





Procedure for Entry of Failed Screening Results

This document contains correct examples of a student whose initial Hearing screening contained failures. For each failure, the referral section will contain 2 rows showing the referral and follow-up information.

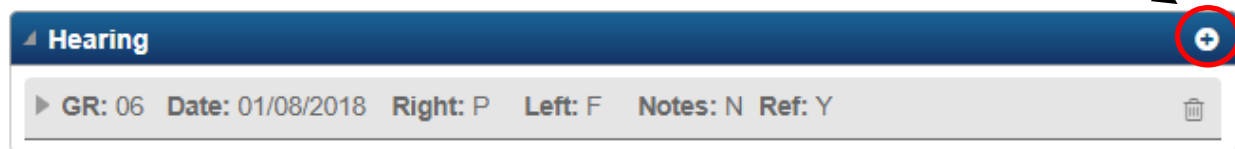
Note: If student passed all screenings, no referral or follow-up is needed.

The following icons display at the top right of the Exams page:

-  (Save) – Saves new or updated records.
-  (Search) – Display the search page to search for records or to select a record from the search results.
-  (Load) – Display results based on a search or selections.
-  (Date/Time Stamp) – View the change information for the record.

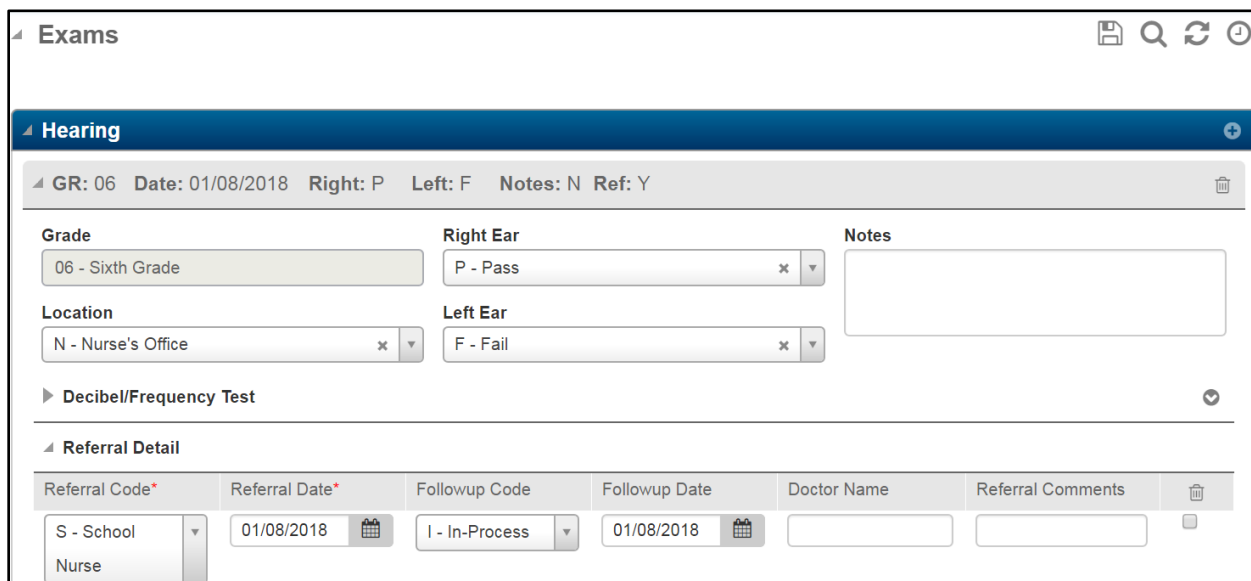
Example 1: Referral where student fails when rescreened

- Click  (Add) at the end of the exam panel to add the initial screening data.



The screenshot shows a 'Hearing' exam panel. At the top right of the panel, there is a blue bar with a red circle and a plus icon, which is the 'Add' button mentioned in the instructions. Below the bar, the panel displays 'GR: 06 Date: 01/08/2018 Right: P Left: F Notes: N Ref: Y'.

- Hearing Screening example of a student failing initial hearing screening.




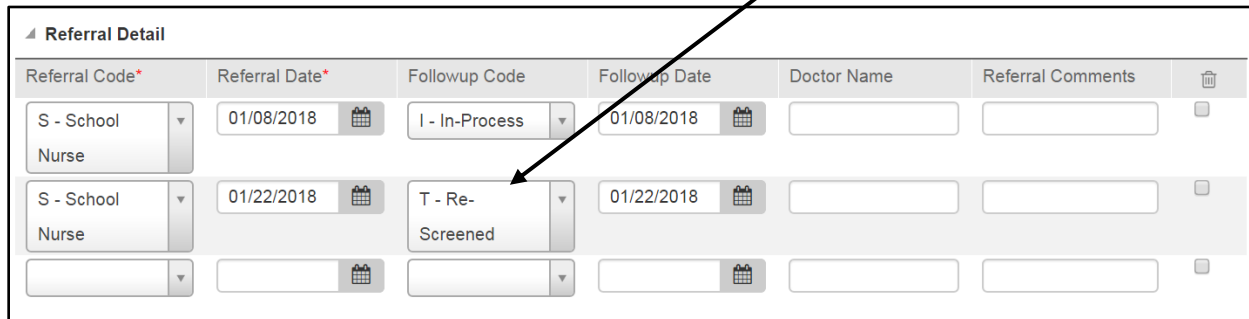
The screenshot shows the 'Exams' page with the 'Hearing' exam panel. The panel displays 'GR: 06 Date: 01/08/2018 Right: P Left: F Notes: N Ref: Y'. Below this, there are fields for 'Grade' (06 - Sixth Grade), 'Location' (N - Nurse's Office), 'Right Ear' (P - Pass), and 'Left Ear' (F - Fail). A 'Notes' field is also present. Below the exam panel, there is a 'Referral Detail' section with a table showing a referral to the school nurse with a follow-up code of 'I' for In-Process.

Referral Code*	Referral Date*	Followup Code	Followup Date	Doctor Name	Referral Comments
S - School Nurse	01/08/2018	I - In-Process	01/08/2018		



- The first referral row shows a referral to the school nurse with a follow-up code of 'I' for In Process.

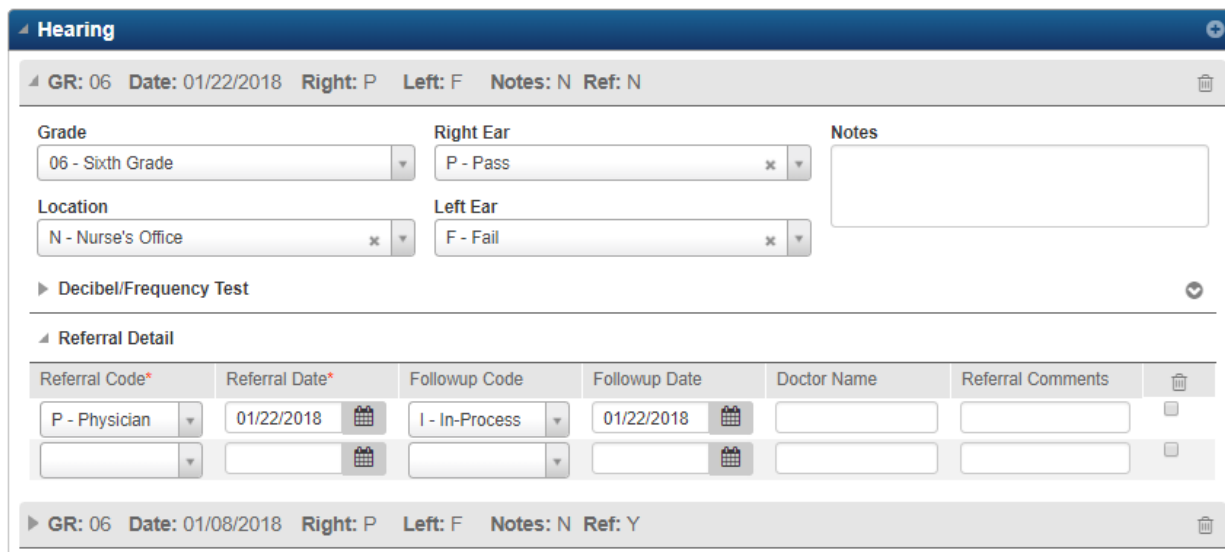
The school nurse rescreens student at a later date.

1. Within the **initial** screening date section on a new Referral row, add the re-screening data showing a referral to the school nurse with a follow-up code of 'T- Rescreened' to indicate a re-screening occurred.
2. Select  (Save).



Referral Code*	Referral Date*	Followup Code	Followup Date	Doctor Name	Referral Comments	
S - School Nurse	01/08/2018	I - In-Process	01/08/2018			
S - School Nurse	01/22/2018	T - Re-Screened	01/22/2018			

3. Each screening requires an additional record. Click  (Add) at the end of the exam panel to add the additional screening data with the appropriate screening information. The initial screening row will be visible in a collapsed row below the new screening data displaying the Grade, Date, Right, Left, Notes, and Referral.
4. When the student fails the second screening, enter the referral date and add a referral with the appropriate referral code for the screening and indicate a followup of 'I – In Process'.
5. Select  (Save) to complete the record.



Hearing

GR: 06 Date: 01/22/2018 Right: P Left: F Notes: N Ref: N

Grade: 06 - Sixth Grade

Location: N - Nurse's Office

Right Ear: P - Pass

Left Ear: F - Fail

Notes:


Decibel/Frequency Test

Referral Detail

Referral Code*	Referral Date*	Followup Code	Followup Date	Doctor Name	Referral Comments	
P - Physician	01/22/2018	I - In-Process	01/22/2018			

GR: 06 Date: 01/08/2018 Right: P Left: F Notes: N Ref: Y

When results are received from the referral made to the doctor, perform the below steps:

1. Expand the Exam row of the rescreened date.
2. Enter the Referral Detail by adding a second line with the same referral code as the first referral and the appropriate follow-up code.
3. Select  (Save).

GR: 06 **Date:** 01/22/2018 **Right:** P **Left:** F **Notes:** N **Ref:** Y

Grade

Right Ear







Notes

Location

Left Ear


▶ Decibel/Frequency Test

▲ Referral Detail





Referral Code*	Referral Date*	Followup Code	Followup Date	Doctor Name	Referral Comments	
P - Physician	01/22/2018 	I - In-Process	01/22/2018 	<input type="text"/>	<input type="text"/>	
P - Physician	02/01/2018 	J - Treatment	02/01/2018 	<input type="text"/>	<input type="text"/>	

Example 1 is now complete.

Example 2: Referral where student passes when rescreened

1. Add initial screening data.
2. Enter the referral information.
3. Click  (Save).

Exams

Hearing

GR: 06 **Date:** 01/08/2018 **Right:** P **Left:** F **Notes:** N **Ref:** Y

Grade

Right Ear




Notes

Location

Left Ear

▶ Decibel/Frequency Test

▲ Referral Detail

Referral Code*	Referral Date*	Followup Code	Followup Date	Doctor Name	Referral Comments	
S - School Nurse	01/08/2018 	I - In-Process	01/08/2018 	<input type="text"/>	<input type="text"/>	

The school nurse rescreens student at a later date.

1. To indicate the student has been rescreened, enter the screening in a new row on the student record with the appropriate screening information.

Hearing

GR: 06 **Date:** 01/08/2018 **Right:** P **Left:** F **Notes:** N **Ref:** Y

Grade

Right Ear

Notes


Location

Left Ear

▶ Decibel/Frequency Test

▶ Referral Detail

Referral Code*	Referral Date*	Followup Code	Followup Date	Doctor Name	Referral Comments	
S - School Nurse	01/08/2018	I - In-Process	01/08/2018	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
S - School Nurse	01/22/2018	T - Re-Screened	01/22/2018	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

2. The prior screening row will be visible at the bottom of the Referral Detail in a collapsed row. No additional referrals are needed since the student passed the 2nd screening.
3. Select  (Save).

Hearing

GR: 06 **Date:** 01/22/2018 **Right:** P **Left:** P **Notes:** N **Ref:** N

Grade

Right Ear

Notes

Location

Left Ear

▶ Decibel/Frequency Test

▶ Referral Detail

GR: 06 **Date:** 01/08/2018 **Right:** P **Left:** F **Notes:** N **Ref:** Y

Example 2 is now complete.