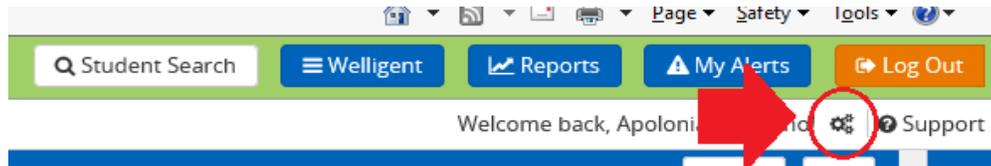


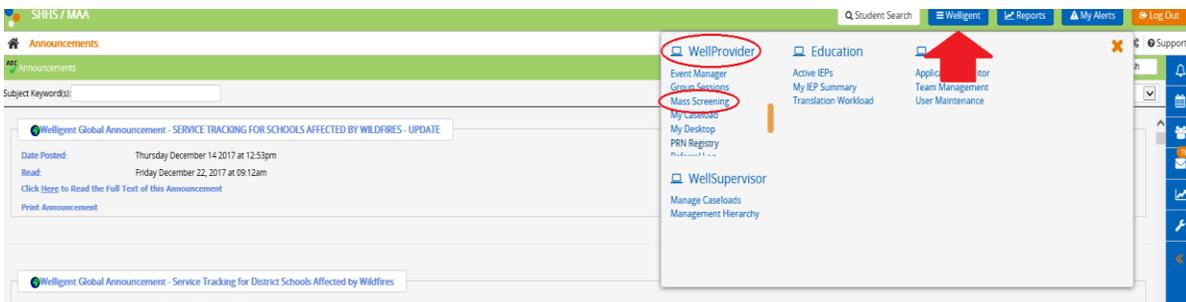
Mass Screenings-Sports Screening (Sports Physical Clearance) WELLIGENT NURSING QUICK REFERENCE GUIDE

HOW TO SET-UP AND DOCUMENT SPORTS SCREENINGS (Sport Physical Clearance)

If you have multiple locations, it is best to change your Welligent default location (school). Click on **My Preferences** icon to the right of your user name.



Step 1 Click on **Welligent** and then **Mass Screening** under **Wellprovider** (right of the screen)



Step 2 The **Mass Screening** page appears. Verify the school location for the screening. **Click** on the **New** button



SETTING UP THE MASS SCREENING DETAILS TAB

Step 3 **Mass Screening Details** tab is your current view.

- ✓ **Locate** the (3) tabs. **Mass Screening Details**, **Group Education** and **Participants**. Fields with **Red Asterisk** are mandatory fields.
- ✓ **Verify** the appropriate location.
- ✓ Your name appears in the **Service Provider** field.
- ✓ **Select** the **Type of Event** from the drop down options, **Sports Screening**
- ✓ Optional Name - Type additional information about the screening example- 9th Grade Girls' Sports Physical Clearance.
- ✓ Verify **Scheduled Date** and use the date picker to select the appropriate date the **Sports Screening** was done if different
- ✓ Click in the **Scheduled Time** field and type in the time of the event, (EX: 09:15am)
- ✓ Enter the **End Time**. If this field is left blank, it will be prepopulated with the time - 12:00am
- ✓ Select the appropriate **Room**. Click **SAVE** then **OK**

Step 4

SETTING UP THE PARTICIPANTS TAB

- ✓ Click on the **Participants** tab
- ✓ Click on the button labeled **“Other”**
- ✓ Click on the **Add/Drop Participants** link

- ✓ **Add/Drop Mass Screening Participants** screen will appear
- ✓ Click in the **Grade** field and select the desired grade level. If working on a batch of Sports Physical Clearances that have mixed grade levels, the search can be done using the field **Gender** or **Student Last Name** using the first letter. In this case, leave the grade field blank
- ✓ Click on the **Search** button

*****DO NOT DOUBLE CLICK-RESULTS IN DUPLICATE NAMES IN THE PARTICIPANT ROSTER**

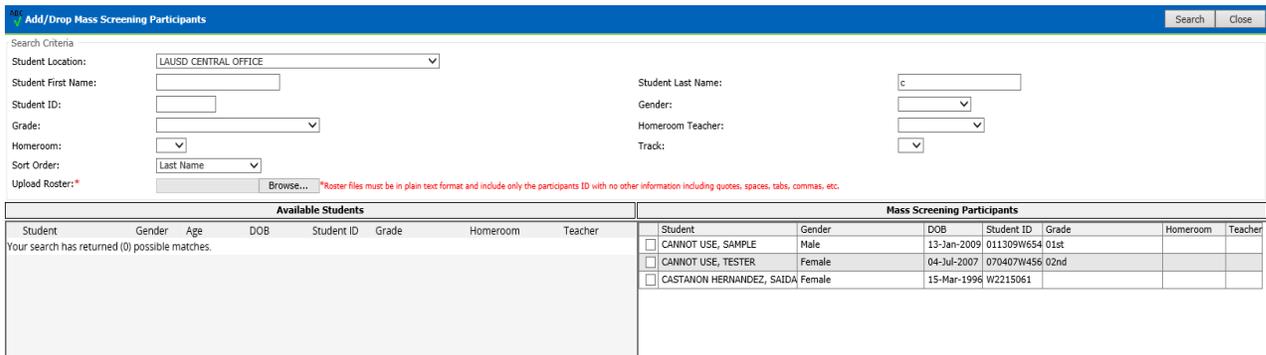
- ✓ A list of student’s names will appear in the **Available Students** area
- ✓ Click in the box next to the student’s names to enroll selected students in the screening

Available Students							Mass Screening Participants							
Student	Gender	Age	DOB	Student ID	Grade	Homeroom	Teacher	Student	Gender	DOB	Student ID	Grade	Homeroom	Teacher
<input type="checkbox"/>	CANNOT USE, SAMPLE	Male	8 yrs 11 mths 13-Jan-2009	011309W654 01st										
<input type="checkbox"/>	CANNOT USE, TESTER	Female	10 yrs 5 mths 04-Jul-2007	070407W456 02nd										
<input type="checkbox"/>	CASTANON HERNANDEZ, SAIDA	Female	21 yrs 9 mths 15-Mar-1996	W2215061										

- ✓ Click **ONCE** on the **Enroll Selected** button at the bottom of the screen to enroll all of the students on the list. (Multiple clicks will duplicate students)

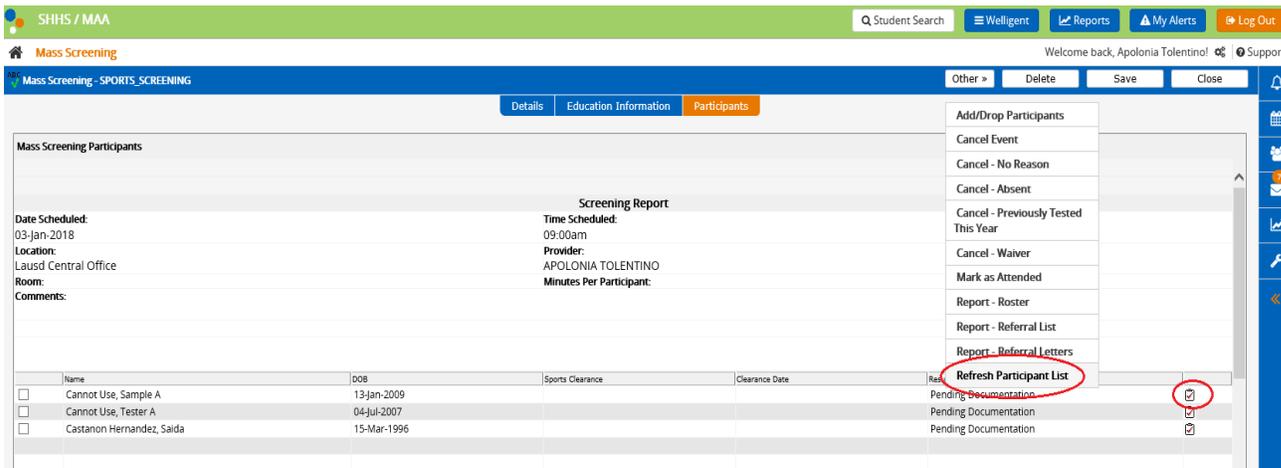


- ✓ The available student participant names will appear in the Mass Screening Participant's side
- ✓ Click **Close**



HOW TO DOCUMENT SPORTS SCREENING RESULTS

- ✓ Click on the button labeled **"Other"**
- ✓ Click on **"Refresh Participants List"** link
- ✓ The **Mass Screening Participants** screen record will appear on the list of screening events
- ✓ Click on the clipboard icon  on the last column on the right side to open the screening details page

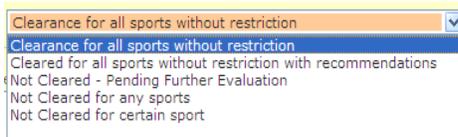


- ✓ The field **Date/Time** (under screening results) is read-only and this is the date of the Nurse/Screening of Sports Physical Clearance
- ✓ Screen shot of the **School Nurse Clearance: Results** options

Passed Screening
 Cleared with recommendations-sports
 Not Cleared for-all sports
 Not Cleared for-certain sports

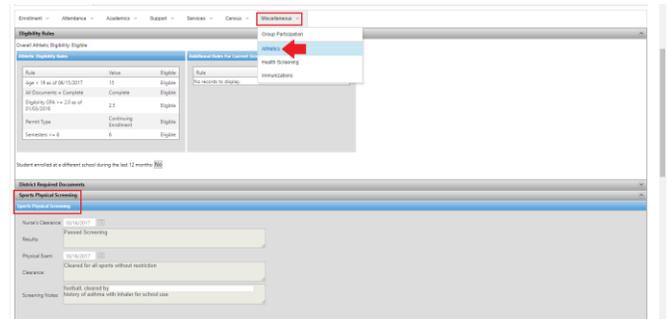
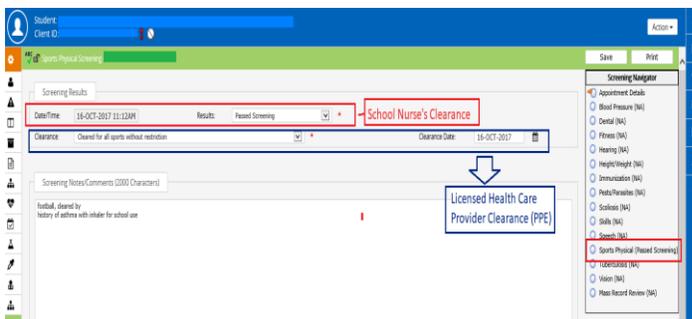
Nurse's Clearance	PPE Clearance
Passed Screening	Clearance for all sports without restrictions
Cleared with recommendations-sports	Cleared for all sports without restriction with recommendations for further evaluation or treatment <i>Example: periodic or regular blood pressure check. This recommendation MUST be documented in the Screening Notes and schedule the events using Vitals Monitoring</i>
Not cleared for-certain sports	Not cleared for certain sports
Not Cleared for-all sports	Not cleared for any sports
Pending Completion	<ol style="list-style-type: none"> (1) Not Cleared Pending Further Evaluation (2) needs to have vision screening done but did not have his eye glasses at the time but able to bring it the next day (3) needs to take medication before sports. The completed Authorization to Take Medication During School Hours is at home and will bring it the next day

- ✓ Select from the **Clearance** dropdown that corresponds with the Physician's **Clearance** on Pre Participation Exam (PPE)
- ✓ The **Clearance Date** from the PPE must be entered. If left blank, the information will not transfer over to MiSiS.



- ✓ **Screening Notes:** Reason/Recommendations. **Limit to sports related information.** Example:
- ✓ Click the **SAVE** button
- ✓ Click OK. Click *OK to message* then Click on the Close button

*****Screening Results will appear in the Student Record Navigator in each student's record under Screening. The information interface with MiSiS nightly to display the exact information in the **Athletic screen** (read-only) under **Miscellaneous** tab.



Welligent Sports Physical Screening

MiSiS Sports Physical Screening

- ❖ Proceed to the other participants in the roster in the same manner
- ❖ Click Refresh List and your results will appear. Continue as needed.

HOW TO VIEW OR PRINT A SPORTS SCREENING ROSTER REPORT

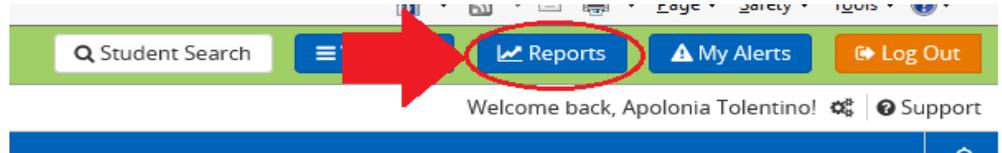
Note: Printing of the Sports Physical Screening Roster is no longer necessary except for charter high schools not using MiSiS,

From Mass Screening (allow printing of one Mass Screening Entry at a time)

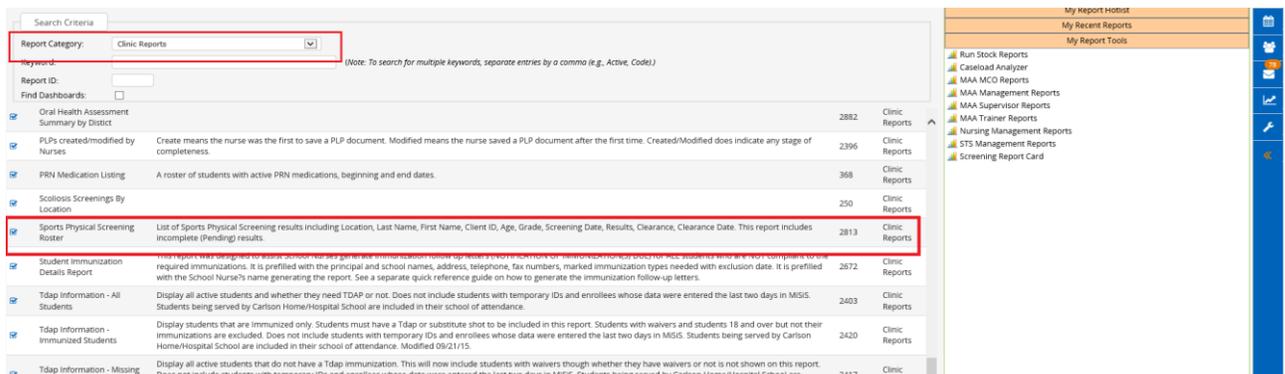
- Click on the **Other** button
- Click **Reports-Roster**
- The Welligent **Reports** screen will appear.
- Select File OR Right-click on the screen.
- Click Print

From Wellreports

- ✓ Click **Reports**



- ✓ Select the **Clinic Reports** from the Report Category drop down options. **Sports Physical Screening Roster, Wellreport ID 2813** by clicking the check box icon to the left of the report name



The Sports Physical Screening roster is not printed routinely for the Athletic Director or Coach but generating one is useful for following up on expiring PPEs.

Use the report filters **Clearance Date** (the next two months from system date). For example, January 2, 2017 to February 28, 2017

Click **Excel** on the right hand side. Click **View and then Page Break Review** before printing. Make necessary adjustments.

NOTE: The report lists the student's names alphabetically by last name. Use excel filter feature to sort the report by Clearance Date.

