
Mo'omō'ali Olakino (EHR)

Medical Clearance Parent Portal Guide

10 April 2018

OVERVIEW

Table of Contents

Mo'omō'ali Olakino (EHR) App Portal

One Student

Multiple Students

Home Page

Medical Clearance List

Health Summary/Health History

- Allergies

- Medication

- Medical Conditions

- Hospitalizations and Surgeries

Physical Evaluation Year

TB Screen: New Students and High School Students

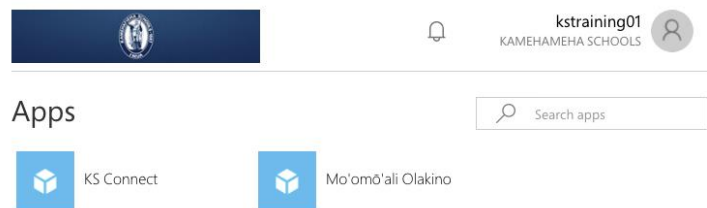
Immunization Record

Entering Immunizations

Completion of Medical Clearance

Mo'omō'ali Olakino (EHR) App Portal

1. From the MyApps Page, click on the Mo'omō'ali Olakino Icon. You will be taken directly to the Mo'omō'ali Olakino Parent Portal to begin your child's medical clearance.

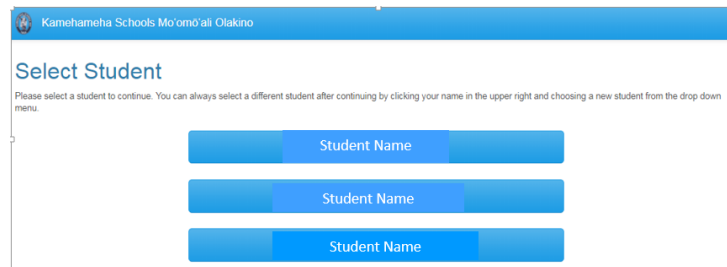


One Student

2. Once logged in, the home page will appear with your child's name and you are able to start completing Medical Clearance requirements.

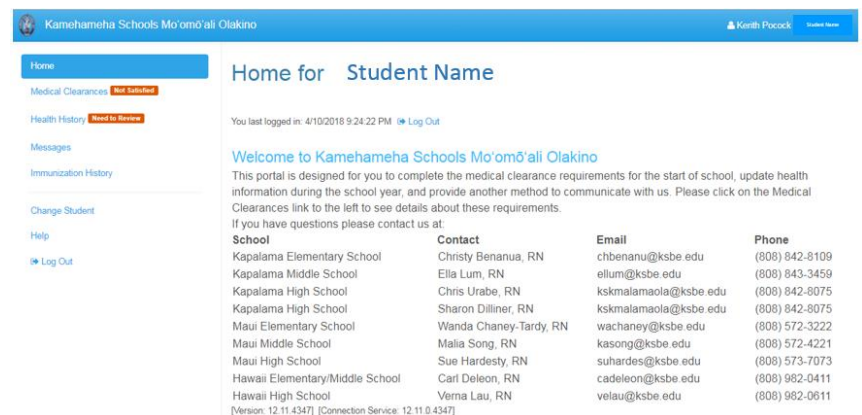
Multiple Students

3. If you have multiple children enrolled at Kamehameha Schools, you will need to select the child for whom you would like to complete medical clearance. You will have up to 30 seconds to click on your child's name before automatically being logged out of the system.



Home Page

4. You should now see the Home page for your child. From this home page, you are able to select links on the left to complete Medical Clearance, as well as go directly to the Health History and Immunization pages. You can also select the link to send/view messages.
5. On your initial login, you should see Medical Clearance is marked **Not Satisfied** in red indicating that you still have tasks that need to be completed.



NOTE: the size of your screen will affect your view of the portal.

Medical Clearance Requirements

Medical Clearance List

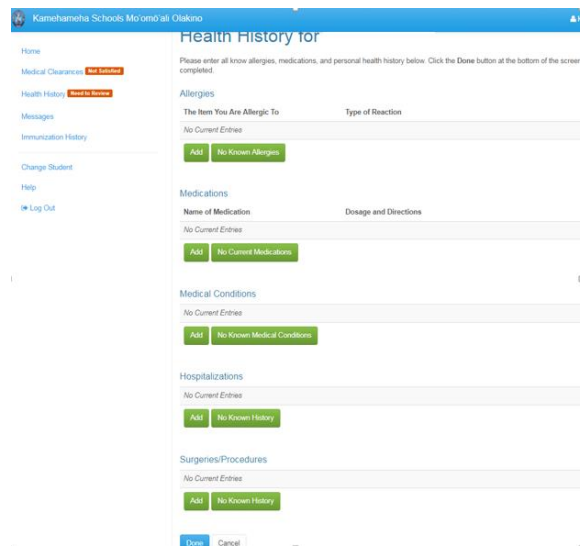
6. Click on Medical Clearance to view the necessary requirements to complete medical clearance.
7. For any requirement that has not been satisfied, click on the green **Update** button to enter information.



NOTE: Requirements will vary based on student status such as new vs. returning, grade, etc.

Health Summary/Health History

8. To add information to the Health History, select the green **Add** button under any of the headers (i.e. allergies, medications, medical conditions, etc.)
9. If your student does not have any medical information to add, select the green **No Known Allergies, No Current Medications, No Known History** buttons.



Allergies

10. When clicking on Add to add an allergy to your child's health history, a pop up window will open to enter the allergy (medication, food, environmental).
11. Enter the allergy information and reaction. If the reaction is unknown, type in **unknown** under type of reaction.
12. If this is a food allergy, please select the check box at the bottom of the window with the IMPORTANT red text.
13. You may close the window by selecting the blue **Save** button at the bottom.

Add Allergy

Enter Item You are Allergic To (example: Penicillin or Pollen)

Enter Type of Reaction (example: Rash or Itching)

IMPORTANT: Please check this box if this is a food allergy

Save Cancel

Medication

- To add a medication, select the green **Add** button and a pop up window will open. Please do not abbreviate any medication names.
- Type in the full name of the medication, then the dosage of the medication.
- You may close the window by selecting the blue **Save** button at the bottom.
- If the medication is a controlled substance that you would like administered during school hours, a separate Request for Administration of Medication (RAM) form (downloadable at: http://www.ksbe.edu/malama_ola/) will need to be completed and turned into your child's designated Health Room.

Add Medication

Name of Medication

Dosage of Medication

Save Cancel

Medical Conditions

- The most common medical conditions are provided as a select list. Select any condition from the list by clicking on it to add.
- If you do not see your child's medical condition on the list, you may add it by selecting the green **Add Other Conditions** button at the bottom. A new window will open for you to type in the condition.

Add Personal Problem

Medical

Only enter Medical Conditions for which you have received medical care within the last 5 years. Select Items directly from the list below or select **Add Other Conditions** to add items that are not on the list.

| | | |
|--------------------------------|--------------------------------|-----------------------------|
| Acne | ADD/ADHD | Allergic Rhinitis/Hay Fever |
| Anxiety | Asthma/Reactive Airway Disease | Atopic Dermatitis/Eczema |
| Depression | Diabetes | Environmental Allergies |
| Headache | Hearing Loss/Disorders | Heart Conditions |
| History of Bone/Joint Problems | History of Concussion | Lactose Intolerance |
| Migraines | Scoliosis | Seizure Disorder |
| Vision Disturbance/Glasses | | |

Add Other Conditions Please use the Add Other Conditions button for significant items not included in the list above.

Save Cancel

Hospitalizations and Surgeries

- You will go through the same process as above to enter Hospitalizations and Surgeries/Procedures.

Add Hospitalization

Only enter Hospitalizations that have occurred within the last 5 years.

Description of Hospitalization Event (example: Hospitalized for Asthma)

Approx Date

Save Cancel

NOTE: We are asking for hospitalizations and surgeries within the last 5 years, and anything that is directly related to their current medical condition. For example, if your student has diabetes and was diagnosed after a hospital stay but it was more than 5 years ago, include the hospitalization in the history.

21. Once you have completed all necessary medical information for your child, select the blue **Done** button at the bottom of the Health History screen to save the health history.
22. On the left panel of the home page, the **Not Satisfied** in red is now removed from Health History indicating that it has been completed.
23. Within the Medical Clearances, the Health Summary status is now **Compliant** for the upcoming school year.
24. However, if there are any changes to your child's medical history during the year, please update the information here.

Physical Evaluation Year

25. If a Physical Evaluation form is required, you will see **Physical Evaluation (PE) Form** as a requirement on the Medical Clearance page. This will vary depending on grade level and whether a new or returning student.
26. To add the PE form, select the green **Update** button.

27. You can upload the completed PE form from your provider by selecting the green **Upload** button. The PE can be scanned or a picture from your phone or computer.

NOTE: Only the first page of the PE form is required to turn in.

28. Once uploaded, you will be able to review the document before submitting. Once reviewed, select the green **Looks Good** button.
29. In the Physical Evaluation Date field, please enter the date that the physical exam was performed. (This is the Physical Examination date located on the bottom of the form completed by your provider.) You will not be able to submit the uploaded form unless a Physical Evaluation Date is added.

30. To save the form, select the blue **Save** button on the bottom of the window.
31. The window will close and the PE form status will change to **Awaiting Review**.
32. Your last PE date will be updated at the top of the home page.

TB Screen: New Students and High School Students

33. To complete the TB requirements, select the green **Update** button to open the TB screen questionnaire.
34. Answer all the questions (total of 11 questions) and select the blue **Submit** button on the bottom of the screen.
35. 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.
36. If you answered 'Yes' to any of the questions, you will need to provide TB Clearance obtained from your primary care provider.

The screenshot shows a web interface for TB screening. On the left is a navigation menu with links: Home, Medical Clearance (highlighted in orange with 'New Release' text), Health History, Messages, Immunization History, Change Student, Help, and Log Out. The main content area is titled 'TB Screening' and contains a series of questions with radio button options for 'Yes', 'No', and 'N/A'. The questions are: 1. Cough for >= 3 weeks duration? 2. Coughing up blood? 3. Fever? 4. Night sweats? 5. Unexplained weight loss? 6. Unusual weakness or fatigue? Below these are 'And the following additional questions: 1. Was the person born in a country with an elevated TB risk? (Includes countries other than the United States, Canada, Australia, New Zealand, or Western and North European countries) 2. Has this person traveled to (or lived in) a country with an elevated TB rate for four weeks or longer? 3. At any time has this person been in contact with someone with infectious TB disease? (Do not check 'Yes' if exposed only to someone with latent TB.) 4. Does the individual have a health problem that affects the immune system, or is medical treatment planned that may affect the immune system? (Includes HIV/AIDS, organ transplant recipient, treatment with TNF-alpha antagonist, or steroid medication for a month or longer.) 5. For persons under age 18 only: Is someone in the child's household from a country with an elevated TB rate? At the bottom are 'Submit' and 'Cancel' buttons.

Additional New Student Requirements

Entering Immunizations

37. Required immunizations should be entered in the parent portal. All immunizations can be entered the same way.
38. For example, to enter immunization dates for your child's Hepatitis B vaccine, select the green **Update** button next to Hepatitis B. A pop up window will open.
39. Enter Dose 1 in the format of MM/DD/YYYY.
40. Next, select the vaccine type from the drop down under the title **Vaccine1**.

NOTE: if you are uncertain which vaccine your child received, select Hep B unspecified.

41. Repeat these steps for doses 2 -3.
42. Once completed, select the blue **Save** button at the bottom of the window to save the information and close the window.
43. These steps will be repeated for each vaccine including Measles, Mumps, Rubella; Polio; Tetanus-Diphth-Pertussis; and Varicella.

NOTE: if your child received a combination vaccine such as MMR-Varicella, both vaccine dates will populate.

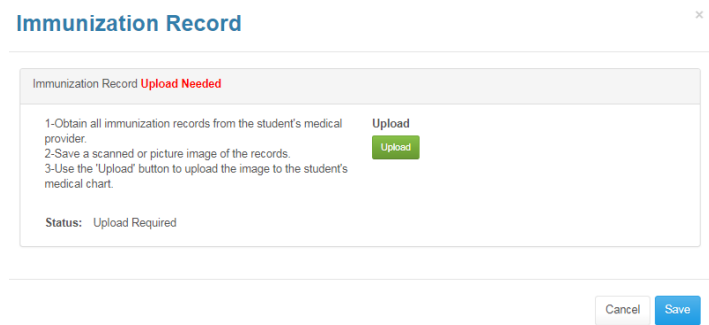
44. Once completed with all vaccines, the status details will change to **Awaiting Review** while a nurse reviews the dates entered with the submitted Immunization Record.

The screenshot shows a 'Hepatitis B' vaccine entry form. It has a title bar 'Hepatitis B' and a subtitle '3 Doses Hepatitis B Vaccine (min. 2 required to start)'. There are three rows for 'Date 1', 'Date 2', and 'Date 3', each with a date input field (format MM/DD/YYYY) and a 'Vaccine' dropdown menu. The 'Vaccine1' dropdown is currently set to 'Select one...'. At the bottom right are 'Cancel' and 'Done' buttons.

The screenshot shows a 'Varicella (chicken pox)' vaccine entry form. It has a title bar 'Varicella (chicken pox)' and a subtitle '2 doses two varicella vaccine [required]'. There are two rows for 'Date 1' and 'Date 2', each with a date input field (format MM/DD/YYYY) and a 'Vaccine' dropdown menu. The 'Vaccine1' dropdown is set to 'MMRV (Measles-Mumps-Rubella-Varicella)'. At the bottom right are 'Cancel' and 'Done' buttons.

Immunization Record

1. A copy of your child's immunization record is required.
2. To submit the immunization record, select the green **Update** button next to Immunization Record. A pop up window will open.
3. The completed immunization record can be uploaded by selecting the green **Upload** button.
4. Similar to the PE form upload, this can be scanned or a picture from your phone.
5. Once uploaded, review the immunization record, and if it looks good, select the green **Looks Good** button to save and close the window.
6. To close out of the pop up window, select the blue **Save** button at the bottom of the screen.



The screenshot shows a pop-up window titled "Immunization Record" with a close button (X) in the top right corner. The window has a header bar that says "Immunization Record Upload Needed". Below the header, there are three numbered instructions: "1-Obtain all immunization records from the student's medical provider.", "2-Save a scanned or picture image of the records.", and "3-Use the 'Upload' button to upload the image to the student's medical chart." To the right of these instructions is a green "Upload" button. Below the instructions, the status is displayed as "Status: Upload Required". At the bottom right of the window, there are two buttons: a grey "Cancel" button and a blue "Save" button.

NOTE: If you have a medical exemption, please call your designated health room for further assistance.

Completion of Medical Clearance

After you have entered all required information for Medical Clearance, the information will be automatically sent to the nurse for review. Once she has reviewed and verified the information, your student's overall medical clearance status will change to **Compliant**. Within the Medical Clearance tab, the **Overall Clearance Status** will update to show a green checkmark and **Satisfied**.