Enter health visits

To enter or view health visits for a specific student:

1. Log on to the Health view.
2. Click the **Student** tab.
3. Search for and select the student.
4. Click the **Visits** side-tab. Visits the student has made to the health office appear.

5. On the **Options** menu, click **Add.** The New Health Log page appears.
6. Enter the visit information.
7. Click **Save.**

Enter health conditions for students

1. Log on to the Health view.
2. Click the **Conditions** tab.
3. Select **Options > Add**. The New Health Condition page appears.

4. Enter the information.
5. Click **Save**.

The Health Conditions Alert icon 🩹 appears next to the student's name.

> **Note:** The Health Conditions Alert icon will appear next to the student's name throughout the Health view only. For an alert to be visible to teachers, you must create a Medical alert (see page 2).

Enter medication orders

You can track any prescription medication orders sent to the school medical office for a student.

1. Log on to the Health view.
2. Do one of the following:
   - Click the **Medication** tab. The Rx Orders page appears.
   - Click **Student**, select the student associated with the medication order, and then click **Medications** on the side-tab.
3. Select **Options > Add.** The New Health Medication Order page appears.

4. Enter information in the fields.

Enter medical alerts

When you create a **Medical alert**, the ♥ icon appears next to the student's name on Aspen's Student pages. Only users with appropriate privileges (such as teachers) can see alerts.

1. Log on to the Health view.
2. Click the **Alert** tab.
3. On the **Options** menu, click **Add.** The New Student Alert page appears.

4. In the **Name** field, type the student's name or click 🔍 to select it from a pick list.
5. Enter the description.
6. Click **Save.** The system displays the appropriate icon next to the student's name on the Student pages.

7. To view the alert, click the **Medical alert** icon ♥ .