

NURSE INSTRUCTIONS FOR COMPLETING HEALTH SCREENING FORMS

STUDENT: Will begin the Health Screening needs by:

1. Student will upload a copy of their county form under “Correspondence” in the MedPortal.
2. Completing both the MedPortal forms:
 - a. TB Risk Assessment
 - b. Prescreening for Student Teacher or employment in the NC Public Schools.

NURSE: within two weeks of student submission of forms

1. Will review completed TB Risk Assessment form to assess need for TST.
 - a. If tb test is indicated, the student will need to schedule this at a location of their choosing and the Health Screening form cannot be completed at SHS, until SHS has received TST interpretation information.
 - b. TB test should be within 6 months of the first day of the student teaching experience.
 - c. The education department will provide SHS with a list of school’s systems that require a tst.
2. Will review immunizations to determine if MMR, Tdap, Hepatitis B and Varicella are current.
 - a. If any immunizations are not current for the date of the first day of the student teaching experience. The nurse will indicate not current on the NCPS form.
 - b. And will also indicate corrective action needed in the recommendation field.
 - c. The student will need to schedule this at a location of their choosing. The student can attach new immunization information to their NCPS form or provide the additional information to the school system where they will be teaching.
3. Will evaluate if the following form was completed: “Prescreening for Student Teacher or employment in the NC Public Schools.”
4. Will send NCPS form to Medical Director for completion. (Paper copy or electronic copy as per student’s county needs/requirements)
 - a. The Education Department should provide us with a list of which counties will only accept their own county form.
 - b. Paper forms will be placed in a folder in Dr Rushing’s reception area mailbox once a day.
5. Will send the student a MedPortal Message (using new message template) with details of plan.
 - a. See instructions below.

CLINICIAN:

1. Will do one of the following:
 - a. Will review the student’s answers and complete the Physical section of students form either electronic or paper if appropriate. OR
 - b. Will communicate with the Allergy/Immunization Nursing staff that an “In Person” apt is needed.
2. Return the evaluated form to the Allergy/Immunization Clinic staff.

NURSE

6. Will copy paper forms.
 - a. The copy will be scanned into EHR.
 - b. The original will be placed in file at reception area for student to pick up original form.
7. Will do one of the following:
 - a. Send the student a MedPortal message stating that completed form can be picked up in the reception area.
 - b. Send the student the completed electronic form. Instructions below.
 - c. Send the student a message that an “In Person” apt is needed to complete the form.

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USING THE MEDPORTAL MESSAGE TEMPLATE:

- Open Student's EHR
- Open a Secure Message
- At the Message field arrow choose: Message: Student Teacher
- Click +
- Click appropriate choices
- Tab Key can take you to a new grouping.
- Arrow down key can take you down the list.
- Space Bar can select option.
- Or
- all of that can be done with the mouse
- Submit
- Close
- Do not save. If you do save, please lock the note. This will be a duplicate note but will not be sent to the student.
- Edit the secure message,
- Complete the subject line
- Make sure provider is ImmSProg
- Send

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TO SEND COMPLETED FORM to student via a MedPortal Message

Nurse will review and lock form

Save the form to “documents” on your computer.

- From the **open form** in Mediat
- Go to **FILE** in the upper left corner
- Click on “**Preview Current**”,
- On some, but not all computers, this will open a box Titled “Open Documents from previous session, click “OK”.
- Go to “**FILE**” again (upper left corner)
- Then click on “**Save copy as**” and this will open the screen where you can name the file.
 - C: Mediat drive: users: your name: documents
- Make sure you are **saving to “Documents”**
- **Name the file** you are saving.
 - Do not use any punctuation.
 - I usually do student’s first initial and last name or name them all TB Risk Assessment and replace the last one I used.
- Click on “**save**”
- **Close** the form.

To send the document via secure message

- Choose “**Secure Message**” on the upper left side of the EHR.
- Complete “**Subject**”
- At **Attachment** near the top of the box, left side, **click on the Dots** ... This will open the saved documents on your computer.
 - C: Mediat drive: users: your name: documents
- **Open Documents**
- **Find the file** that you named and
- **double click** on it- this will attach the form to the secure message.
- **To view** the form after it is attached- click on the reading glasses in the block near the dots
- **Compose a message** to the student
- **Send**