Moʻomōʻali Olakino (EHR)
Medical Clearance Guide for Parents
March 2023

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Logging In

1. Use Chrome Incognito Window or Firefox Private Window for your browser.

2. Go to https://ohana.ksbe.edu/ and log in using your personal email that is on record with KS.

3. It should say Kamehameha Schools under your name in the upper right-hand corner. If it doesn't, click on the icon and select your Kamehameha Schools account. Then you should see the Moʻomōʻali Olakino application.
4. If you have multiple children enrolled at Kamehameha Schools, select a child to continue.

5. Once logged in, the Home page will appear with your child’s name.
How to Complete Medical Clearance Requirements

1. Select Medical Clearance to view the necessary requirements to complete medical clearance.

![Medical Clearance Screen]

2. For any requirement that has not been satisfied, select Update and follow the instructions to satisfy the requirement.

*Note: Requirements will vary based on student status (new or returning), grade, etc.*

Health Summary: Required every year prior to the start of school and can be updated throughout the school year.

![Health Summary Screen]

1. Review the health history listed for your child.
2. If everything is up-to-date, select Looks Good.

![Health History for Test Patient4]

3. If anything needs to be added or changed, select Additions/changes are needed.
**Allergies**: Enter any allergies, including food and medication allergies, that your child has.

1. Select **Add** to add an allergy to your child’s health history.

2. A pop-up window will open to enter the allergy. Add what your child is allergic to and the type of reaction.

3. If it is a food allergy, please check the appropriate box.

4. Select **Save**.

5. To edit any of the listed allergies, select **Edit**.

6. A pop-up window will open. Enter details of why you are requesting to change the allergy. Select **Save**.
7. If your child does not have any allergies, select **No Known Allergies**.

**Medication**: Add all medications that your child is currently taking along with the dosage.

1. To add the medications, select **Add**.

2. A pop-up window will open. Enter medication and dosage information. Do not abbreviate any medication names.

3. Select **Save**.
4. If the medication will be administered during school hours, either by Health Room staff or self-administered by your child, a separate **Request for Administration of Medication (RAM)** form will need to be completed. This form is available in the **Form Download/Upload** section and can be uploaded via this portal.

5. To edit any of the listed medications, select **Edit**.

![Medications table]

6. A pop-up window will open. Enter details of why you are requesting to change the medication. Select **Save**.

![Edit Medication window]

7. If your child does not take any medications, select **No Current Medications**.

![No Current Medications]

**Medical Conditions**: Enter any medical conditions for which your child has received medical care within the last 5 years.

1. To add a new medical condition, select **Add**.

![Medical Conditions table]
2. Select any condition from the list of most common medical conditions by clicking on it. If you do not see a condition on the list, select **Add Other Conditions**.

3. To edit any of the listed medical conditions, select **Edit**.

4. A pop-up window will open. Enter details of why you are requesting to change the medical history. Select **Save**.
Hospitalizations and Surgeries: You will go through the same process as above to enter Hospitalizations and Surgeries/Procedures within the last 5 years or related to a current medical condition. Include the approximate date.

After you finish editing the Health History, remember to select Done at the top or bottom of the page to save all of your changes!

Physical Evaluation: If a Physical Evaluation form is required for the upcoming school year, you will see Physical Evaluation (PE) Form as a requirement on the Medical Clearance page.

1. To add the PE form, select Update.

2. Select Upload to upload the PE as a scanned PDF or picture from your device.

   NOTE: Only the second page of the PE form which is signed by your child’s health care provider is required to be uploaded to the portal. Do not upload the first page - this is to be completed prior to your child’s physical and is for your child’s health care provider’s reference.

3. Once uploaded, you will be able to review the document before submitting it.
4. Select Looks Good.
5. Then select Save.
TB Screen: New Students and all High School Students

1. To complete the TB requirements, select Update to open the TB screen questionnaire.

2. Answer all 11 questions and select Submit on the bottom of the screen.
3. If you answered “No” or “N/A” to all of the questions, no additional requirements are needed, and this satisfies your child’s TB screening requirement for medical clearance.
4. If you answered “Yes” to any of the questions, you will need to provide TB Clearance obtained by your primary care provider.

Additional New Student Requirements

Entering Immunizations: Required immunizations should be entered in the parent portal.

1. Select Update next to the immunization you wish to update. A pop-up window will open.

   2. Enter the date of vaccination in the format of MM/DD/YYYY.
   3. Select the vaccine type from the drop-down menu.
   4. Enter all doses, then select Done to save the information and close the window.

   5. Repeat steps for each vaccine.

Immunization Record: A copy of your child’s immunization record is required. If you have an immunization exemption, please call your designated health room for further assistance.

1. Select Update next to Immunization Record. A pop-up window will open.
2. Select **Upload** to upload the immunization record as a scanned PDF or picture from your device.

3. Once uploaded, you will be able to review the document before submitting it.
4. Select **Looks Good**.
5. Then select **Save**.

**Additional 7th Grade Immunization Requirements**

1. The Hawai‘i Department of Health also requires that all students entering 7th grade receive the following immunizations:
   a. Tetanus, Diphtheria and Acellular Pertussis (Tdap)
   b. Two (2) doses of Human Papilloma Virus (HPV)
   c. Meningococcal Conjugate Vaccine (MCV)

2. Please upload an immunization record that documents receipt of these immunizations in the Form Download/Upload section.

**Completion of Medical Clearance**

1. After you have entered all required information for Medical Clearance, the information will be automatically sent to the nurse for review.
2. Once the information is reviewed and verified, your student’s overall medical clearance will change to **Compliant**. Within the Medical Clearance tab, the Overall Clearance Status will update to show a green checkmark and Satisfied.
3. This information will be reflected in Infinite Campus the following day.
Additional Items NOT Required for Clearance

1. At the bottom of the Medical Clearances page there is a section where you can upload/complete additional items that are not required for medical clearance.

COVID-19 Testing Consent: Complete this section if you would like to give consent for your child to get tested for COVID through take home rapid antigen test kits or rapid antigen testing administered by KS personnel.

2. At the bottom of the consent form, type your full name and check the “I agree” box.
3. Select Submit Final.

COVID-19 Vaccine: Complete this section if your child has received any COVID-19 vaccines.

1. Select Update next to COVID-19 vaccine. A pop-up window will open.
2. Select Upload to upload a copy of your child’s COVID vaccination card as a scanned PDF or picture from your device.
3. Once uploaded, you will be able to review the document before submitting it.
4. Select Looks Good.
5. Enter the immunizations by selecting Add Immunizations.
6. Enter the immunization date and immunization type, then select **Save**.

7. After verifying that the COVID vaccine card has been uploaded and immunizations have been entered, select **Done**.