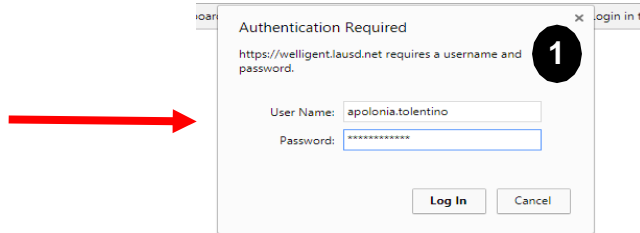
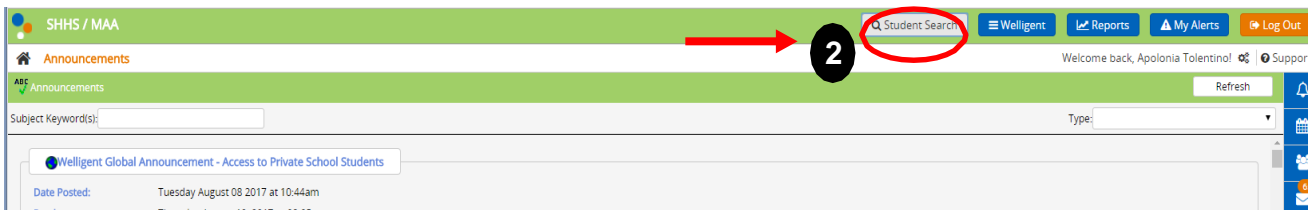


## WELLIGENT QUICK REFERENCE GUIDE Office Visits

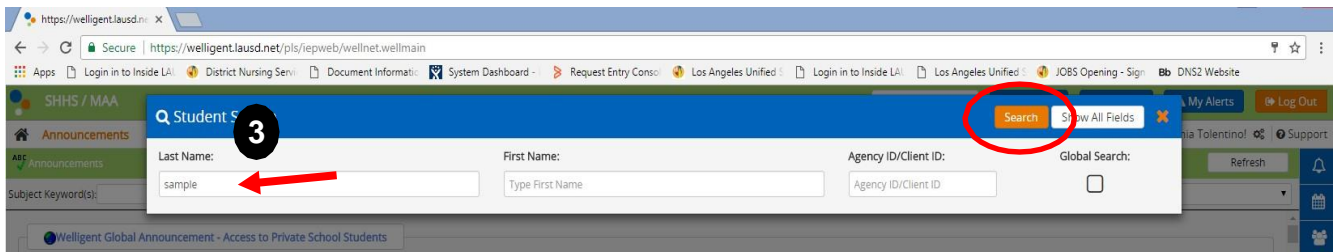
**Step 1** Log into Welligent at <https://welligent.lausd.net>, using your single sign-on (SSO) account.



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



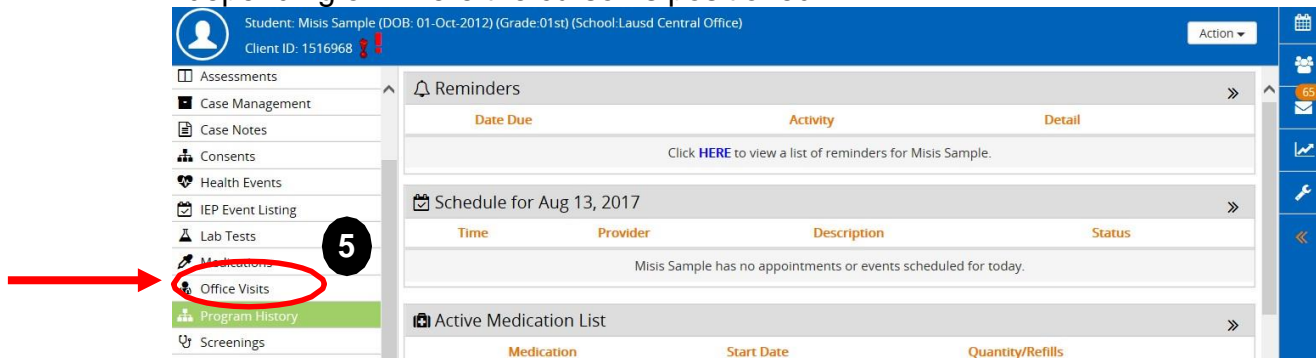
**Step 3** Search for the student's name. There is an option to Show All Fields when searching



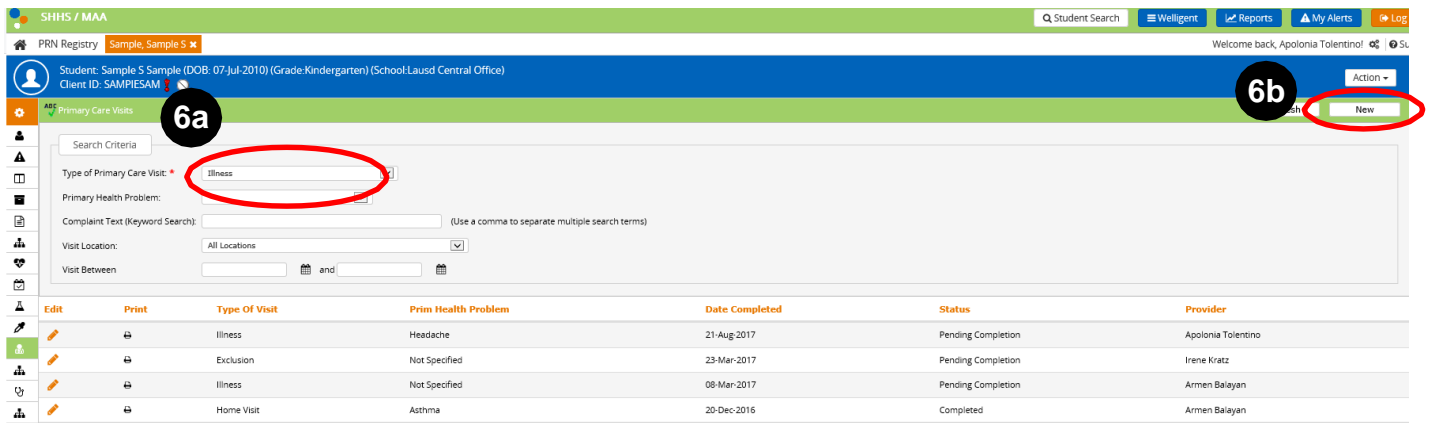
**Step 4** Select the correct student by click the Edit icon (pencil)

Info	Alert	Student	DOB	ID	Grade	Location	Status	
			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

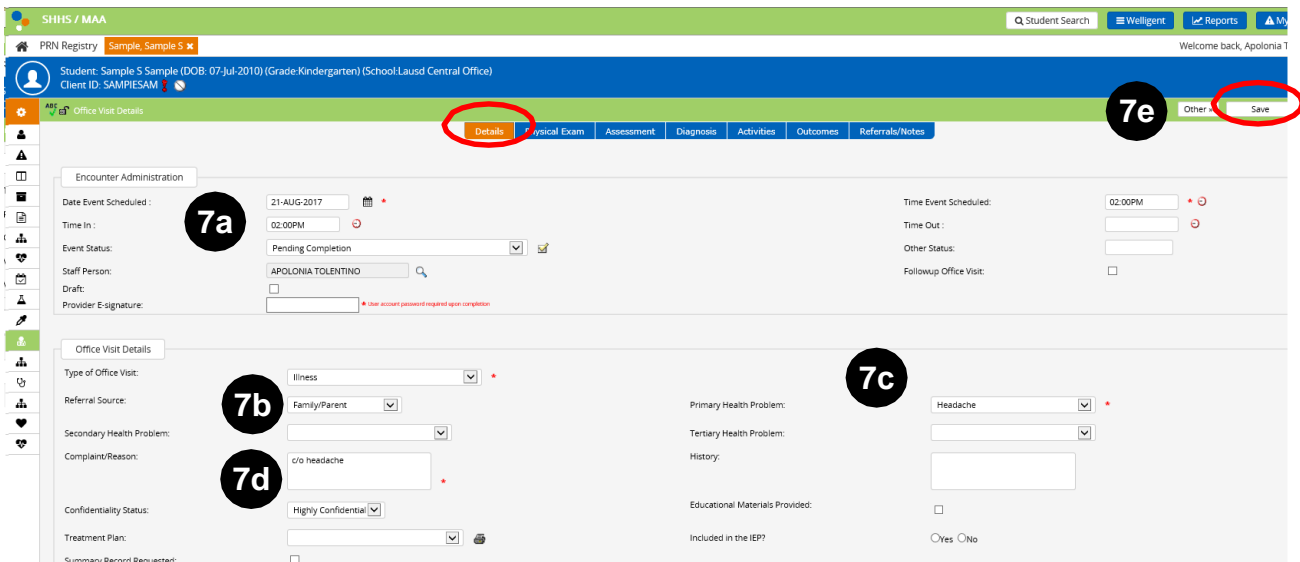
**Step 5** The **Record Navigator** screen appears. Note: Record Navigator closes and open depending on where the cursor is positioned.



**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**

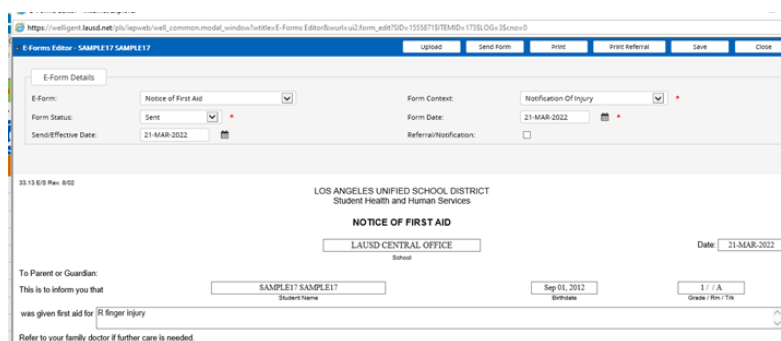
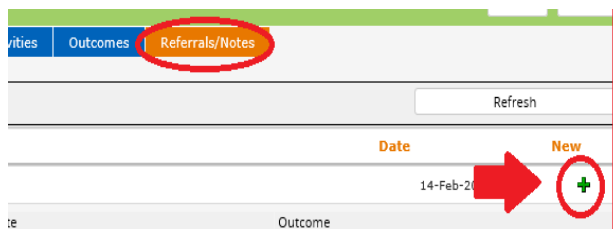
**D:** Student presented from PE accompanied by another student with report of an injured finger. **AS:** Student states that he "jammed" his finger playing basketball. Student tearful but responsive. Calmed after several minutes. Right pointer finger swollen with light purple bruising. No deformity 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** – Generate the First Aid Notice and/or Cautions Regarding Head Injury as appropriate

- o Click the green plus



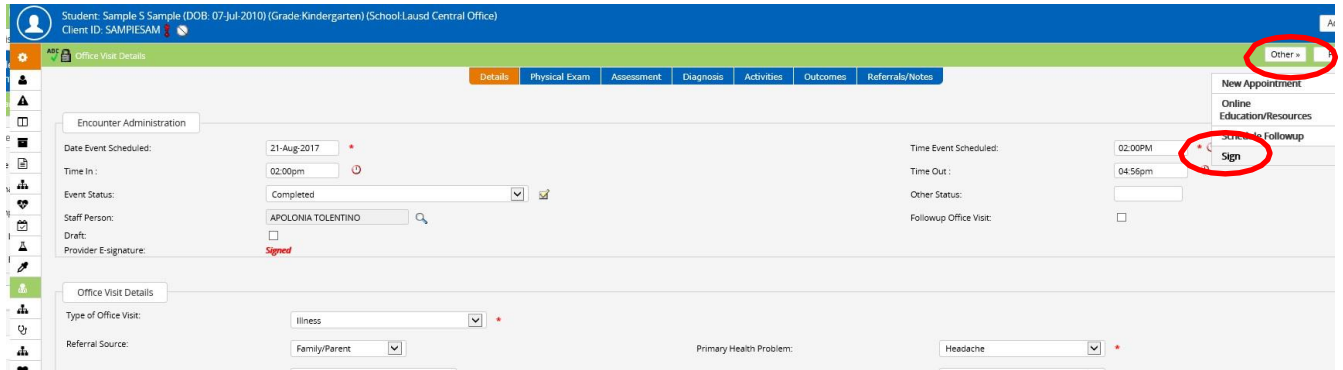
Click **Save** and then **Print**

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 Internet Explorer icon 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.

If it was an error on documenting in the wrong student, update the Status to **Nursing/PSA Only Deleted-Error** and enter the in Complaints/Reason box that the documentation was entered in Error. Re-sign the note after updating the record. Click **Save**.

