

LESSON: INTRODUCTION TO CONTACT TEMPLATES

OBJECTIVE: Know the different types of contacts.

OVERVIEW

PERSON MODULE: There are four contact Activities for the Person module: Registration form, Contact or Quick Contact templates, Follow-up, and History.



The *Contact* activity icon gives you a list of standard and customized contact templates to choose from. These choices may vary between SBHC's because of the custom capability.

A *Quick Contact* Activity icon records only a bare minimum of information. Who was seen by whom, what was the complaint, diagnosis, procedure, time, billing, and where was the student released to after leaving the visit. (If Quick Contact is chosen from the Contact Template pop-up, the template would look different.)

The *Follow-up* Activity brings up a list of all pending follow up procedures. This Activity also has the ability to add a new follow-up in the form of a Tickler/Reminder window.

*History* gives you several tabs summarizing the contacts entered and allows you to update or add new information.

GROUP MODULE: There are three contact Activity icons for the Group module: Health Screens, Health Education, and Immunizations.

*Health Screenings* are used for group health screenings such as vision, hearing, weight, or blood pressure (There are others to choose from, more may be added in CFAdmin). Students who had a screening are selected and individual results are recorded.

*Health Education* is used for a Health Fair, large assembly, or a class on health education skills, for example. (There are others to choose from, more may be added in CFAdmin). Presenters, subjects, and individual students as well as entire grades may be chosen. There is the capacity to rank individual students' pre and post tests associated with the event.

*Immunizations* is used for group immunizations such as the flu shot. Default information can be entered, such as shots given by Dr. Smith in the student's right arm. When selecting the individual student, this may be changed.

