
Type: (2)	Date Given 2:	Date Read 2:	mm Induration 2:	Impression 2	Waiver Date:
PPD-Mantoux	07/27/2012	08/01/2012	8	Positive	

The 'Tuberculosis Chest X-Ray' section shows 'Xray Film Date: 02/07/2013' and 'Xray Impression: Normal'. The 'Tuberculosis Medication' section includes fields for 'Medication Prescribed', 'Start Date: 11/20/2012', 'Medication', 'End Date: 02/20/2012', and a checkbox for 'Free from communicable Tuberculosis' which is checked with the text 'Yes, Person is free of communicable Tuberculosis'. The 'Edupoint' logo is visible at the bottom.

Figure 4.2 – Tuberculosis screen

Entering or updating the Tuberculosis record

1. Enter the relevant information in the fields.
2. Click **Save**. The updated information is saved to the system.

ADMINISTERING A VISION SCREENING

The **Vision** screen records the results of a student's vision exam, including if a student is referred to ophthalmologist. It also gives health staff the ability to administer both the Snellen Chart test and the Color Deficiency test right from the iPad. The **Vision** screen is available under the **Health Screen** group on the **Main Menu**.

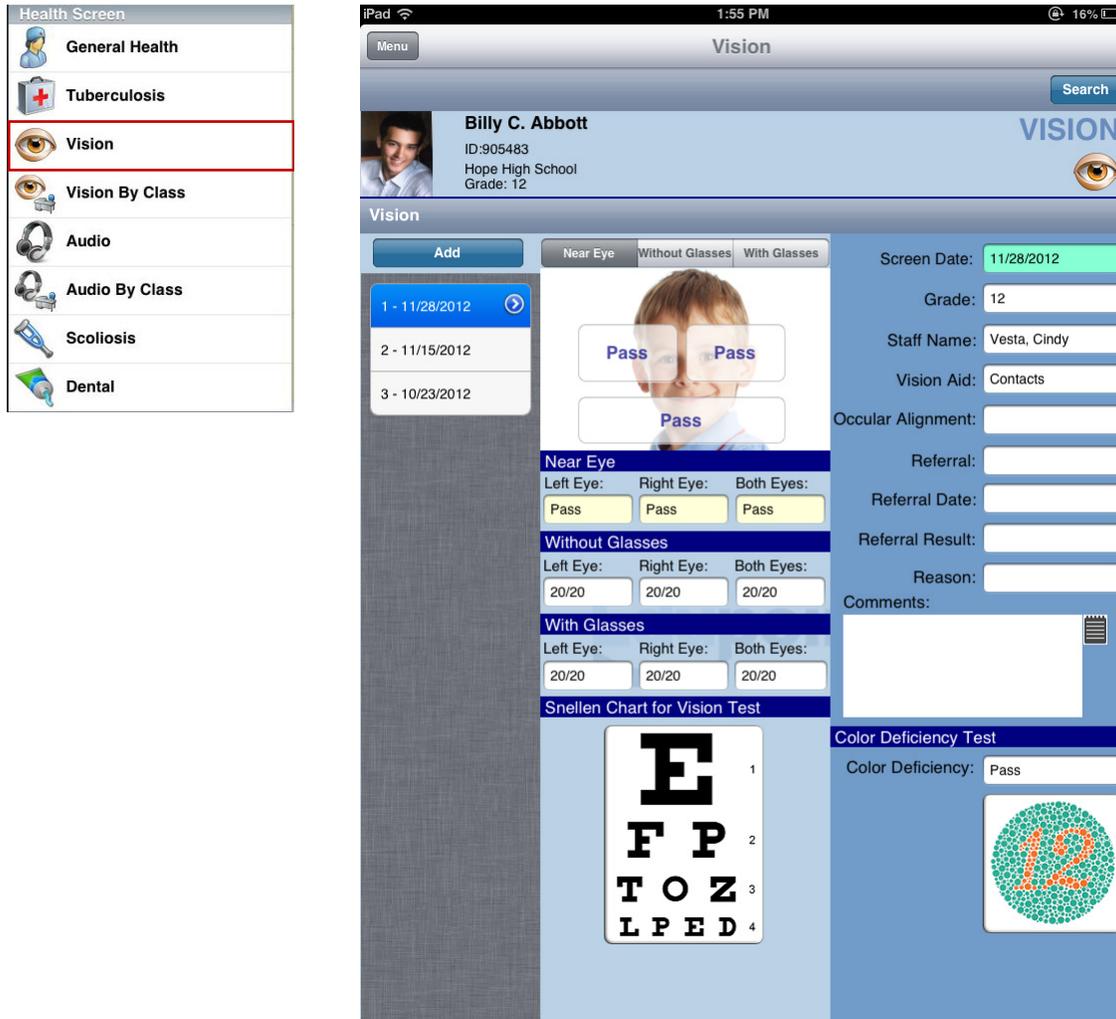


Figure 4.3 – Vision screen

Viewing a vision screening record

- Click on a record date on the left of the screen. The screen is populated with the vision screening data recorded on that date.

Adding a new vision screening record

1. Click the **Add** button. A new record opens.
2. Enter the relevant information in the fields.



Note: Touching the field on either eye, or below both eyes, toggles the values. The same value displays in the corresponding fields in the **Near Eye, With Glasses, and Without Glasses** sections.

3. Click **Save**. The record date is added to the column on the left of the screen.

Administering a Snellen Chart Test using the iPad

1. Click on the **Snellen Chart** on the **Vision** screen. The **Snellen Chart Help** screen appears.

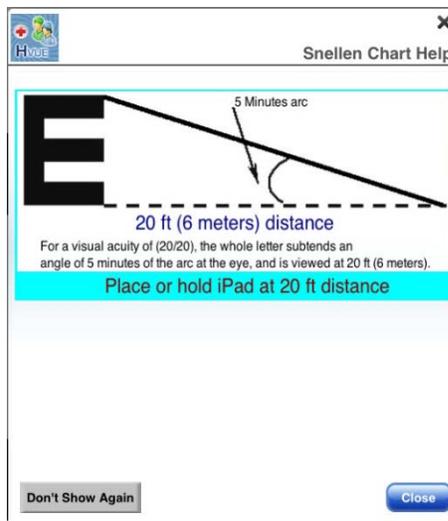


Figure 4.4 – Snellen Chart Help screen

2. Place or hold the iPad 20 feet away from the student.
3. Click **Close** to dismiss the help screen and administer the test.
4. Scroll down to administer all the lines of the test.

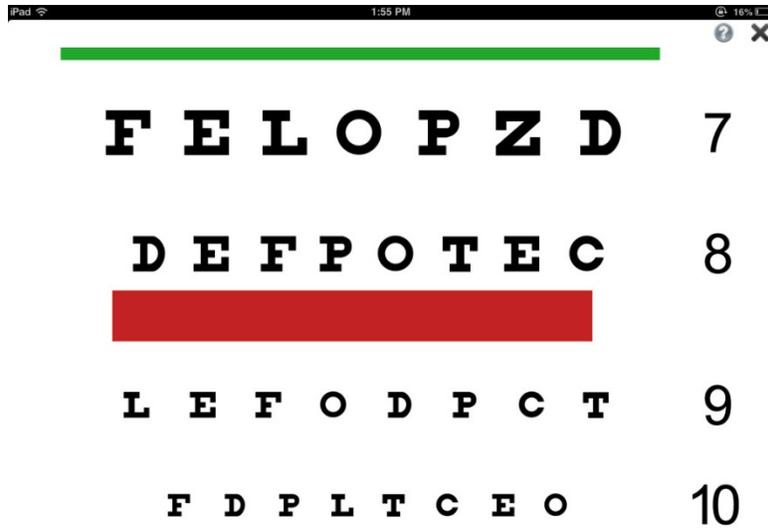


Figure 4.5 – Snellen Chart screen

- Record the results on the **Vision** screen.

Administering the Ishihara Color Blindness Test using the iPad

- Click on the **Color Deficiency** test on the **Vision** screen. The **Ishihara Color Blindness Test Help** screen appears.

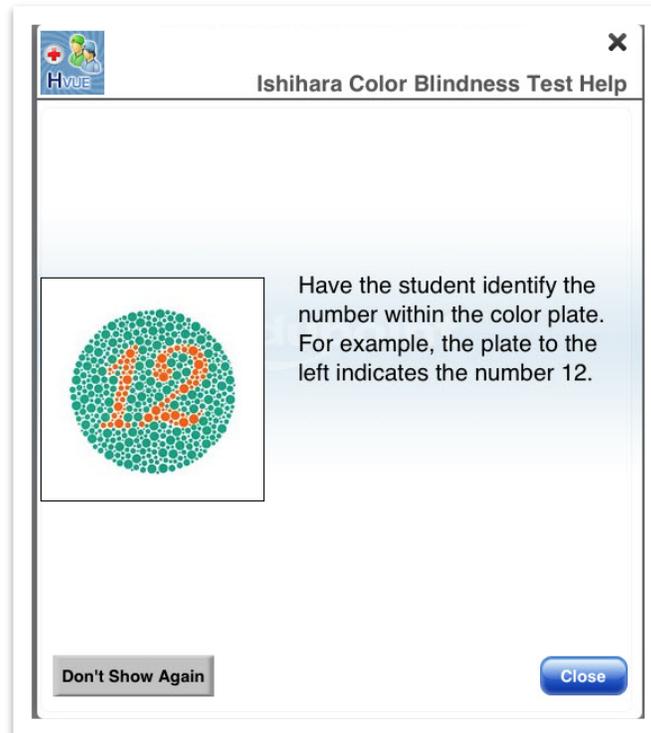


Figure 4.6 – Ishihara Color Blindness Test Help screen

- Click **Close** to dismiss the help screen and administer the test.
- Touch the screen to proceed through all the images in the test.

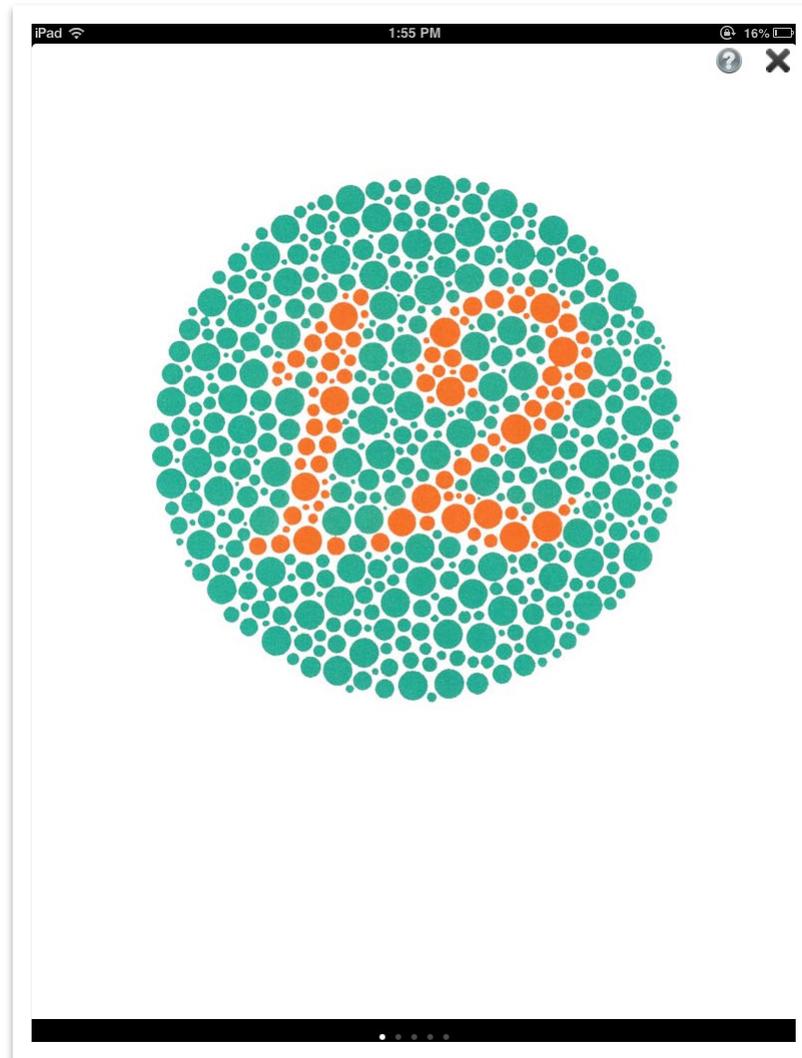


Figure 4.7 – Ishihara Color Blindness Test screen



Note: Touching the question mark symbol in the top right corner of the screen displays the help screen for this image, including the correct number embedded in the image.

4. Record the results (pass or fail) in the **Color Deficiency** field on the **Vision** screen.

ADMINISTERING VISION SCREENINGS BY CLASS

Most vision screenings are administered to an entire class. The **Vision By Class** screen enables you to search by class, and administer the test to all the students in that class. The students are listed the right side of the screen. The screen can also be filtered by date, so you can see the results (by class) of a screening administered on a specific date. The **Vision By Class** screen is available under the **Health Screen** group on the **Main Menu**.

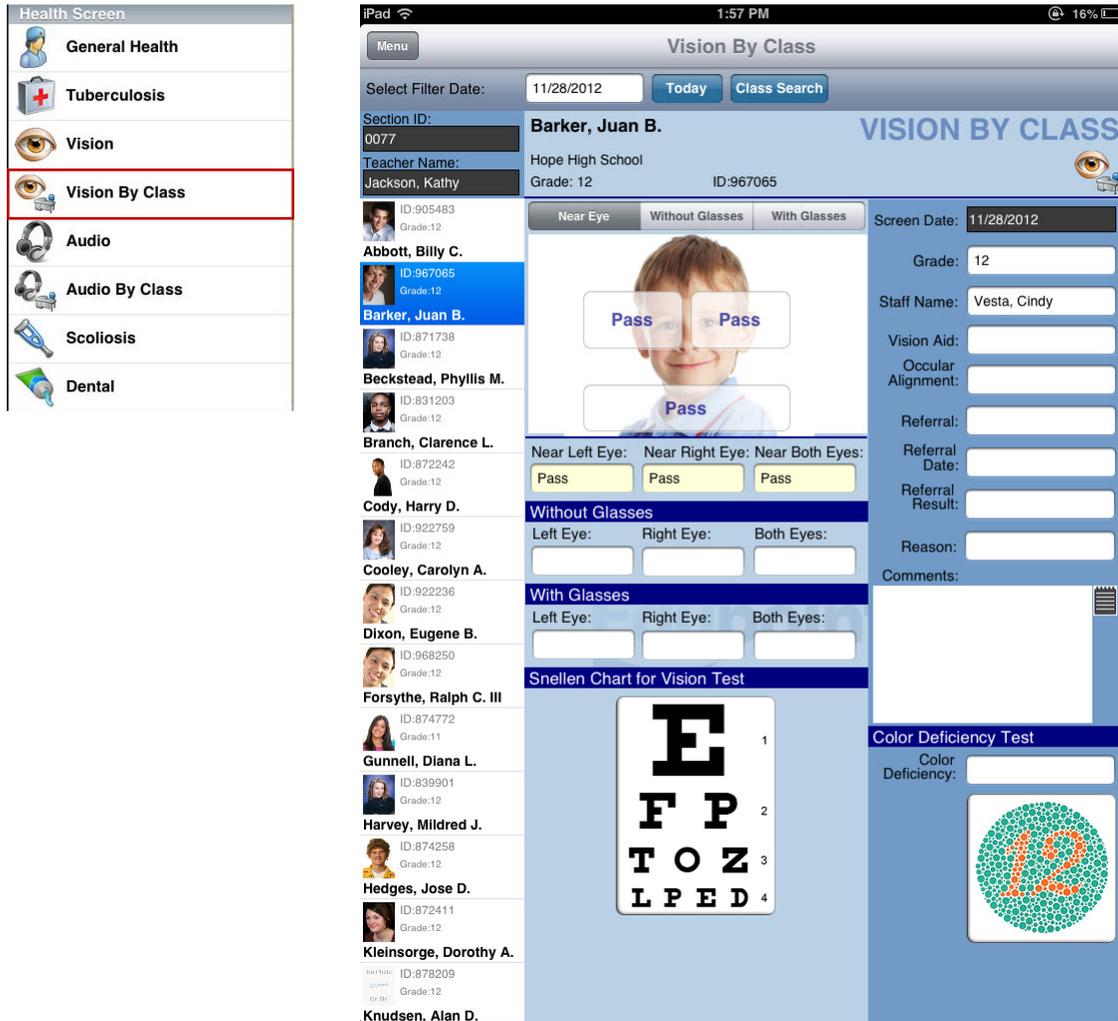


Figure 4.8 – Vision By Class screen

ADMINISTERING AN AUDIO SCREENING

The **Audio** screen records the results of a student's audio exam, including if a student is referred to audiologist. The **Audio** screen is available under the **Health Screen** group on the **Main Menu**.

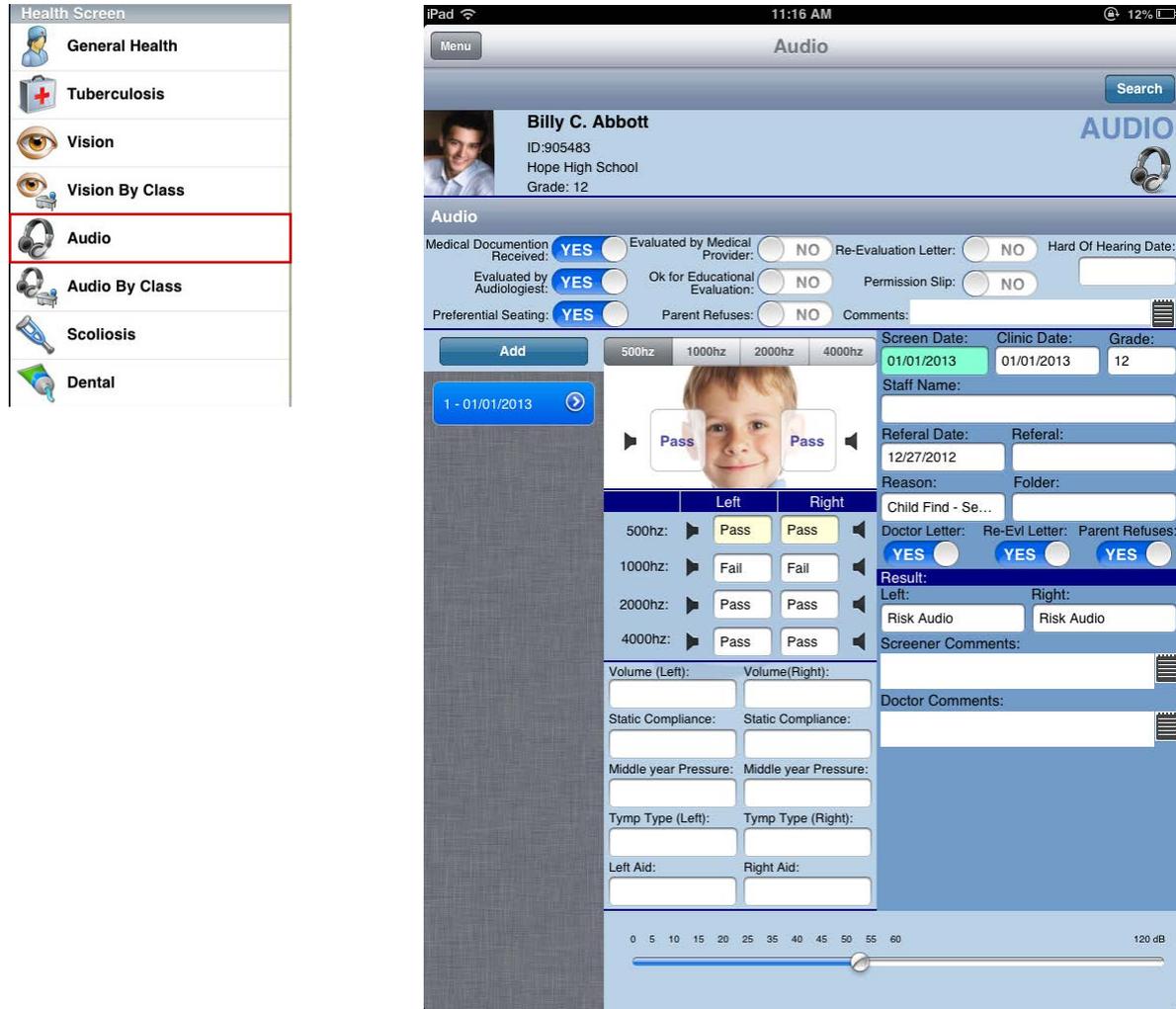


Figure 4.9 – Audio screen

Viewing an audio screening record

- Click on a record date on the left of the screen. The screen is populated with the audio screening data recorded on that date.

Adding a new audio screening record

1. Click the **Add** button. A new record opens.
2. Enter the relevant information in the fields.



Note: Touching the field on either ear toggles the values. The same value displays in the corresponding fields for the different frequencies.

3. Click **Save**. The record date is added to the column on the left of the screen.

ADMINISTERING AUDIO SCREENINGS BY CLASS

Most Audio screenings are administered to an entire class. The **Audio By Class** screen enables you to search by class, and administer the test to all the students in that class. The students are listed the right side of the screen. The screen can also be filtered by date, so you can see the results (by class) of a screening administered on a specific date. The **Audio By Class** screen is available under the **Health Screen** group on the **Main Menu**.

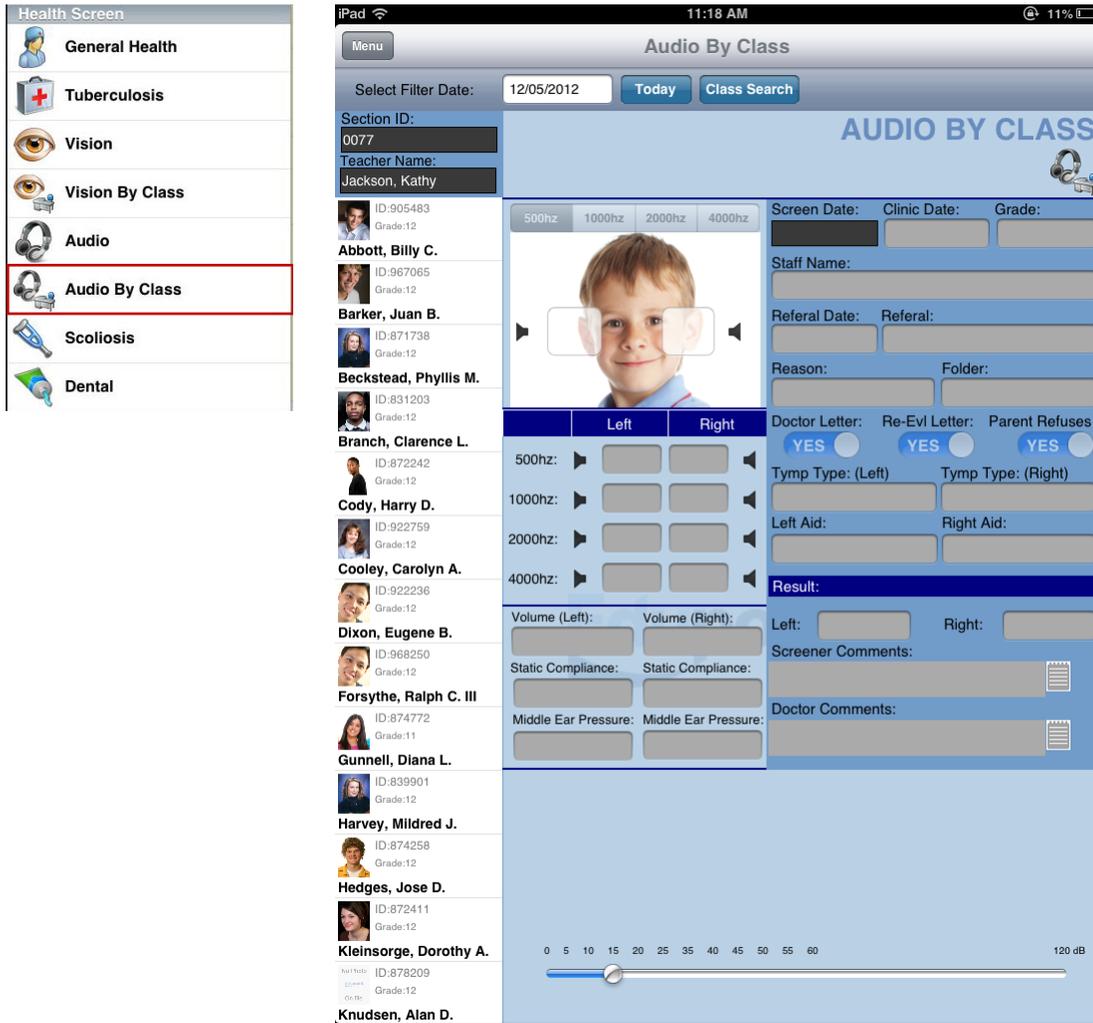


Figure 4.10 – Ishihara Color Blindness Test Help screen

ENTERING SCOLIOSIS EXAM RESULTS

The **Scoliosis** screen records the results of a student's scoliosis spinal exam. It also records any physician referrals and x-rays that may be required because of the exam. The **Scoliosis** screen is available under the **Health Screen** group on the **Main Menu**.

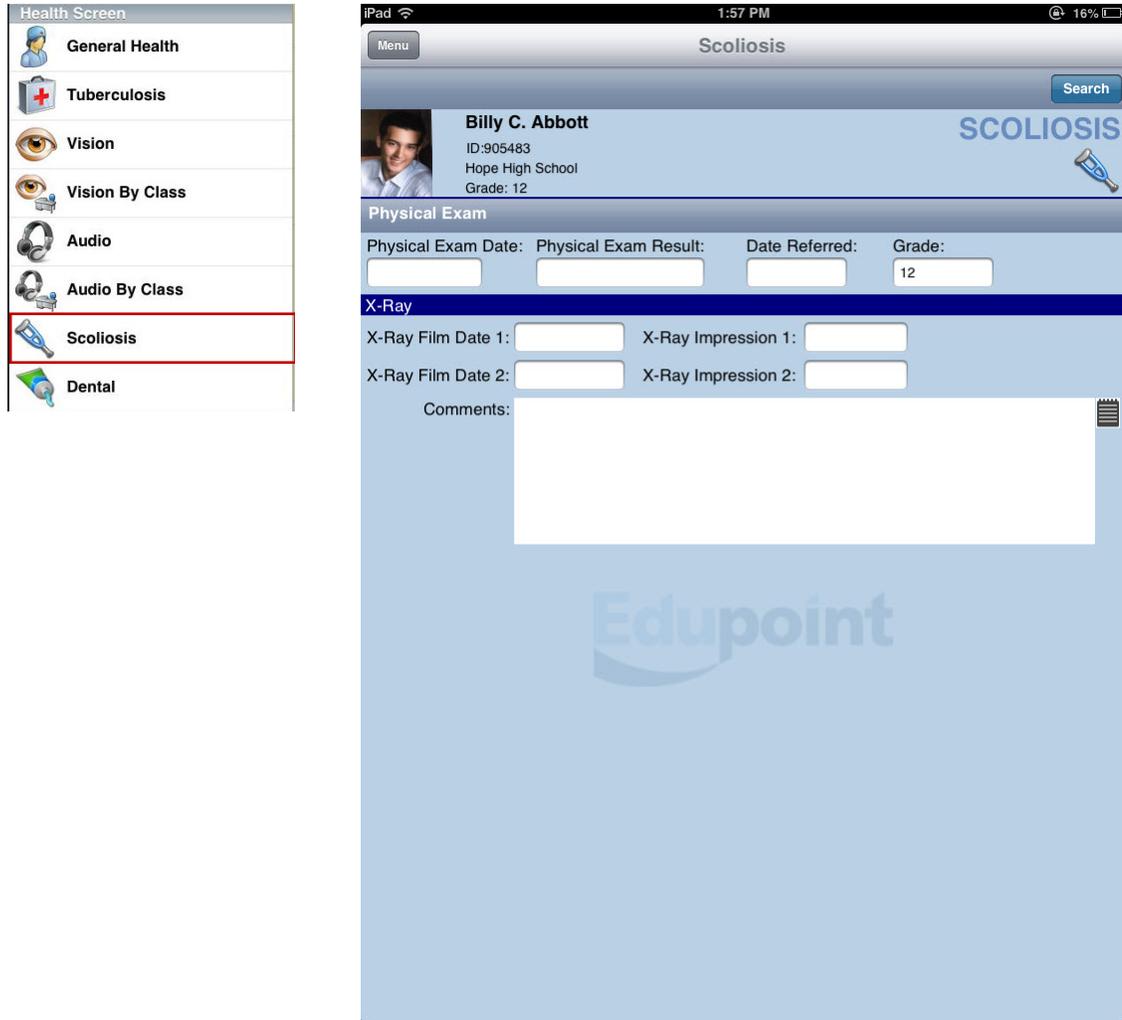


Figure 4.11 – Scoliosis screen

Entering or updating a scoliosis record

1. Enter the relevant information in the fields.
2. Click **Save**. The updated information is saved to the system.

ENTERING DENTAL EXAM INFORMATION

The **Dental** screen records the results of a basic visual dental exam. The **Dental** screen is available under the **Health** Screen group on the **Main Menu**.

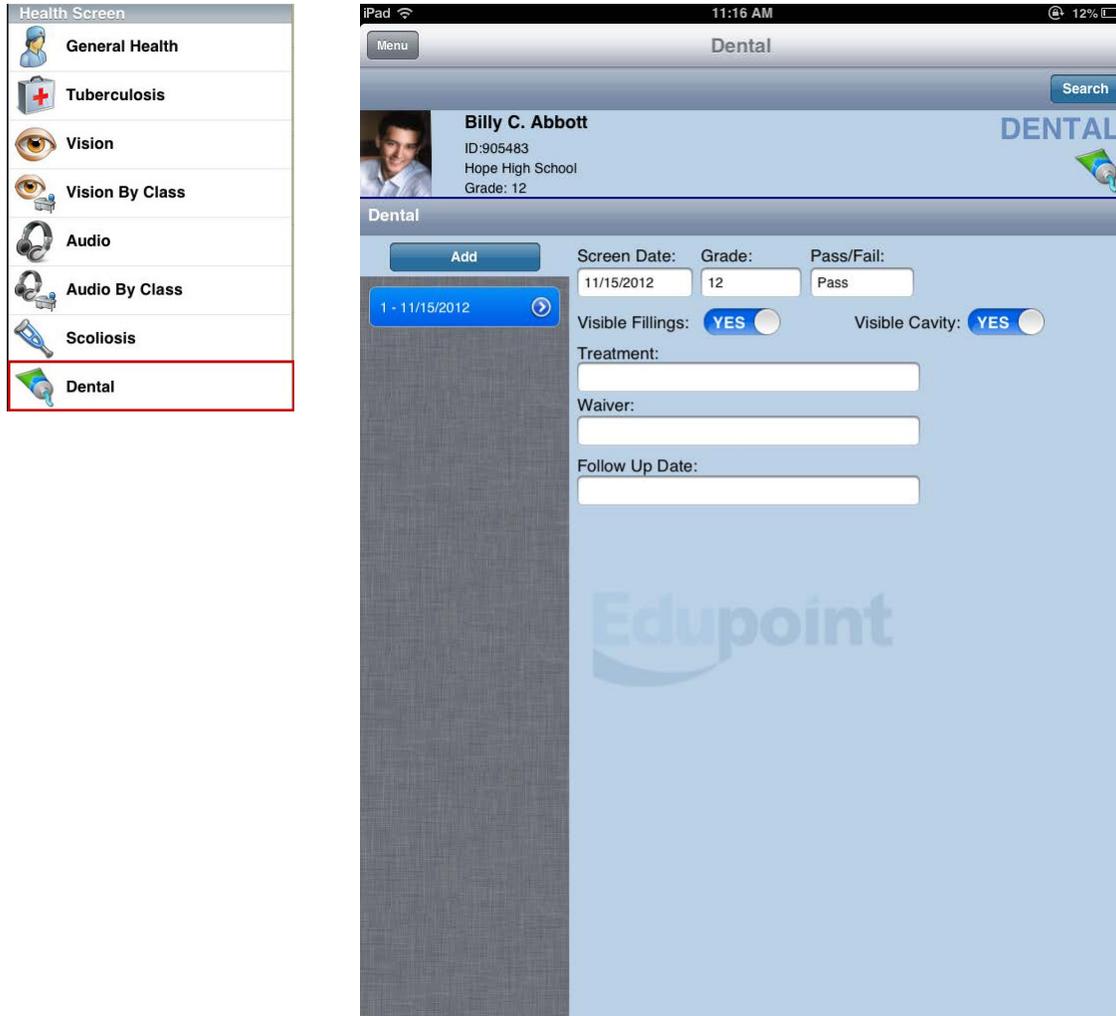


Figure 4.12 – Dental screen

Viewing a dental exam record

- Click on a record date on the left of the screen. The screen is populated with the dental exam data recorded on that date.

Adding a new dental exam record

1. Click the **Add** button. A new record opens.
2. Enter the relevant information in the fields.
3. Click **Save**. The record date is added to the column on the left of the screen.

Chapter Five: SETTINGS AND PREFERENCES

In this chapter, the following topics are covered:

- ▶ [Setting Reminders](#)
- ▶ [Searching for Students](#)
- ▶ [Changing Focus](#)
- ▶ [Setting Preferences](#)
- ▶ [Logging Out](#)

SETTING REMINDERS

In the HealthVUE app, you can view, add, and delete reminders. The **Reminders** screen shows all the currently scheduled reminders for medications, procedures, or other reminders you add. Reminders display on the iPad, even if you are not logged into the HealthVUE app. The **Reminders** screen is available by clicking the **Reminders** button on the **Medication Tasks** screen.

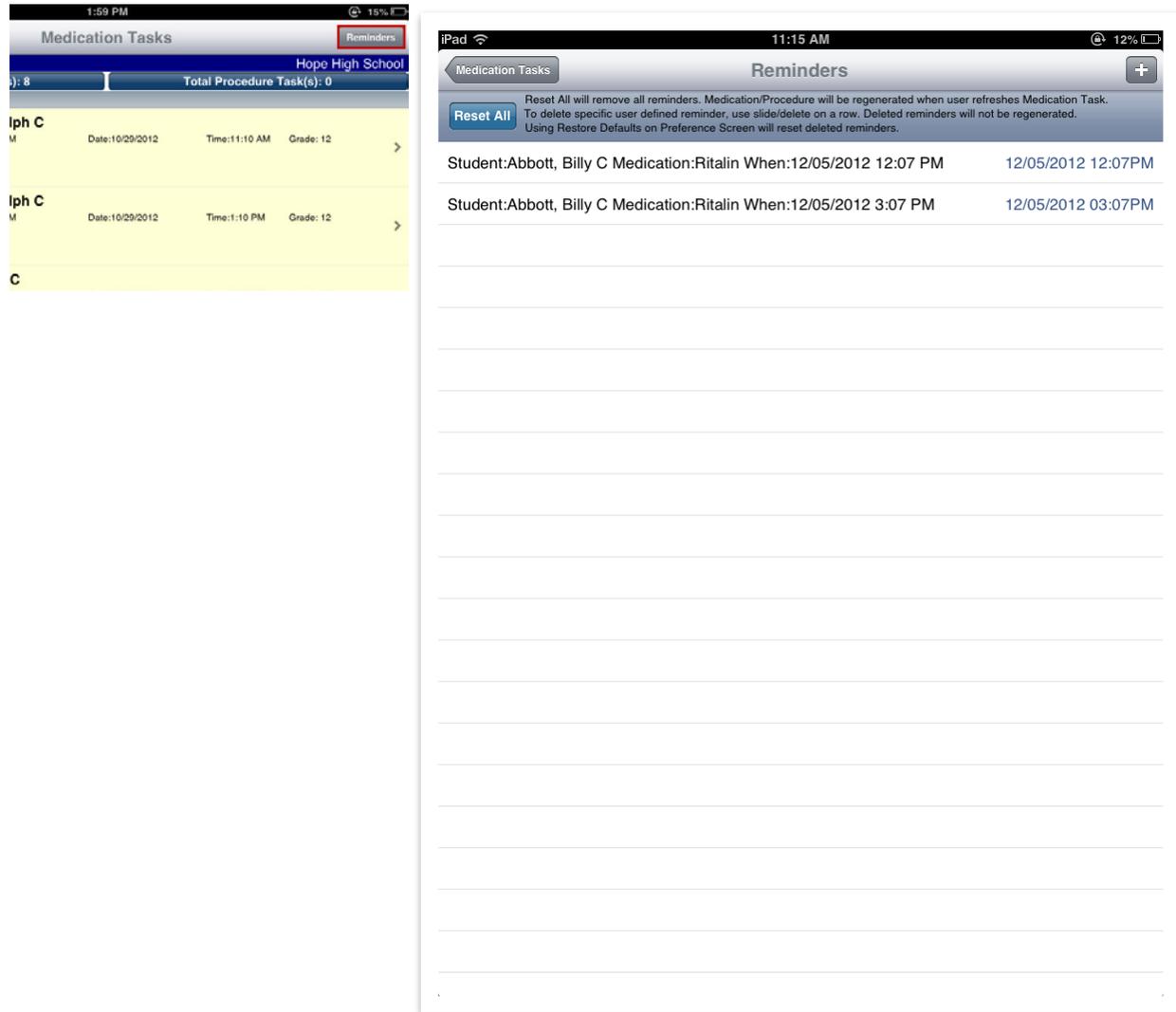


Figure 5.1 – Reminders screen

Deleting a reminder

1. Slide your finger from right to left over the reminder you want to delete. The **Delete** button appears.
2. Click **Delete**.

Adding a reminder

1. Click the plus (+) button. A new record opens.

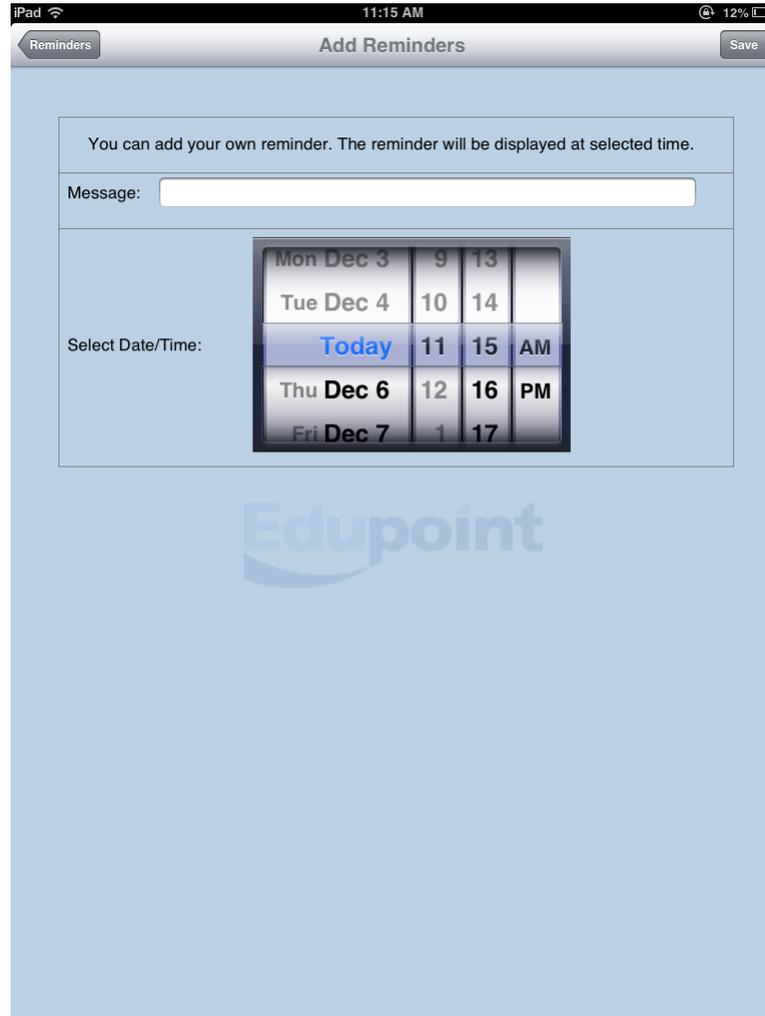


Figure 5.2 – Add Reminders screen

2. Enter the relevant information in the fields.
3. Click **Save**. The reminder appears on the list on the **Reminder** screen, and displays at the designated time even if you are not logged into the HealthVUE app.



Figure 5.3 – Reminder on iPad home screen

CHANGING FOCUS

Each Synergy SIS user is set up to look at records for a specific school and year by default, and those settings are reflected within HealthVUE. You can change the school to which you are focused, but not the year using the **Change Focus** screen. The **Change Focus** screen is under the **General** group on the **Main Menu**.

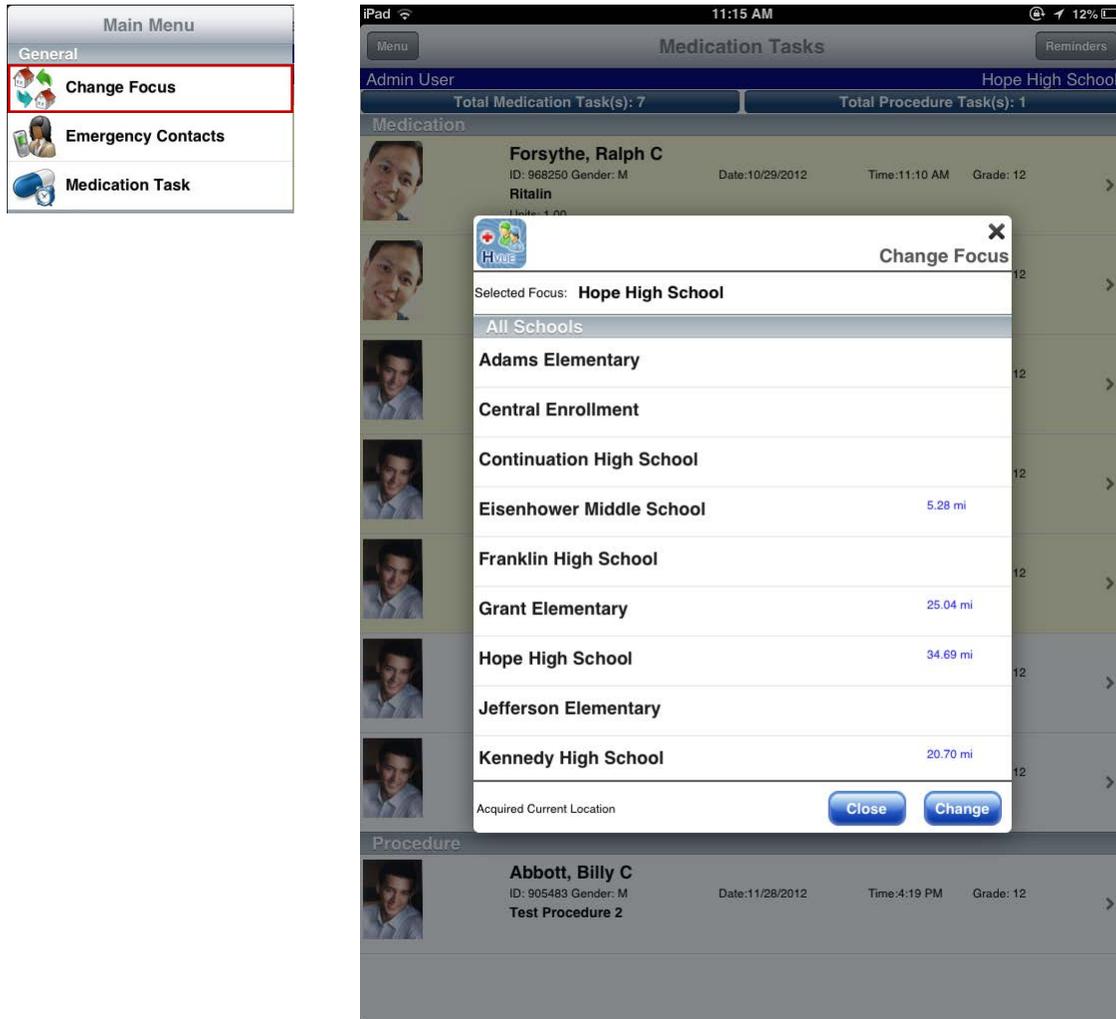


Figure 5.4 – Change Focus screen

Changing the focus

1. Select the school from the list on the **Change Focus** screen.
2. Click **Change**. The selected school and related student information displays.

SETTING PREFERENCES

The **Preference** screen enables you to set some basic options, such as selecting the Main screen displayed after login, and using medication task reminders. The **Preference** screen is available under the **Other** group on the **Main Menu**.

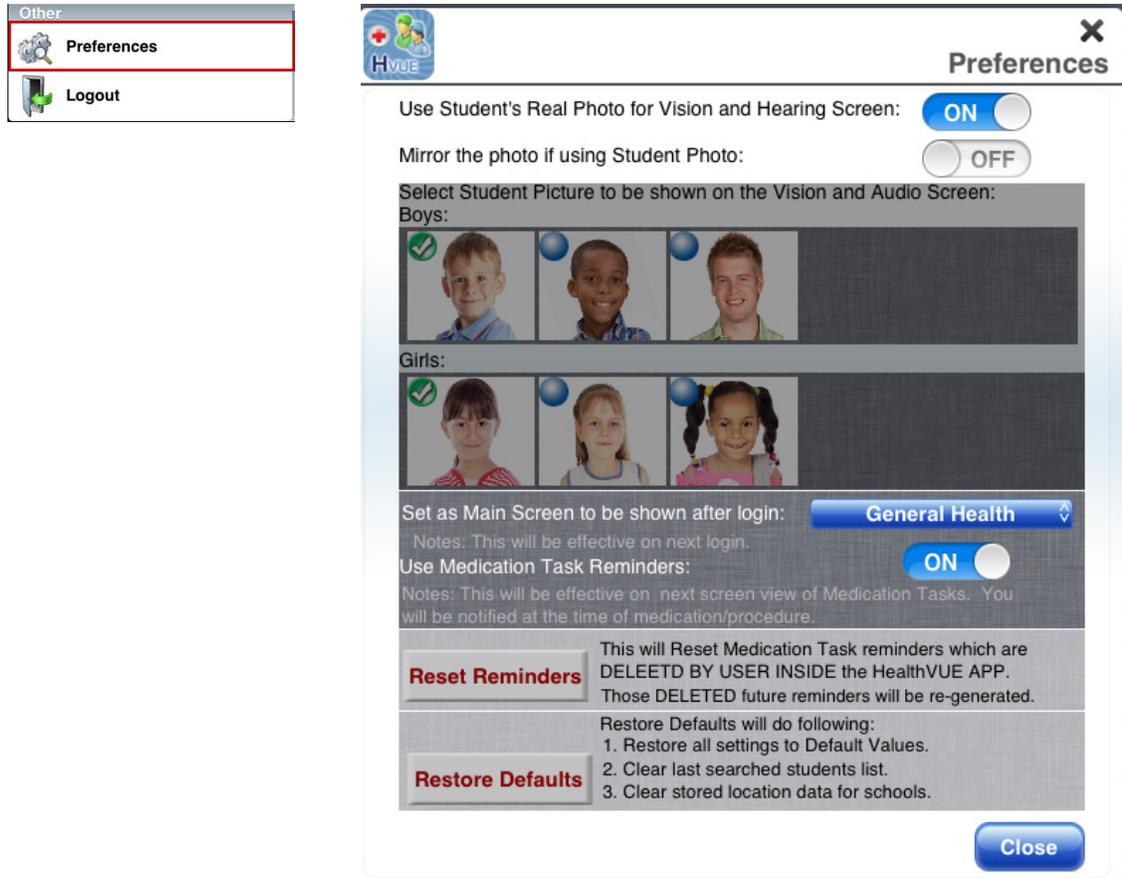


Figure 5.5 – Preferences screen

Using Students' photos

- Set the **Use Student's Real Photo for Vision and Hearing screen** field to **ON** to use the student's class photo as the image on the **Vision** and **Audio** screens.

Selecting a generic student photo

If you do not use the student's photo, you can select a generic photo to use as the image on the **Vision** and **Audio** screens.

- Select one of the generic photos shown on the **Preferences** screen for both boys and girls. The photo show will change to match the student's gender.

Mirroring the student photo

- Set the **Mirror the photo if using Student Photo** field to **ON** to flip the student photo. The student's left ear and left eye will appear closest to the left side of the screen.

Setting Main screen

- Select the **Main** screen to show after login from the drop down list. The change will take affect the next time you log into the system.

Activating medication tasks reminders

- Set the **Use Medication Task Reminders** field to **ON** to receive notifications when a medication or procedure needs to be administered. You will receive a notification even if you are not logged into the HealthVUE app.

Resetting Reminders

- Click the **Reset Reminders** button to restore reminders deleted within HealthVUE. Reminds for future notifications are regenerated.

Restoring Defaults

- Click the **Restore Defaults** button to restore all setting to their default values, clear the last searched student, and clear the stored location data.

LOGGING OUT

- Click the **Logout** icon in the **Other** group on the **Main Menu**, to log out of the system.



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