



School Nurse

How to search for a patient in enhanced OSIIS

1. Login into system
 - a. Make sure you are logged into the correct location (generally will be School, School)
2. Search for patient
 - a. You can click on "Patient Search" at the top of the screen or
 - b. You can click on "Patients" and then "Search" on the left side of the screen
3. Enter at the least the first 3 letters of the last and first name and DOB
 - a. Click Search
4. If multiple search results appear, select the one that matches the patient you are looking for by clicking on the dropdown button next to Demographics and selecting Immunizations
5. Click the Recommend button at the bottom of the screen to see what immunizations the patient is due for and when
6. Click Links at the top of the screen
 - a. Select Certificate of Immunization
 - b. Print record by clicking on the printer in the top right hand corner of the screen

How to add school/childcare enrollment for a patient

1. Find patient using steps above
2. Click on Education
3. Click on Add School Enrollment
 - a. Enter Enrollment date
 - b. Enter FERPA Consent date (for childcare centers this will be the date parent signed consent for you to obtain their child's record through OSIIS)
4. Click Create