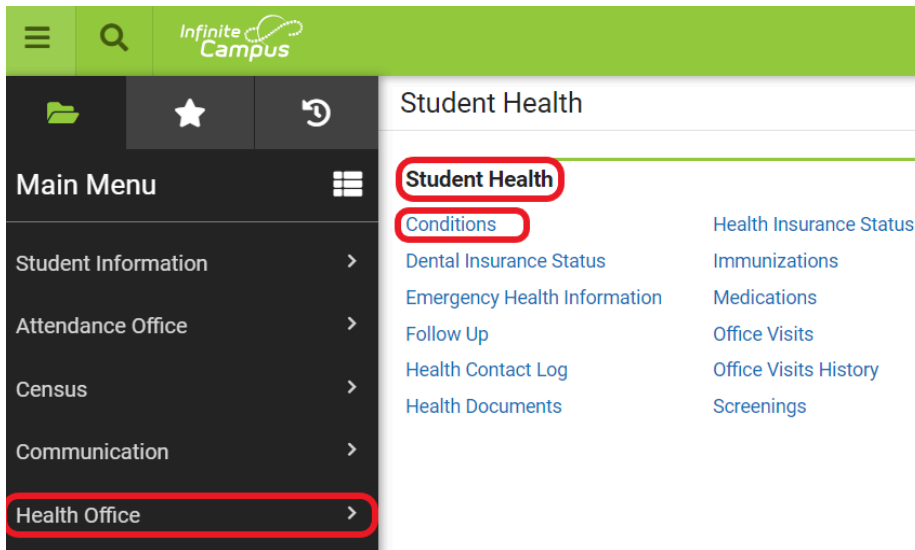


SCHEDULING, CHANGING AND DISCONTINUING TREATMENT APPOINTMENTS

Pathway: Main Menu > Health Office > Student Health > Conditions

Select Student's Infinite Campus Record



Scheduling Treatment Appointments

Click on the **Name of the Treatment** you want to schedule. (The **Treatment Detail** section must already be completed BEFORE you schedule the treatment.)

- Choose **Schedule Appointments**

A screenshot of the Infinite Campus 'Treatment Detail' form. The top bar contains buttons for 'Save', 'Delete', 'New Treatment', 'New Contact', and 'Schedule Appointments'. The 'Schedule Appointments' button is highlighted with a red rectangle. Below the buttons, a tree view shows 'Health Conditions' with 'Diabetes, Type 1' selected. Under 'Diabetes, Type 1', there are several sub-items: Blood Glucose PRN, Blood Glucose, Carb Calculation, Carb Calculation PRN, Ketone Check, and Hypoglycemic Treatment. The 'Treatment Detail' section below contains fields for 'Code Search', 'Description Search', '*Code' (20), '*Description' (Blood Glucose), '*Start Date' (05/13/2019), 'End Date', '*Status' (N: Not Resolved), '*Initials' (JRK), and 'Comments'. The comments field contains text about a blood sugar check and a continuous glucose monitor (CGM).

Date defaults to current date. (Required) Change if needed.

Enter the **Appointment Time(s)** (Required) the treatment is to be administered (time will default to time of entry). Click on **Add** if student treatment/procedure occurs more than once a day.

Choose **Single, Daily, Weekly, or Monthly.** (Required)

Comments Box: You may enter any special instructions in this box. This information will display in Health Office Visits **Visit Comments** box and provide a reminder.

Recurrence will default to end of school year. (Appointments cannot be scheduled beyond the current enrollment school year.) (You can limit to a number of days if it is a short-term treatment/procedure.)

Cancel previously scheduled appointments checkbox: Be sure to **uncheck** this box if there is no change to previously scheduled appointments.

Click on **Save Schedule.** (Required)

Schedule Appointments

Treatment: Blood Glucose

*Date: 08/22/2021 *Appointment Time(s): 11:50 AM

Add

☐ Single Appointment

☒ Daily
Every 1 Days

☐ Weekly
Every 1 Weeks
☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri

☐ Monthly
On Day 1 of every month

Recurrence

☒ Repeat Until Date: 07/31/2022

☐ Repeat: Times


Comments (applied to all appointments)

☒ Cancel previously scheduled appointments

Scheduling Two or More Treatments for the Same Time


NOTE: If a student has two or more treatments at the same time use the “**Add Treatment**” function within the **Health Office Visit** rather than scheduling a separate appointment for each treatment. Otherwise, the student will show up more than once at the same time on the Health Office Visits Calendar.

Select the **Student** from the **Health Office Visits** calendar.

Date: 09/02/2021 

Change Date

Print

	Scheduled
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	11:50 AM 
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	

The **Scheduled Treatment** appears in **Treatment(s)** field.

To add additional treatment(s) at the same time, select **Add Treatment**. Choose the additional treatment from the **Add Treatment** menu.

The screenshot shows the 'Health Office Visit' form. On the right side, there are three buttons: 'Add Medication Dose', 'Add Discharge', and 'Add Treatment'. The 'Add Treatment' button is circled in red. Below these buttons is the 'Treatment(s)' field, which contains a list of treatments. The first two treatments are 'Diabetes, Type 1: Blood Glucose' and 'Diabetes, Type 1: Carb Calculation'. The third treatment is 'Diabetes, Type 1: Blood Glucose PRN'. The fourth treatment is 'Diabetes, Type 1: Carb Calculation', which is highlighted in blue. Below this list is a dropdown menu with the following options: 'Diabetes, Type 1: Blood Glucose', 'Diabetes, Type 1: Blood Glucose PRN', 'Diabetes, Type 1: Carb Calculation', 'Diabetes, Type 1: Carb Calculation PRN', 'Diabetes, Type 1: Hypoglycemic Treatment', and 'Diabetes, Type 1: Ketone Check'.

Changing a Scheduled Treatment Appointment Time

- Click on the [Treatment](#) you wish to change.
- Click on **Schedule Appointments**: Enter schedule change as you would for a new appointment.
- Check box in front of **Cancel Previously Scheduled**
- **Appointments** at the bottom. (Required)
- Click on **Save Schedule**. (Required)

The screenshot shows the 'Schedule Appointments' form. The 'Treatment' field is set to 'Blood Glucose'. The '*Date' field is set to '08/22/2021' and the '*Appointment Time(s)' field is set to '12:10 pm'. The 'Add' button is visible. The 'Single Appointment' radio button is selected. The 'Recurrence' section shows 'Repeat Until Date' set to '07/31/2022'. The 'Comments (applied to all appointments)' field is empty. At the bottom, the 'Cancel previously scheduled appointments' checkbox is checked and circled in red.

Discontinuing a Treatment Appointment

- Click on the [Treatment](#) you want to discontinue.
- Click on **Cancel Future Appointments**.
- Field appears asking you to select a date to “**Cancel all Appointments on or after**”.
- The **Cancel Scheduled Appointments** box will open.

- Select the **Date**.
- Click on **Save**.

The screenshot displays a medical software interface. At the top, a horizontal toolbar contains several buttons: 'Save' (highlighted with a red circle), 'Delete' (with a green 'x' icon), 'New Treatment' (with a green '+' icon), 'New Contact' (with a green '+' icon), 'Schedule Appointments' (with a green calendar icon), and 'Cancel Future Appointments' (highlighted with a red circle and a green 'x' icon). Below the toolbar is a 'Health Conditions' section with a tree view. The root node is 'Diabetes, Type 1', which has several sub-items: 'Blood Glucose PRN', 'Blood Glucose', 'Carb Calculation', 'Carb Calculation PRN', 'Ketone Check', and 'Hypoglycemic Treatment'. At the bottom of the interface, a 'Cancel Scheduled Appointments' dialog box is open. It has a 'Treatment' field containing 'Blood Glucose'. Below this field, it says '*Cancel All Appointments On Or After'. At the bottom of the dialog, there is a date field showing '08/22/2021' next to a small calendar icon.

NOTE: If the treatment has ended, **REMEMBER TO DISCONTINUE THE TREATMENT ORDER** See directions on [Treatments: Entering, Changing and Discontinuing Treatment Orders](#).