

Synergetic eLearning Presents

# Medical – Medical Incidents

Record medical incidents and integrate into timetables and attendance and absence functions.

This course provides an overview of managing medical incidents that occur in your organisation.

We will look at how to record medical incidents (e.g. sick bay visits) including admission and discharge times and integrates this information into timetables and attendance/absence functions.

## COURSE OUTLINE

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- Locating medical tabs for staff and students
- How to create medical incidents
- Managing previous medical incidents
- Discharging records from the Health Centre
- Locating Medical Crystal Reports
- Managing medical look up tables

## LEARNING OUTCOMES

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- Locate the tabs in current student maintenance relevant to medical incidents.
- Create a medical incident.
- Record the sign in and sign out times for a medical incident.
- Understand how medical incidents are integrated with student timetables and class attendances.
- Find and edit the lookup tables relevant to medical information and incidents.
- Run Crystal Reports relevant to the medical area.

## Perfect for

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- Health Care and Medical Staff
- First aid staff