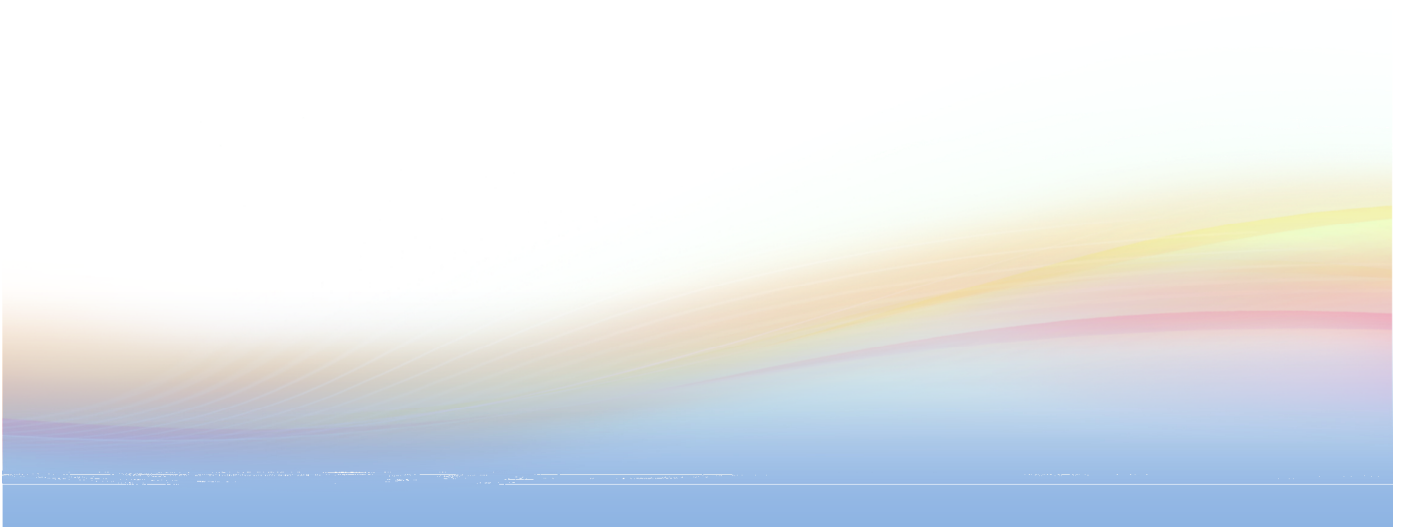


Update Medical Information on Gateway

Dec 2012

Version 1.0



Edit Student medical information on Gateway

Summary

Before 05th December 2012, there are two ways to update medical data on Gateway or Maze

1. Parent submit medical changes by Gateway Change Request Form
2. Nurse update Maze Medical information and it auto update Gateway

From 05th December 2012 onward, it will allow update medical data on Gateway directly

1. Parent submit medical changes by Gateway Change Request Form(unchanged)
2. Nurse update medical information on Gateway (new)

Update medical information on Gateway

User who has the Medical Room access right will be able to update medical information on Gateway.

- Login to Gateway
- Go to **Admin** menu.
- Select **Student Demographic**
- Input any search criteria to search, click **Search**

The screenshot shows the Gateway Admin interface. The top navigation bar includes Home, ARR, Activities, HE/FE, CPD, IN, Admin, Communication, Documents, and Management. The 'Admin' menu is expanded, showing options like Student Demographics, Change Request Admin, Attendance, Quick Attendance Report (all), Quick Attendance Report (not in school), Quick Attendance Report (not in school, by House), Subject Class Mapping, Head of House Mapping, Timetables, and Medical Room. The 'Student Demographics' page has a search form with fields for Preferred Name, Surname (wong), First Name, Second Name, Year Group, Roll Group, and House. There are also fields for Age, Date of Birth, Hong Kong ID, Gender (M/F), Tutor Group, and Timetable Tag. A 'Search' button is highlighted with a red circle. Below the search form, there is a 'Search Result' table with columns: Surname, First Name, Gender, Roll Group, House, Tutor Group, and Medical Alert. The table contains two rows of data. The 'View Details' link for the second row is highlighted with a red circle.

Surname	First Name	Gender	Roll Group	House	Tutor Group	Medical Alert
WONG000188	WONG000188	F	10C1	Casa	8.5	No
WONG000190	WONG000190	M	10S2	Shtepi	8.7	Yes

- click **View Details** to open the Student Demographic screen
- click **Medical Information** to open the Medical Information Screen

Student Demographics

Print 2K Year Group Subject Name All Categories BUCK000034, BUCK000034 (2K)

BUCK000034 BUCK000034 (2K)

Medical Information [Edit]

Immunisations

Has your child had all their immunisations according to the Hong Kong Government Child Immunisation Programme?

Please list any other immunisations, e.g. Flu Shot, Hepatitis A, Typhoid, Tetanus booster, etc, which your child has had within the last 10 years. Give dates if possible, e.g. Flu Shot - 2009, Tetanus booster - 2010, etc.

Extended Demographics

Medical Information

Assessments

Standardised Assessments

- click **Edit** to open the change form to input medical data changes. (In fact you can find the same **Edit** link available in the Medical Room when view a student’s medical information)
- Although you see the * which supposed are mandatory fields, but it is unnecessary to input everything, because it just for Parent’s view when they login to submit change request.

Yes No *

Background Allergies

Does your child suffer from any allergies? * Yes No

Asthma

Does your child suffer from asthma ? * Yes No

Medications

Does your child take any medications? * Yes No

Safe in and around water

Is your child a confident swimmer? * Yes No

Can your child keep afloat in water? * Yes No

Can your child swim at least 50 metres fully clothed? * Yes No

Dietary Information

Please outline any special dietary requirements of your child and how best they should be catered for.

Remark: Fields with asterisk * are required.
Remark: Fields with asterisk * are required for either one.

▲ Back to Top

Save Cancel

- click on **Save** to preview and confirm what you have changed

Change Request - Medical Information

Print

Please check what you have entered, complete the confirmation section at the bottom of the page then click on Confirm to submit the form for processing.

BUCK000034 BUCK000034 (2K)

Preferred Name	BUCK000034	Gender	F
Surname	BUCK000034	Age	6 years 2 months
First Name	BUCK000034	Date of Birth	07/09/2006
Second Name	BUCK000034	Student's Mobile Number	
Official Full Name	BUCK000034	Email	BUCK000034@gmail.com
Hong Kong ID.	S107XXX(X)		

School

Change Request Verification

Verified Remark

Note: Red text/field indicates new changes. [▲ Back to Top](#)

- You need to tick **Verified**, and it is optional to input notes on **Remark** field before click the **Update** button to submit information update.
- However if you didn't change anything on the form, you won't be able to see the **Update** button.
- The updated data will need over night to update Gateway and Maze database. i.e. next day you will see the update on medical screens/reports.
- After successfully submit a change, there will be a change record for future reference. **Admin → Change Request Form → Reply Status.**

Change Request

Manage **Reply Status** Settings

This page allows you to check, for a particular form, the reply status of each student in a year group. And, let you send email to those students not yet submitted.

Form Type: Medical Information Year Group: Y01 Status: All Status

Roll Group: All Submission From: 2012-08-20 To: 2012-12-05

Form Type	Ref no.	Student Name	Roll grp	Submitted by	Date of Submission	Follow-up by	Date of follow-up	Status
Medical Information	BHS2012100501	ADNA000003	1B	Gateway, Support3	05/12/2012 13:55:27	Gateway, Support3	05/12/2012 13:55:43	Approved

- End of Document -