

## INSTRUCTIONS for the STUDENT HEALTH CARD fillable file\*

The Student Health Card “fillable” file is an optional version to the printable Student Health Card. It is a student health card that is “fillable” on your computer. This means that you can conveniently complete the student health card right on your computer by simply typing information into the displayed fields. **The fillable Student Health Card file contains all the same information fields as the printable paper version.**

Please Note: ***This is not intended to be an Electronic Health Record.*** It is not part of a database nor is it linked in any way to your student information system. It is simply an alternative to the printable card which can be printed or saved as a discrete file for each student.

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### SAVING AND COMPLETING THE STUDENT HEALTH CARD FILLABLE FILES

To access, view, download, complete, and save the **Student Health Card fillable file** you will need to use Adobe Acrobat Reader 5.0 (or later). Adobe Acrobat Reader is available for free and can be downloaded from the following web site: <http://get.adobe.com/reader/>.

Click on the following link to open the **Student Health Card fillable file** [http://www.thriveri.org/documents/StudentHealthCard\\_Fillable.pdf](http://www.thriveri.org/documents/StudentHealthCard_Fillable.pdf) and save a copy (Shift+Ctrl+S or click “file” and “save as”) on your computer.

1. Open the Student Health Card fillable file;
2. Click on “File” and select “Save as” on the drop down menu; Name and save the file (e.g. James Smith)
3. Move the “cursor” or “hand tool” over the areas you want to type information or you may have to click certain boxes for a check mark.
4. When you have finished inserting the student health information, save your work;
5. Once saved, you may access the file at your convenience on your computer.
6. To print a copy of the file:
  - a. Click on “File” and select “Print” on the drop down menu;
  - b. Click on “Properties” and choose paper size “11x17”;
  - c. Select “Portrait” in the “Orientation” section;
  - d. Select number of copies; and
  - e. Click the “Ok” button to print.

***\*Remember to follow your school computer security protocols to ensure that all student and confidential files are secure.***

*According to the [RI Rules and Regulations for School Health Programs](#), Section 15.2, appropriate steps shall be taken for the protection of all student health records, including the provisions for the following: 15.2.1 securing records at all times, including confidentiality safeguards for electronic records; 15.2.2 establishing, documenting and enforcing protocols and procedures consistent with the confidentiality requirements; 15.2.3 training school personnel who handle student school health records in security objectives and techniques.*