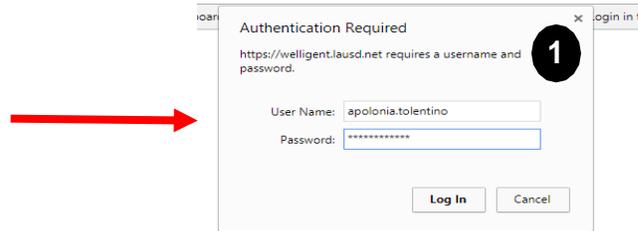
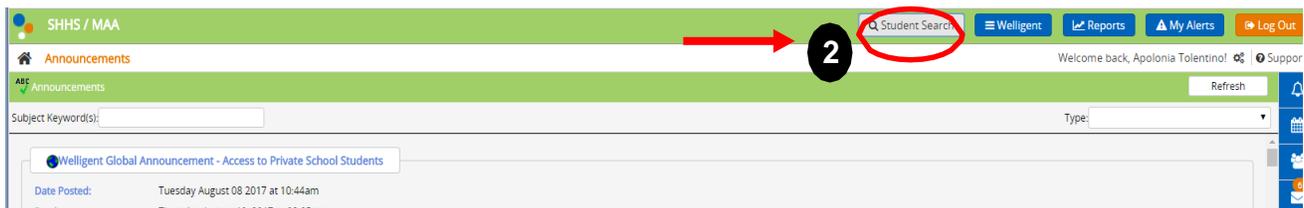


## WELLIGENT QUICK REFERENCE GUIDE Office Visits

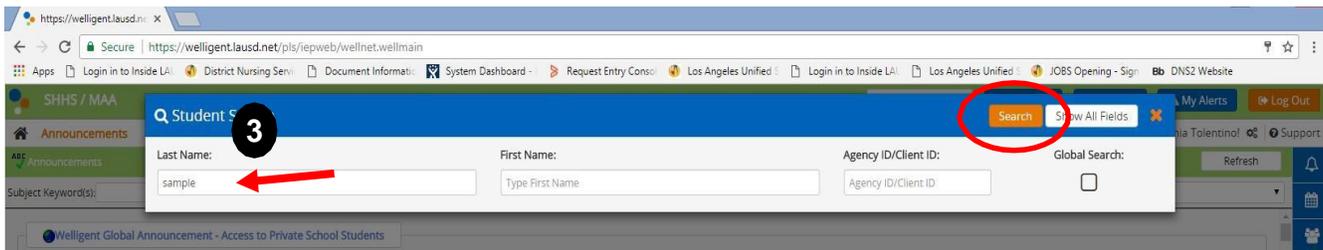
**Step 1** Log into Welligent at <https://welligent.lausd.net>, using your single sign-on (SSO) account.



**Step 2** Search for the student's name



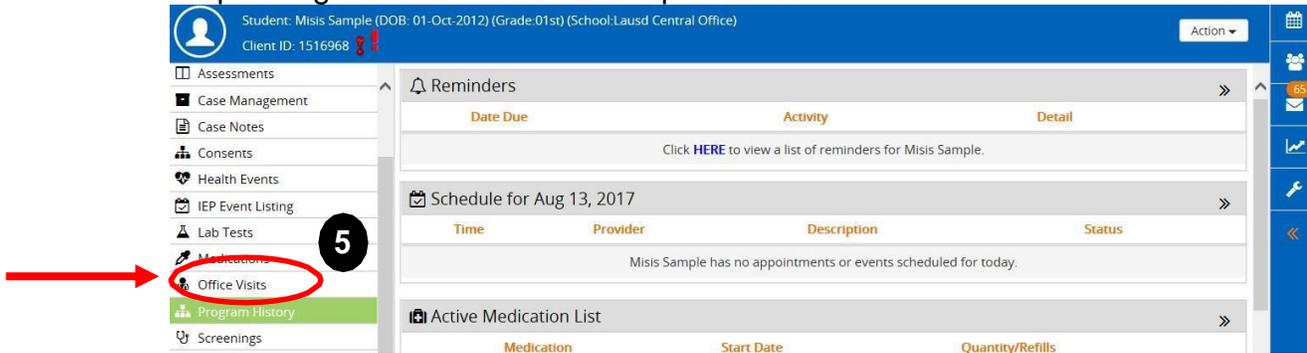
**Step 3** Search for the student's name. There is an option to Show All Fields when searching



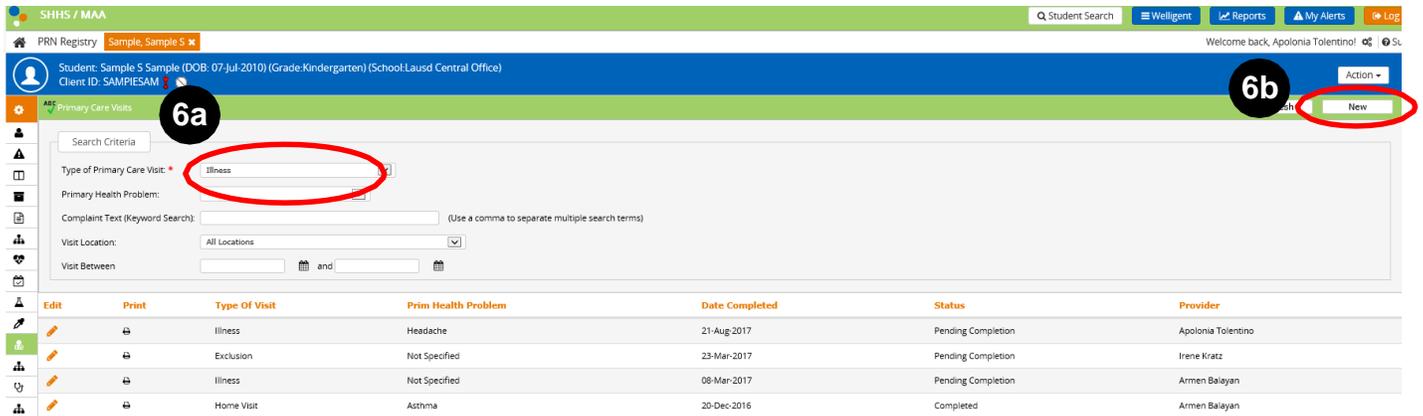
**Step 4** Select the correct student by click the Edit icon (pencil)

Q Student Search		Search	Show All Fields									
Last Name:	First Name:	Agency ID/Client ID:	Global Search:	Info	Alert	Student	DOB	ID	Grade	Location	Status	
sample	Type First Name	Agency ID/Client ID	<input type="checkbox"/>				Sample, Chdp	01-Jan-2001	W2211646	Lausd Central Office	Active	
							Sample, Chdp Jr	24-Dec-2005	W2221628	Lausd Central Office	Active	
							Sample, GI Sample	01-Feb-2007	123456	05th	Lausd Central Office	Active
							Sample, Misis	01-Oct-2012	1516968	01st	Lausd Central Office	Active

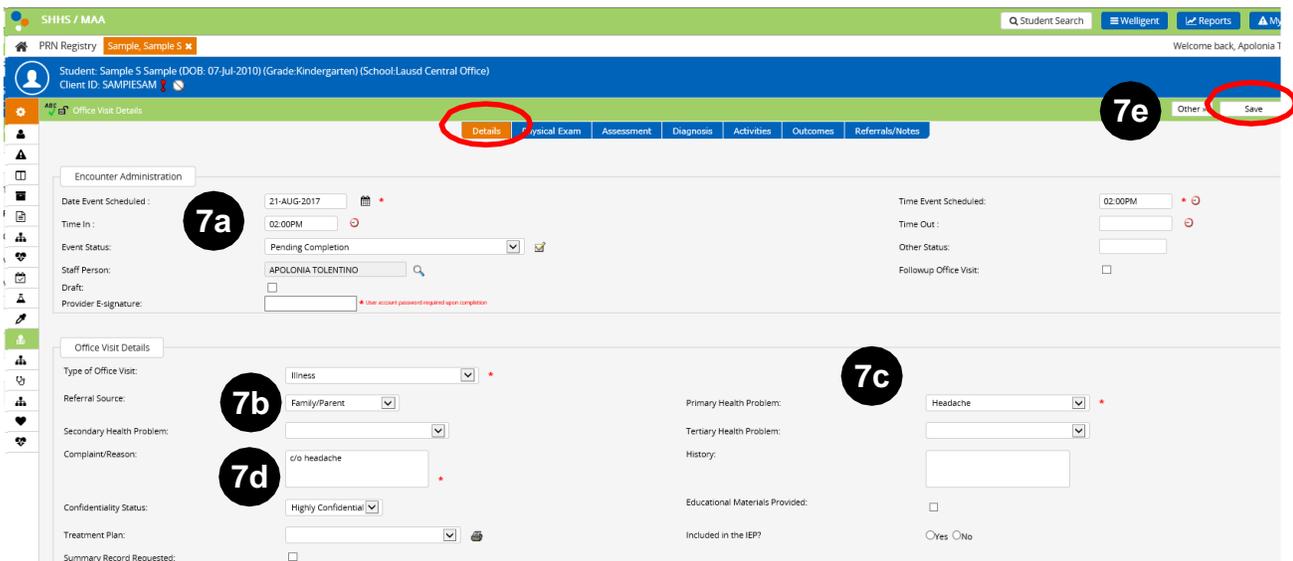
**Step 5** The **Record Navigator** screen appears. Note: Record Navigator closes and open depending on where the cursor is positioned.



**Step 6 (a)** Select Type of Office Visit (b) Click New



**Step 7 (a)** Verify date and time (b) Enter Referral Source (c) Primary Health Reason (d) Complaints/Reason (e) **Click Save**. Notice that the Status is Pending Completion do not mark it completed at this point.



**Step 8** Complete the following tabs (after completing the **Details tab**):

- (1) Assessment/Observations (2) Activities (3) Outcomes

Examples from the DNS Professional Development, February 15, 2022 (T. Nguyen's presentation)

### Bloody Nose

**D:** Student sent to health office by teacher due to nosebleed. **AS:** Student denies injury. She reports "it just started in class." Small amount bleeding noted in both nares. No swelling or discoloration observed. **AC:** Student instructed to lean forward and apply pressure with tissue. **O:** Bleeding resolved after 10 minutes. Mother advised of findings and student returned to class.

### Headache

- D:** Student presented to the health office alone with complaint of headache. **AS:** Student states that she has a "bad headache since first period." Denies injury. No acute distress. Student alert and responsive. PEARRL. Denies visual disturbance, tinnitus, or nausea. Temp 98.1. **AC:** Student given water and rest **O:** reported feeling "better" after 15 minutes. Mother contacted and advised of findings. Returned to class.

### Jammed Finger

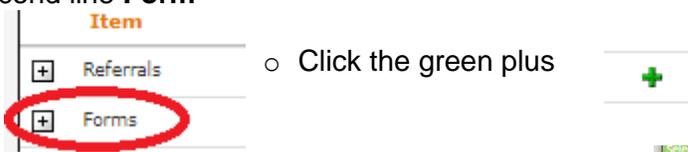
**D:** Student presented from PE accompanied by another student with report of an injured finger. **AS:** Student states that he "jammed" his finger playing basketball. Student tearful but responsive. Calmed after several minutes. Right pointer finger swollen with light purple bruising. No deformity noted. Limited ROM due to pain. **AC:** Ice applied. **O:** No improvement after 10 minutes. Mother advised of findings by nurse and spoke to student. Student picked up and mother advised to seek medical evaluation. She verbalized understanding.

### Immunizations

- Spoke to mother regarding delinquent Varicella vaccine. She reports that student had "chickenpox in the past and the doctor says she does not need it." Explained that laws in California have changed and a doctor's note will no longer suffice. Student needs a medical exemption completed via the CAIR system by doctor. Mother verbalized understanding. Exemption instructions and link from Shots for School emailed to mother.

**Step 9 Referrals/Notes** – Referrals/Notes

Generate the First Aid Notice and/or Cautions Regarding Head Injury as appropriate. See second line **Form**



Click the circle to the right of the appropriate form.

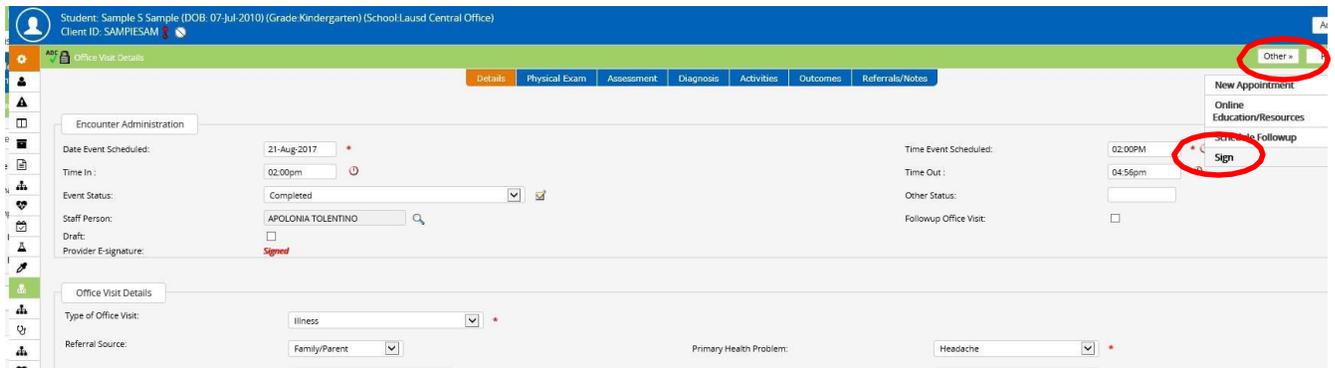
Click **Save** and then **Print**

After issuing a note in the Referrals/Notes, to complete the Office Visit, click Details to mark the status Completed and enter the E-Signature password (SSO password)

Click **Save**

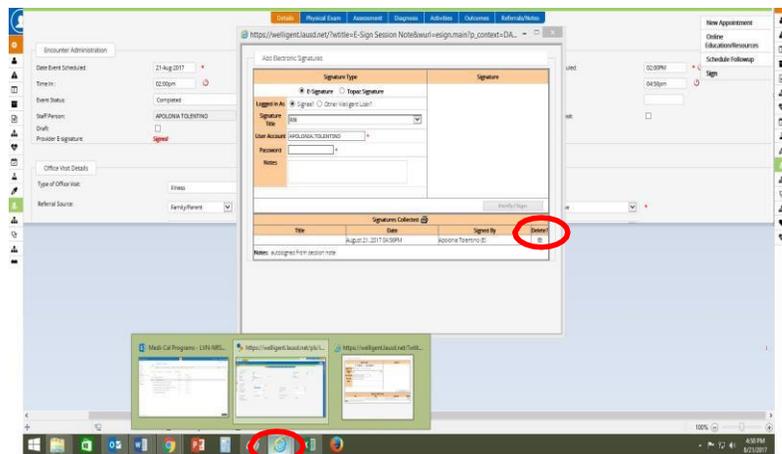
### Unlocking a signed Office Visit if needed.

To unlock a locked office visit, click on **Other** tab. Click **Sign**



The E-signature screen should appear but if it pops up and then disappears, check the screen shot. Hover your mouse over the Task Bar of your device to see that the screen has opened but might be hidden another screen. To delete your own e-signature, click the trash can icon on the E-Signature screen.

It's District policy to not change or alter your initial documentation. The Office Visit which was entered in error - update the Status to **Nursing/PSA Only Deleted-Error** and enter in Complaints/Reason box that the documentation was entered in Error. Re-sign the note



after updating the record. Click **Save**.

**Enter the correct Office Visit after updating the status of the Office Visit entered in Error.**