TRANSFERRING SCHOOLS WITHIN MMSD: MEDICATIONS AND SCHEDULED APPOINTMENTS

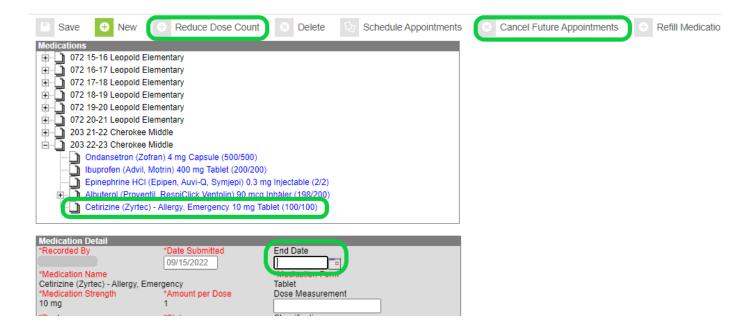
Medication orders need to be re-entered at the new health office when a student transfers schools within MMSD.

Scheduled appointments (meds or treatments) will need to be re-scheduled at the new health office when a student transfers schools within MMSD.

The student will have all medications listed under their "Medication Tab", with the school code above them. ONLY the school that is listed with the medication will have "access" to that med during a health office visit in Infinite Campus (IC).

Student leaves your school:

- 1. Select **MEDICATION**
- CANCEL ALL FUTURE APPOINTMENTS as all scheduled appointments stay in the health
 office where they were created instead of transferring with the student. Refer to directions
 entitled: "Scheduling, Changing & Discontinuing Medication Appointments".
- 3. **REDUCE THE DOSE COUNT for that medication to 0.** Refer to directions entitled: <u>"Changing Medication Dose or Discontinuing Medication"</u>. **Choose "transfer school"** as the reason.
- 4. End date the medication.



5. MD Orders and Parent Consent Forms should be uploaded in health Documents. FORWARD PAPER MED LOGS to the "new MMSD school".

Receiving a student from another school during the school year:

- 1. **REQUEST PAPER MEDICATION LOGS** from the "prior MMSD school."
- 2. Review Parent Consent and MD orders in Student's Electronic Documents.
- 3. **ENTER ORDERS UNDER THE MEDICATION TAB** Refer to directions entitled: "Entering Medication Orders".
- 4. **SCHEDULE THE MEDICATION/TREATMENT APPOINTMENT** Refer to directions entitled: "Scheduling, Changing & Discontinuing Medication Appointments"