

# Medical – Updating Medical Information

Record medical conditions and information on your staff and students.

This course provides an overview of managing medical information about your organisation's community.

We will look at how to effectively manage these records to ensure they are correct, up to date and staff have the correct permission to see only the information they need to access.

## COURSE OUTLINE

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- Accessing Medical tabs for staff and students
- Adding Health care information
- Managing medical conditions
- Managing allergies
- Managing immunizations
- Managing consents
- 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 information.
- Understand the public health alert icon and be able to locate the public health alert message.
- Find the detailed medical information area.
- 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
- Admin Staff
- Registrars
- Student services officers