



How to pull Non-Duplicate Health office Visit Counts

From the Start Screen click on System Reports

Select the Custom Reports Tab

Under the Nurse Information Column, select Health Office Visits Report by Date

Nurse Information	Description
Screening List by Homeroom	Screening List of information by home room.
Office Visit by Date Count	Office Visit count by Date
Health Office Visits Report by Date	Run Health Reports Based on a Date Range.

On the Report Parameter screen select the start date and end dates, either entering the date in or using the calendar pop-up icon.

Choose Optional for Visit Type and Visit Outcome

Click Submit

Health Reports

Start Date (MM/DD/YYYY): 9/2/2013

End Date (MM/DD/YYYY): 9/30/2013

[Reset Date Settings](#)

Visit Type: Optional

Outcome Type: Optional

When you get the results you can copy them into an excel spreadsheet and use a function to count them or simply count the students on the screen.

To copy the results into a spreadsheet, see the [screencast instructions](#) posted on the intranet.