

**Suggested Best Practice Guidelines to Complete the
Health History and Appraisal A-45 Form
Via HealthOffice Anywhere**

Updated as of January, 2019

Healthmaster LLC is issuing this document strictly as a guide in populating the A-45 form. Healthmaster LLC takes no responsibility for State, District, or Individual School regulations mandated for School Nurses.

Healthmaster has included this document as part of the Release Information for reference purposes only.

Changes made in 4.3.2, January, 2019

- Other vaccines that aren't required, like MenB, won't show in the Meningococcal data fields.
- Because Influenza is a required vaccine in the state this form is based upon, the Influenza doses will display in "Other" data fields on the form.

Changes made in 4.3 release, July 31, 2018

- Instead of a calculated grade for the screening section, the grade shown is the grade when the exam took place. Please note that the age will be reflective of the age the student was at the start of the school year for that grade.

Changes made in 2.1 release, July 31, 2015:

- A new medical condition of Concussion/TBI has been added to the *History* section of the Health History Appraisal (A45). If you set up a medical problem of either Neuro/Concussion Diagnosed or Neuro/Traumatic Injury (Brain) and the year field is populated, that year will show on the form.
- The Hearing exam comments has been fixed so that if an exam has been completed per the guidelines, a "C" will show next to the Acuity number only if a comment has been added.

Intent The general intent of this document is to provide a guide to encourage consistent documentation into the HealthOffice Anywhere program for optimal results on the Health History and Appraisal form.
NOTE: The references made in this document to form A45, refers to New Jersey's state specific form.

Assumptions To ensure these guidelines work correctly, the following must be done:

- Student demographics data as well as their contacts are in place
- All Medical Problems are reviewed and the new "Year Formed" fields are updated
- Students with Titer Test information are updated from the Student Summary in the Immunization Status tab.
- All required health screenings have been documented.

Populating Demographic Data

Overview This section of the form holds the following information entered into the demographic tabs in the student summary screen:

- *Basic Info* - Name of the child, DOB and Gender
- *Contacts –Address* - Mailing Address
- *Phone* - Main telephone number

Demographic Data When populated in HealthOffice Anywhere, the form pulls the following Student information:

- The name in a Last, First, and Middle Initial format
- The DOB, in a MM/DD/YY format
- The gender.

Parent or Guardian Data, Address and Phone

For a Parent or Guardian who is linked to a student, the following data is pulled from HealthOffice Anywhere:

For Parent or Guardian: HealthOffice pulls data from the Contacts tab: The first Contact Name listed with Parent/Legal Guardian field that has yes selected.

For Address (both lines): From the Address tab, the Student's Address 1 and Address 2 lines are combined and populated to the first Address line on the form along with the Student's City, State and Zip code.

Telephone No: From the Phone tab, the Student's Main Telephone number is populated to the form's Telephone field.

Immunization

Overview The A-45 form was revised for the school year 2012 by State of New Jersey-Department of Education/Department of Health.

Healthmaster LLC reviewed the new form and changed all areas affected by the revisions.

The HealthOffice Immunization Card provides the ability to document not only the dose date, but the type of vaccine given to the student. This provides the ability to complete the Vaccine Type section accurately, based on how the District has entered the vaccines for their students. To access the immunization section is on the student summary screen, then click on the yellow folder icon as shown below:



Note: There are areas on the first page of the form that HealthOffice Anywhere does not populate:

- The **Immunization Registry Number** (at the top of the form)
- **Lead Screening** (within the Vaccine Type section) for the Test Date and Result column fields.

Immunization Doses

The vaccine dose date is pulled to populate each of the “Vaccine Types” listed.

Based on the type of vaccines documented within the HealthOffice Immunization Card application:

- For the Diphtheria, Tetanus, Pertussis line of the A-45 form, if Td or DT doses are documented within the Student’s Immunization History record, Td or DT will appear in the upper left corner box. The dates documented for each dose are pulled and populated into the 1st, 2nd, 3rd, 4th and 5th Dose fields.
- For Polio – Inactivated Polio Vaccine (IPV) line of the A-45 form, if OPV is documented within the student’s immunization record, OPV will appear in the upper left corner box. The dates documented for Polio are pulled and populated into the 1st, 2nd, 3rd, 4th and 5th Dose fields.

The HealthOffice Anywhere Immunization Card vaccine dose dates are populated to the corresponding immunization series.

Other vaccines that aren’t required, like MenB, won’t show in the Meningococcal data fields.

Because Influenza is a required vaccine in the state this form is based upon, the Influenza doses will display in “Other” data fields on the form.

- Single Antigen Dose,** Within the Immunization section of the form, there is a gray shaded area to the right, used to document Single antigen vaccine receipt, serology titers, or varicella disease history.
- OR...** When a student has a single antigen dose (i.e. (Measles (Unknown) or Measles (Attenuvax) etc.) the date of the dose is posted in this section.
- Date, & Titer Reading** **For Titer:** HealthOffice provides a *Status* screen for Nurses to enter Titer Date and the actual Titer reading.
- OR...** If the Student is marked as Immune, the Date of the disease for Varicella is posted if marked on the Status screen as Immune.
- Varicella Disease Date** Using the Immunization History application, select the Status tab:
- Click on the Series dropdown to select the Name of the series
 - Check the Immune check box and enter the Immune Date and Authorized by information. This then will populate in the date on the report.

This same screen provides the Titer Test check option box and allows Nurses to enter the Titer date, reading and the results (whether the Student is immune or not).

- If the Student had the Disease, such as for Varicella then the Immune check box should be checked and enter the date and any other data in the Immune Comment field.
- If Titer testing was done and the date and Titer (reading) is entered in the Titer field within HealthOffice, the Titer test results is pulled to the appropriate Series on the form.

Provisional Admission

The A-45 form has a check box for Provisional admission and an unlined space for the date granted.

Using the Immunization History application, select the Admissions tab:

- Click on the series involved with the Admission.
- Select the “Admission” Type, Start and End date of the Provisional Admission.
- You can select the “Apply to All Delinquent” to apply the Provisional Admission in one screen.

The screenshot displays the 'Admission' tab in the Immunization History application. The compliance status is 'Compliant (Texas v4.6)'. A table lists the admission details:

Series Name	Admission Type	Start Date	End Date
Pneumococcal	Provisional	03/25/2013	05/31/2013

Below the table, the form fields are populated with the following information:

- Series: Pneumococcal
- Type: Provisional
- Start Date: 03/25/2013
- End Date: 05/31/2013
- Authorized By Info: Stefan, Kim
- Ignore Global Admissions:
- Comment: (empty text area)
- Spell Check: (button)
- Apply to All Delinquent:
- Delete All:

HealthOffice pulls only the first instance found of a “Provisional” admission and will mark the A-45 form’s “Provisional” box with an (X) and populate the Date field in HealthOffice next to the “Date Granted” field on the form.

Medical or Religious Exemptions

The A-45 form has two fields, one for Medical exemptions and another for Religious exemptions.

Using the Immunization History application, select the Exemption tab.

- Click on the series involved with the Exemption.
- Select the “Exemption Type” from the dropdown list.
- Enter the Start and End date of the exemption. Note-An End Date is not entered for Religious exemptions.
- If all series apply to this exemption, select the “Apply to All Delinquent” check box.

The screenshot shows the 'Exemption' tab in the Immunization History application. The student's grade is 9 and their compliance status is 'Compliant (Texas v4.6)'. A list of series is shown below:

Series Name	Exemption	Start Date	End Date
Hepatitis A	Medical	03/25/2013	01/01/2016
Meningococcal	Religious	03/25/2013	
Varicella	Medical	03/25/2013	06/25/2013

Below the table, the 'Series' dropdown is set to 'Hepatitis A' and the 'Exemption Type' dropdown is set to 'Medical'. The 'Start Date' is 03/25/2013 and the 'End Date' is 01/01/2016. The 'Authorized By Info' is 'Stefan, Kim'. There is a 'Comment' field and a 'Spell Check' button. At the bottom, there are checkboxes for 'Apply to All Delinquent' and 'Delete All'.

When HealthOffice pulls any Exemption data for a student with Exemption(s), and marks either the “Medical or Religious” exemption accordingly, there will be an “X” in the corresponding check box on the form.

History Section

Overview

Nurses who want to populate data for this section of the form **must** use the Medical Problem screen within the HealthOffice Anywhere program.

The screenshot shows the 'Medical Problem' screen. It displays a medical problem for 'Endocrine' with the symptom condition 'Diabetes Type 2' and a level of '1 - High'. The comment states: 'Student has been sent to school w/high protein snacks to avoid low blood sugar. He may trade them to other students for higher carb items'. Below the comment is a table of medical procedures:

Medical Procedure	Start Date	End Date	Status	Type	Open
Carbohydrate/Insulin Calculation	06/01/2012	08/15/2012	Inactive	PRN/As Needed/Scheduled	
Diabetes: Glucose Testing	04/12/2012	01/26/2024	Active	PRN/As Needed/Scheduled	
Carbohydrate/Insulin Calculation	07/18/2012	06/28/2013	Active	Scheduled	

At the bottom, there is another 'System Group' for 'Neurological (Head/Nervous System)' with the symptom condition 'Attention Deficit Disorder(ADD)' and a level of '2 - Moderate'.

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The *Medical Problem* screen has fields for System Groups, Symptom/Conditions, and the “Year Reported”. These fields are the conduit for populating the exact correct History Category on the A-45 form.

Nurses should review their students with Medical Problems by using the 517 Report, Medical Problem Summary, to ensure all students are correctly documented.

Populating the History Section

Each Disease or Disorder listed on the form has been broken out and matched to a System Group and Symptom/Conditions listed within HealthOffice.

Note: The “Year Reported” field *must* be completed on the *Medical Problem* screen in order to populate the Disease Section A-45 form.

History Category on the A-45 Form	HealthOffice Special Problem Symptom/Condition List	Health Office Spec. Problem Symptom/Conditions
Food Allergies	Immune System/(Allergies)	<ul style="list-style-type: none"> • Allergic Reaction-Food • Lactose Intolerance
Non-Food/Non Drug Allergies	Immune System/(Allergies)	<ul style="list-style-type: none"> • Allergic Reaction-Bee Sting • Allergic Reaction-Insects • Allergic Reaction-Latex • Allergic Reaction-Unknown Etiology • Allergies-Animal • Allergies-Environmental • Allergies-Seasonal • Other
Asthma	Respiratory	<ul style="list-style-type: none"> • Asthma • Asthmatic Reaction • Significant Asthma

History Section of the A-45 Form	HealthOffice Special Problem System Group	Health Office Spec. Problem Symptom/Conditions
Congenital Disorder	Cardiovascular (Heart) OR Communicable and/or Formable OR Eye/Ear/Nose/Throat OR Genetic	<ul style="list-style-type: none"> • Congenital Heart Disease • Rubella & Congenital Rubella • Cleft Lip • Cleft Palate • Ear Congenital Defect • Achondroplasia • Angelman Syndrome • Arthrogyposis • Beckwith-Wiedemann Syndrome • CHARGE Association • Chromosomal Abnormality • Cleft Lip/Palate • Cohen Syndrome Cornelia De Lange Syndrome • Cri du chat Syndrome • Cystic Fibrosis • Down Syndrome • Ehlers-Danlos Syndromes • Fetal Alcohol Syndrome/Effect (FASE/ARDS) • Fragile X Syndrome • Hemophilia • Hunter Syndrome • Klinefelter Syndrome • Marfan Syndrome • Morquio Syndrome • Muscular Dystrophy (Genetic) • Myotonic Dystrophy • Neurofibromatosis • Noonan Syndromes • Prader-Willi Syndrome • Prenatal Exposure • Rett Syndrome • Russell-Silver Syndrome • Seckel Syndrome • Sickle Cell Anemia (Genetic) • Soto Syndrome • Spina Bifida • Stickler Syndrome • Thalassemia • Tourettes Syndrome (Genetic) • Tubersclerosis • Turner Syndrome • Usher Syndrome • VATER Association • Velo-Cardio-Facial (VCF) Syndrome • Williams Syndrome

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History Section of the A-45 Form	HealthOffice Special Problem System Group	Health Office Spec. Problem Symptom/Conditions
Congenital Disorder <i>Continued</i>	Musculo/Skeletal/Connective Respiratory	<ul style="list-style-type: none"> • Club Feet • Scoliosis • Cystic Fibrosis
Convulsive Disorder	Neurological	<ul style="list-style-type: none"> • Seizure Disorder
Diabetes	Endocrine	<ul style="list-style-type: none"> • Diabetes • Diabetes Type 2 • Insulin Dependent Diabetes Type 1
Influenza (Flu)	Communicable Gastrointestinal Respiratory	<ul style="list-style-type: none"> • Influenza-Confirmed • Influenza-Suspected • Influenza-Like Illness • Influenza-Like Illness
Other	Dental Dermatological Disorders from Physical Agents Genitourinary Gynecological Nutrition/ Metabolic Other/Misc Parasites	Any Symptom/Condition
Drug Allergies	Immune System/(Allergies)	<ul style="list-style-type: none"> • Allergic Reaction-Aspirin • Allergic Reaction-Drug • Reaction-Penicillin
Heart Disease	Cardiovascular System Group	<ul style="list-style-type: none"> • Aortic Valve Disease • Heart Disease
Hepatitis	Communicable and/or Formable	<ul style="list-style-type: none"> • Hepatitis, Viral-Type A and B
Lyme Disease	Neurological/Head/Nervous System	<ul style="list-style-type: none"> • Lyme Disease
Mononucleosis	Communicable and/or Formable	<ul style="list-style-type: none"> • Infectious Mononucleosis
Neuromusc. Disorder	Immune System/Non-Allergic Neurological/Head/Nervous System	<ul style="list-style-type: none"> • Multiple Sclerosis • Cerebral Palsy • Multiple Sclerosis • Muscular Dystrophy
Chronic Otitis Media	Eye/Ear/Nose/Throat	<ul style="list-style-type: none"> • Otitis Media-Chronic • Otitis Media
Auto Immune Disorders	Immune System/Non-Allergic OR Communicable and/or Formable OR Immune System/Allergies	<ul style="list-style-type: none"> • Lupus/SLE • Acquired Immune Deficiency • Acquired Immune Deficiency
Strep Infections	Communicable and/or Formable	<ul style="list-style-type: none"> • Strep Infection
Juvenile Rheumatoid Arthritis	Immune System/Non-Allergic OR Musculo/Skeletal Connective	<ul style="list-style-type: none"> • Juvenile Rheumatoid Arthritis • Juvenile Rheumatoid Arthritis

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History Section of the A-45 Form	HealthOffice Special Problem System Group	Health Office Spec. Problem Symptom/Conditions
Autism Spectrum Disorders	Neurological OR Psychological/Social	<ul style="list-style-type: none"> • Autism • Asperger Syndrome (AS) • Autism Spectrum Disorder (ASD)
Hematological Disorders	Immune System/Allergies Hematological Oncology	<ul style="list-style-type: none"> • Acquired Immune Deficiency • Anemia-Aplastic • Anemia-Iron Deficiency • Anemia-Other • Anemia-Pernicious • Anemia-Sickle Cell • Hemoglobinopathies • Hemophilia • ITP • Leukemia • Lymphoma • Not To Receive Blood • Other • Sickle Cell Disease • Sickle Cell Trait • Thalassemia • Von Willebrand Disease (VWD) • Hodgkin's Lymphoma • Leukemia
ADD/ADHD	Neurological	<ul style="list-style-type: none"> • Attention Deficit Disorder (ADD) • Attention Deficit Hyperactive Disorder (ADHD)
Concussion/TBI	Neurological	<ul style="list-style-type: none"> • Concussion Diagnosed • Traumatic Injury (Brain)

Note

Operations or Injuries has been removed from the Health History and Appraisal Form and will no longer populate in the **History** section of this form.

Health Screening

Grade/Age The Grade field reflects the current grade the student is or was in when the respective exam was completed.

The Age is formed as a whole number with no rounding.

Date The Date of the exam for the student is displayed **only** by year.

Height, Weight & Blood Pressure If there is a Physical or Growth Exam completed within the same grade and age, HealthOffice will pull Height, Weight, and Blood Pressure and populate the A-45 form.

Vision Screening

From the Vision Exams Test Result tab, **if the student wears contacts or glasses, Nurses can:**

- Select “Glasses” or “Contacts” from the “Tested With” drop-down in the Test Results area of the exam screen

Then...

- Select from the Acuity section, the “**Corrected Far**” column and enter the results for the “Left”, “Right”, and “Both” fields.

Data will display on the A-45 form in the “With correction” section as 20/xx (whatever data was pulled from the exam) for the respective Grade/Age columns.

If the students does not wear contacts or glasses, Nurses can:

- Select “**Unaided**” from the “Tested With” drop-down,

Then...

- Select from the Acuity section and in the “Uncorrected Far” column, enter the results for “Left”, “Right”, and “Both”.

Data displays on the A-45 form in the “Without correction” section as 20/xx (whatever data was pulled from the exam) for the respective Grade/Age columns.

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Vision Screening, cont.

On the HealthOffice Vision exam Test Results section:

- If the Muscle Balance field is set to “Orthophoric (Normal)” and the data is pulled, an “N” is populated on the A-45 form for the respective Grade/Age column.
- If the Muscle Balance field is set to “Exotropia” or “Esotropia”, then when data is pulled, an “R” is populated on the A-45 form for the respective Grade/Age columns.

Note: Healthmaster was advised that when a student is marked with Esotropia or Exotropia for the “Muscle Balance” field, the actions in RAD are normally marked as referred.

Color Perception Date and Results

Healthmaster was advised that the “Color Perception” is usually only checked once. The first instance found where the field = “Color Vision” from the *Test Results* section should be the date that reflects in the “Color Perception Date” field of the A-45 form.

From the HealthOffice Vision Exam’s *Test Results* tab for the “Color Vision” field:

- If “Normal” is selected, then HealthOffice populates an “N” next to the “Results” field of the A-45 form.
- If “Abnormal” is selected, and there is data in the Physician Exam section comment field, a “C” is populated to the A-45 form in the Results field.

Note: Healthmaster was advised that an “Abnormal” result for the Color Vision field is generally no cause to refer a student, but a note is normally made in the exam’s “Comment” field by the Examiner, therefore:

- If “Abnormal” is the result and there is **NO** “Comment” or “Physician Exam’s Comment” field data, then HealthOffice leaves the “Results” field on the A-45 form blank.
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Hearing Exam

HealthOffice populates the “Date” field with the year the Hearing exam was performed.

Sweep Check versus the HO Hearing Exam

The Sweep Check section of the A-45 form reflects the first decibel range, as entered on the HealthOffice Anywhere Hearing Exam’s Frequency section.

This consists of only one number that is entered for the “Left” and one number that is entered for the “Right”.

Healthmaster was advised that a decibel rating of 20 or 25 reflects a rating = **Normal**. Anything > 25 is considered a **Referral**.

Pulling Exam Data and Converting the Data for the A-45 Form

Based on the above statement, when data is pulled for the Hearing Exam, HealthOffice pulls the numerical rating posted for the Left and Right as documented on the exam’s “Frequencies tab” screen.

If Hearing Exam’s Frequencies tab shows:	Then the A-45 Displays:
The Left and/or Right number(s) of 25 or less...	An “N” for the corresponding “L” and/or “R” field.
The Left and/or Right number(s) are greater than 25...	An “R” for the corresponding “L” and/or “R” field.
The Left and/or Right number(s) are greater than 25 and there is also a “Comment” documented...	A “C” for the corresponding “L” and/or “R” field and posts the “Comment” to the bottom section of the A-45 form.

Biennial Scoliosis Screening

If the students age = 10, 12, 14, 16 and 18, then HealthOffice Anywhere pulls any Scoliosis screening results that were documented at these ages and populates the Biennial Scoliosis Screening Date field

Screening Results:

- If the (RAD) Results/Outcome = Normal or Pass, then HealthOffice only posts the exam date.
- If the (RAD) Action = Referred or any Action with the word Refer, Referral or Referred in it, then HealthOffice checks the “Referred for abnormal result” check box that is beneath the appropriate exam date field.
- If the Physician’s Exam section has the Dr. Name and any Treatment field is selected within the “Corrective Action” section **EXCEPT** the field = “None”, then HealthOffice puts a “T” for next to the field.
Note: This is the **only** exam where the “T” is used.
- In the Scoliosis Exam’s “Comment” tab, if there is anything entered for any field on the Note tab, then HealthOffice puts a “C” next to the date field.

TB Screening Data

Healthmaster does not populate this section of the form. The Nurses will complete this data.

Chest X-Ray

Healthmaster does not populate this section of the form. The Nurses will complete this data.

Medication Reactor

Healthmaster does not populate this section of the form. The Nurses will complete this data.

Physical Examination

Overview The recent revised A-45 form shows nothing but a column grid with column headers of:

- Date
- Grade/Age
- Type of Exam
- Significant Findings
- Medical Provider

HealthMaster does not populate this section of the form. The Nurses will complete this data.

A-45 Comments/Notes Section

Overview HealthMaster does not populate this section of the form. The Nurses will complete this data.
