Main Program Glossary

504

Type of Health Plan.

-A-

About

Select About from the Help Drop-down menu to view the version number of your copy of HealthOffice.

Access Log

The Access Log screen displays all actions that have been performed in the event for the current person/student. It can be assessed from the View Drop-down Menu or by double-clicking the Access Log icon on the Status Bar.

Actions

Indicate on the RAD screen any actions that must be taken in the future as a result of this Event. Multiple actions can be entered.

Active Event

A bar below the Toolbar that displays the name of the Event, the person's name, and the icon related to the active event.

Administer Medication Icon

View Standing Order and Emergency / As Needed medications or Special Needs of the selected Person / Student.

Admission

Allow you to either deny admission into school or set a provisional time frame that the student can enter the school within the Immunization History screen.

Alert

Allows information relating to a person to be entered. The Alert field is displayed in the Demographic Information Section of an event, note, administration, etc. for a person.

Examples of Alerts include:
- Unlisted phone number
- Do not let student go home with father.

Amalgam

Typical silver colored filling made of mix of silver, tin, mercury, and some other trace elements like copper.

Amblyopia

The impairment of vision without a detectable organic lesion of the eye.

Anthrax

An infectious, potentially fatal disease of warm-blooded animals, especially of cattle and sheep, caused by the bacterium Bacillus anthracis.

Application

A program that helps the user accomplishes a specific task; for example, a word processing program, a spreadsheet program, or an FTP client. Application programs should be distinguished from system programs, which control the computer and run those application programs, and utilities, which are small assistance programs.

Architecture

The design of a computer, software, or network.

Articulation

The ability to pronounce speech sounds, words and thoughts.

Astigmatism

Blurred Vision.

Audiology

The study of hearing, hearing disorders, and habilitation/rehabilitation for individuals who have hearing loss.

Audit Log

Select Audit Log to view the Audit Log associated with the item that is displayed on the screen.

-B-

BMI

Body Mass Index.

Backup

An extra copy of a file kept for safety.

Bicuspid

One of the two double-pointed teeth which intervene between the canines (cuspids) and the molars, on each side of each jaw.

Blood Pressure

The force that the circulating blood exerts on the walls of the arteries.

Body Mass Index

The BMI from the height and weight of the person at their most recent growth exam.

Button

A little click able box on the computer screen that is a shortcut for a command. A button may have an icon that indicates what it does.

-C-

Cancel

Select Cancel to close without saving the item that is active on the screen.

Caps Lock

On the computer keyboard, a key which makes all the letters print in capitals when it is in its lock position; it is locked by pressing down and unlocked by pressing again. The number keys on the keyboard are not affected by caps lock.

Cardiovascular

System of the human body involving the heart and blood vessels.

Care Plan

Care plans can be for any acute or chronic malady and can be used for IHP/IEP documentation. The feature operates similarly to the Letter Maintenance part of the Main program in that nurses can create malady specific templates containing insert or merge fields to be populated with data when attached to a student.

Case Sensitive

Treating upper case letters as different characters from the same letters in lower case. Filenames or text searches, which are case sensitive, would distinguish between, for example, Internet and internet; this distinction would be useful in some situations and inconvenient in others.

Centimeters

(Cm). A unit of measurement; 1/100th of a meter or (0.39 inch).

Change Password of Current User

Change the password of the currently logged in user.

Chiggers

A skin infestation caused by the larva of the red mite.

Client

The computer in a client/server architecture that requests files or services.
The client may request file transfer, remote logins, printing, or other available services.

Close

To shut a window or file on the computer screen.

Cochlea

The part of the internal ear that is concerned with hearing.

Command

An instruction given to the computer, by means of a keyboard, mouse, voice command, or other method.

Communicable

Diseases that are contagious and can be passed from one person to another.

Configuration

The way a computer is set up, which includes the hardware (type of CPU, peripherals, etc.) and the software.

Conjunctivitis

Inflammation of the clear membrane within the eye.

Contact

A link that can be associated to a student.

Current User

Displays the User Login Id of the current User within the Status Bar. The current User is recorded with each saved item in HealthOffice.

Cursor

The movable symbol on a computer screen that shows where the user is working, whether typing in text, drawing lines, or moving design elements around. The cursor can be moved with the arrow keys or a mouse. It usually appears in text programs as a blinking dash or rectangle, or an arrow.

-D-

DB Admin

The person who maintains the Server, hardware, software, and database.

Data

Information; raw facts. For a computer to process data, it must be translated into a form the computer can handle. The smallest discrete element of data that a computer can understand is a bit, or "binary digit".

Data Corruption

Data so damaged that the computer is unable to read it. Data could be corrupted by a virus, or by software or hardware failure.

Database

A large collection of data organized for rapid search and retrieval. A program that manages data, and can be used to store, retrieve, and sort information.

Main Program Glossary

Database Name

The name of a program that manages data, and can be used to store, retrieve, and sort information.

Database State

The Database Type status will display either "Read-Write", or "Read-Only" in the Status bar if the database that you are currently using cannot have students added.

Default

An instruction that a computer assumes, unless the user gives it other instructions.

Default Examiner

Allow you to set the Default Examiner once on the User Options screen. The Default Examiner will display in the Common area on every events.

Default Template

Saves Specific exams according to the fields that have been populated. These exams can be selected at a later time.

Delete

To erase data from a file or remove a file from a storage medium. On the computer, deleted files are no longer visible in the directory, but the files may still be on the disk, and recently-deleted files may still be recovered through the use of software like Norton Utilities

Dental

Relating to the teeth.

Dermatological

Diagnosis and treatment of skin diseases and disorders

Desktop

The desktop is the area where all specific screens and dialogs display. This is the area used to display the various screens used for entering information into the Health Office database.

Destination

The destination is the location to which a file is moved or copied.

Diag. Code

Matches the number of Diagnoses Code (1 to 4) on the Billing screen.

Diagnoses Codes

The ICD9 codes used throughout the industry that display on the Billing screen.

Dialog

A window that is displayed temporarily to request information. It generally is displayed after certain commands have been carried out.

The terms "dialog, "screen" and "window" are often used interchangeably.

Diastolic

Pressure when the heart is at rest.

Diphtheria

An infectious disease affecting the nose, throat, or larynx with symptoms of fever, pain, and difficulty breathing.

Dispositions

Indicates what happened to the Student after they left the Health Office. Multiple dispositions can be entered on the RAD screen.

Distal

Remote, farther from any point of reference.

Do Not Bill

If checked on the Medical tab within the Person screen, billing information will not be submitted for payment in the Claims program.

Dose (1 to 6)

Each of the Dose columns on the Immunization History screen represents a dose for each of the immunization series. The date the immunization dose was administered is displayed in each of the dose cells.

Dose Given

The actual dose administered. Only numbers can be entered.

Double-Click

Pointing to an item and then quickly pressing and releasing the mouse button twice is called "double-clicking".

Drag

To move an object around on the computer screen, first point to it, press the mouse button and hold it down, and then move the mouse.

Due Next

Displays a date or status for each of the immunization series on the Immunization History screen.

Due Now

Displays a date or status for each of the immunization series on the Immunization History screen.

Dysphagia

Difficulty in swallowing.

-E-

Electrocochleography

A measurement of the electrical potentials generated in the inner ear as a result of sound stimulation.

Emergency

Selecting the Emergency button opens the Emergency Information screen for the Person whose event is currently active.

Emergency/As Needed Medications

Prescription medications that relate to a specific Student can be dispensed as needed.

Emergency Seq

The person to be notified in an emergency. The first contact has an emergency sequence number of one and the next contact to be notified has a emergency sequence number of two, and so on.

Encryption

Putting data into a secret code so it is unreadable except by authorized users.

Endocrine

Producing secretions (especially hormones) that are distributed in the body by way of the bloodstream.

Error

A difference between a computed, observed, or measured value and the true, specified, or theoretically correct value.
A programming mistake, which may cause a fault.

Esotropia

The turning inward of the eye.

Ethnicity

Select the background of the person from the available drop down list.

Event

An occurrence that is significant to a program, and which may call for a response from the program.

Exam

A health examination or screening performed on a Person (usually a Student).

An Exam is a specific type of Event.

Examiner

The person performing the service or treatment in the Event.

Exam Date

Each event will automatically default to the date the Event was originally opened.

Exemption

Allows the student three different exemptions from immunizations within the Immunization History screen.

Exit

To leave the mode or program the computer is in.

Exotropia

The position of the eyes in an over diverged position so that non-fixating eye is turned outward.

-F-

Field

An area in a screen where you enter specific information requested by the program.

For example, you would enter a Person's last name in the empty space (Field) provided on a line titled "Last Name".

Field entries are saved directly to the HealthOffice program database.

File Transfer

Transferring a copy of a file from one computer to another.

Floppy Disk

(FD). A removable, portable magnetic disk on which data and programs can be stored. Also called diskettes, floppies are flexible plastic.
The older 5-1/4 inch disks are more flexible; the 3-1/2 inch disks have a hard protective case around them and are the primary size used now.

Form Letter

A letter issued that does not anticipate or establish a response date.

Frequency

How often a dose of medication is to be administered.

-G-

Gastrointestinal

Pertaining to the stomach and intestine; digestive system.

Genitourinary

Pertaining to the reproductive and urinary tract.

Gingiva

The gum.

Gynecological

Diagnosis and treatment of diseases and disorders of the female reproductive system.

-H-

Hardware

The hardware is the physical part of a computer system; the machinery and equipment. Compare with software.

Hard Drive

(HD). Hard disk drive. A disk drive that reads from and writes to a hard disk.

Help

Select Help to view the Help topic associated with the item that is active on the screen.

Hematological

Diagnosis and treatment of blood disorders.

Hide/Show

Button that hides or displays the person's picture once it has been established within the Picture screen.

Hyperopia

Farsightedness.

-I-

ID

Person's Identification Number.

IDEA

Individuals with Disabilities Educations Act

IEP

Individual Education Plan. An Individual Educational Plan describes the special education and related services designed to meet the unique educational needs of a student with a disability.

IHP

Individual Health Plan

Icon

A small picture on the screen, which represents something. Files and programs have icons, and open when the user clicks twice on the icon.

Inlay

A gold, porcelain, or composite custom-made filling cemented into the tooth.

Immune System

The body system that defends against disease, infection, and foreign substances.

Incoming Transfer

A transfer file that contains a student(s) record from another HealthOffice database.

Insert Fields

Allows you to insert the pre-set fields within a letter in the Letter Maintenance screen.

Internet

This worldwide information highway is comprised of thousands of interconnected computer networks, and reaches millions of people in many different countries. The Internet functions as a gateway for electronic mail between various networks and online services. The World Wide Web facility on the Internet makes possible almost instantaneous exchange of information by linking documents around the world.

Items Logged

Selecting the Items Logged button opens the Items Logged screen.

Items Modified

Displays an icon in the Status bar if you have an item active for a student and the item has been modified from the original saved item.

Items Reconcile

Select the Items Reconcile check box on the User Options screen to set the number of days, prior to the current day, that you want scheduled items that were not performed to display on the Items Scheduled screen.

Items Refresh

Select the Items Refresh check box on the User Options screen to enable the Items Scheduled and the Items Logged to automatically displays changes.

Items Scheduled

Selecting the Items Scheduled button opens the Items Scheduled screen.

-K-

Key Pad

A small keyboard; usually refers to the keys on a calculator or the numerical keypad on a computer keyboard, which can be used with a calculator desktop utility.

Kyphosis

A posterior curvature of the spine usually the result of a disease.

-L-

Letters Logged

Displays all Form Letters and Referral Letters that have been issued.

Lice

Tiny parasites that can infest the skin; characterized by intense itching.

License Agreement

A legal statement, which indicates the terms under which a user may make use of a software product. The license to use does not transfer ownership. In many cases the license is worded so that installation or use of the product indicates agreement to the terms stated.

Lingual

The tooth surface next to your tongue.

Link

A connector; anything that connects two or more things. A pointer in an HTML document that leads to another World Wide Web site, or to another place within the same document; also called a hyperlink.

List

An ordered set of data items.

List Bar

Located on the left side of the screen. This is a standard Microsoft tool and in some programs is referred to as the "Task Bar". The List Bar is used to organize the various actions that you perform in the HealthOffice Main program.

Location

Is used to document where the Event took place. The default selection is "Health Office".

Lock Program

Allows you to lock the HealthOffice program.

Log In

The act of accessing a computer system, usually by typing a username and password on a terminal.

Log In Name

Name used to log into the different HealthOffice programs.

Lordsis

Accentuation of the lumbar curvature of the spine.

Low Water Mark

This warning is displayed if the inventory count has exceeded the predefined Low Water Mark that was previously established.

LP

Lunch Program.

-M-

Main Toolbar

Lines of icons (buttons) to help you quickly navigate throughout the HealthOffice Main program. The icons on the Main Tool Bar are available for use based on the particular screen that is currently active in the program. Inactive icons will appear "gray" (unavailable for use).

Malocclusion

Malocclusion is a problem in the way the upper and lower teeth fit together in biting or chewing. The word Malocclusion literally means "bad bite." The condition may also be referred to as an irregular bite, cross bite, or overbite.

Mark Student's Status

Allows you to change whether a student is deleted and /or transferred from one screen.

Maximum Records to show at once

Select the number of Maximum Records to show at once in regards to search screens.

Measles

An acute and highly contagious viral disease marked by distinct red spots followed by a rash; occurs primarily in children.

Medical Alert

Displays an icon in the Status Bar if you have an item active for a person and the person has a medical alert.

Menu

An onscreen list from which the user may choose an operation to be performed. Items from the menu may be selected by keyboard commands or by pointing with a mouse.

Merge People

Allows a person who was unintentionally added twice to be merged as one record.

Mesial

Forward or front.

Metabolic

Pertaining to all chemical functions within the body.

Metric

Referring to the metric system, a decimal system of weights and measures based on the meter and the kilogram.

Misc.

This is a "Smart" field on the Billing screen. Any information that may be required can be entered. Once it has been entered, the information is displayed in the drop-down field. The field allows alphanumeric characters along with decimal points to be entered.

Module

A self-contained functional unit, which is used with a larger system. A software module is a part of a program that performs a particular task. A hardware module can be a packaged unit that attaches to a system.

Mouse

A pointing device that is used to move a cursor on the computer screen, and make various operations possible such as typing, drawing, editing text and graphics, opening and closing files, and giving other commands. The wire connecting it to the computer or keyboard looks like a mouse's tail. A mouse is moved over a flat horizontal surface, usually a rubber mouse pad, and its position is read by the computer. The original mouse has a button, which the user clicks or holds down to place the cursor; now many models have more than one button.

Mumps

An contagious disease occurring mainly in childhood marked by swelling in front of the ears. Can be prevented through childhood immunization.

Myopia

Nearsightedness.

-N-

NANDA

North American Nursing Diagnosis Association.

Network

A group of interconnected computers, including the hardware and software used to connect them.

Neurological

Having to do with the nervous system, including the brain, and its function.

Next Item

View the next item from the list of Pending Items.

Nits

Eggs that lice lay in hair.

Num Lock

Number lock. A key that switches the function of the numeric keypad between numeric mode and the mode where the keys move the cursor.

Nutrition

The process by which the body draws nutrients from food and uses them to make or mend its cells.

-O-

Obstetrical

The medical specialty concerned with pregnancy and birth.

Occlusal

The chewing or grinding surface of the bicuspid and molar teeth.

Occupational Therapy

The use of purposeful activities to restore and maximize independence, prevent associated disability, and maintain health. The practice encompasses assessment, treatment and consultation for individuals and groups in healthcare, educational, and community settings.

OK

Select the OK button to close and save the item that is active on the screen.

Oncology

The study and treatment of cancer.

Onlay

A custom-made porcelain filling. Usually used to restore teeth damaged by large silver-mercury fillings.

Main Program Glossary

Organization

A company or entity that is related in some way to a Person or another Organization in your school's HealthOffice database.

Orthotic

Apparatus used to support, align, prevent, or correct deformities or to improve the function of movable parts of the body.

Otoacoustic

Referring to the very faint sounds produced by the ear; thought to represent mechanical vibrations in the cochlea.

Otoscope

A device used to magnify and view the ear canal and eardrum.

Outgoing Transfer

Creates a transfer file that allows a student(s) record to be moved from one HealthOffice database to another.

Outside

This box must be checked if a User did not perform this Event and desires to separate this Event from the normal count for statistical reporting purposes.

OV Type

Office Visit reason.

-P-

Parasites

Organisms that use a host organism to provide food.

Password

A secret sequence of letters and other symbols needed to log in to a computer system as an authorized user. When a user enters a password, it appears as a line of asterisks ******* so no one can read it.

Path

The exact directions to a file on a computer. These directions are usually described by means of the hierarchical filing system from the top down, stating the drive, directory, any subdirectories, the file itself, and its filename extension if it has one.

Pediculosis

Infestation with lice.

Person

Any individual, including a Student, who has data relating to them in your HealthOffice database.

A Student is a particular type of Person. Generally, the term Person is used to identify anyone related to or who may interact or influence Students within the database.

Person Administrations

Select the Person Administrations button to view Standing Order and Emergency / As Needed medications or Special Needs of the selected Person / Student.

Person Picture

Button that opens the Person Picture screen for the person whose event is currently active.

Pertussis

Commonly called "whooping cough." An infectious disease marked by a severe, dry cough.

Phonological

Pertaining to the science of the elementary sounds uttered by the human voice in speech, including the various distinctions, modification, and combinations of tones.

Physical Therapy

The art and science of physical or corrective rehabilitation or of physical or corrective treatment of any bodily or mental condition of any person by the use of physical, chemical, and other properties of heat, light, water, electricity, sound, massage, and active, passive, and resistive exercise, and shall include evaluation, treatment planning, instruction and consultative services.

Point and Click

Point the cursor at a specific place and then press the left mouse button one time.

Polio

An infectious disease caused by a virus. It can strike at any age, but usually affects children under three years old. The disease causes paralysis, the inability to move a body part.

Position

Field that allows the position of the person to be selected from the available positions listed in the drop down box.

The position of Student is required to be selected if you want to associate a school and grade to the person.

Presbyopia

Blurred Near Vision

Prescribed Dose

The recommended dose for administration.

Press and Select

Point the cursor at a specific place and then press the left mouse button one time.

Previous Item

View the item that was previously active.

Print

Select Print to print the screen that is currently displayed.

Print Screen

A command that prints out whatever appears on the computer screen.

Procedure Code

Code on the Billing screen describing what procedure was performed.

Program

In computing, a program is a specific set of ordered operations for a computer to perform. Typically, the program is put into a storage area accessible to the computer. The computer gets one instruction and performs it and then gets the next instruction.

Psychological Therapy

The science of the human soul; specifically, the systematic or scientific knowledge of the powers and functions of the human soul, so far as they are known by consciousness.

Ptosis

The drooping of the upper eyelid.

Pulse

The impulse transmitted to arteries by contraction of the left ventricle of the heart.

Pure Tone

A continuous sinusoid of a single frequency. Commonly used in basic hearing screening tests.

-Q-

Quick Admin

Button on the Items Scheduled screen to perform a Prescription Administration without displaying the Prescription Administration screen.

Quick Events

Option on the Tool Bar that allows for multiple events per student.

Quick Person

Displays an abridged version of the Person screen to allow you to quickly add a new Person.

-R-

Race

Select the ethnic group of the person from the available drop down list.

RAD

Results, Actions, and Dispositions of an event.

Rapid Exam

A Group Exam that is completed without opening the actual Exam screen. This option can be used along with the Default Template field.

Record

The entire content of a specific electronic document in your database is referred to as a record.

Recorded By

Recorded by is the user that initially entered the person into HealthOffice.

The Rec'd by does not change if another user edits the record.

Referral Letter

A letter issued with a date established when a response to the letter is expected and the response date and receipt of the response is tracked.

Referred By

Used to document who referred the Student to the Nurse or Health Office.

Refresh Pending Items

Refreshes the Pending Items tab to display all current pending items for the current user.

Rejection

This is a security feature that causes the entire program to close if you enter the wrong password three times.

Related

Two or more pieces of information in the HealthOffice database that are related to each other in some way and can be retrieved and reported as desired.

Remote Login

Logging in to a remote computer by a program based on Telnet, to access files, etc.

Respiratory

Pertains to breathing or organs responsible for breathing.

Results

Enter the results of the Event on the RAD screen. Multiple results can be entered.

Route Type

The type of route the medication takes to enter the body.

Rubella

Also known as German measles, an acute disease marked by skin rash and swollen lymph nodes, but generally without fever.

-S-

Save

Select Save to save without closing the item that is displayed on the screen.

Save Defaults

Select Save Defaults to save defaults associated with the item that is displayed on the screen.

Scabies

A contagious dermatitis caused by the itch mite.

Scheduled Medications

Prescription medications that relate to a specific Student and are scheduled to be dispensed at certain times.

Speech Therapy

More commonly known as Speech and Language Therapy is a clinical field concerned with disorders of human communication.

Scoliometer

An instrument for measuring curves, especially those in lateral curvature of the spine.

Scoliosis

A congenital lateral curvature of the spine.

Scroll Bar

A bar at the bottom or side of a window, which is used to scroll through a document. It has a little movable box inside it (called a thumb, or elevator). Clicking inside the scroll bar moves the screen in jumps. Sliding the little box along the bar makes it possible to move quickly move up, down, left, or right, to a chosen point in the document.

Security Privileges

The extent to which a user may operate a system resource on a network or a file server. In many cases, permission to access a server, view its contents and modify or create files is limited by the network's system administrator in order to maintain security.

Select

You can select an item by pointing at it and clicking it with a mouse or pressing a key.

You select to mark an item so that a subsequent action can be carried out.

Sen

Sensitive.

Sensitive

This box must be checked if the particular Event is one that the User would like to restrict access only to Persons that belong to a Users Group that has permission to view "Sensitive" records.

Series Name

The name of the immunization series on the Immunization History screen.

Series Specific Comments

Enter comments relating to the immunization series displayed on the Immunization History screen.

Server

The computer in a client/server architecture that supplies files or services.

Show Deleted Records

Check the check box if you want to view previously deleted records.

Show Picture

Check the check box to display the picture of the Person in the active screen, if available.

Show Transferred Students

Check the check box if you want to view previously transferred Students.

SOAPIE

Subjective, Objective, Assessment, Plan, Intervention, and Evaluation note.

Software

Software is the computer program that tells a computer's hardware what to do. System software is the operating system that controls the basic functioning capabilities of the computer, network software enables multiple computers to communicate with one another, and language software is used to develop programs. Compare with hardware.

Special Need

A treatment or service provided to a Student to meet a specialized physical health care need.

Splash Screen

An introductory screen that appears when opening a program; it usually contains a logo, author credits and copyrights, and contact information for the software company.

SQL

Structured Query Language (pronounced SQL or Sequel). A language used to create, maintain, and query relational databases. It uses regular English words for many of its commands, which makes it easy to use. It is often embedded within other programming languages.

SQL Server

Structured Query Language Server. A client/server relational database management system from Sybase, Inc. for Windows NT, OS/2, UNIX, VAX, and NetWare servers.

SSN

The Social Security Number of the person.

Standard Growth Percentage (St Grw %)

Formula based on the person's height, weight, and age.

Standing Order Medications

Over-the-counter medications that have been properly authorized by the school district to be given to any Student.

Status Bar

Located at the bottom of the screen. The Status Bar displays the current status of the Windows® program, while active in the HealthOffice Main Program. If a particular status item is inactive or is invisible, that status item does not apply to the particular Student or Person. When active, the status items will alert you to different conditions that you should be aware of regarding a Student, on the particular Event. For example, if the Student has prescription(s) authorized to be administered, the "Prescriptions" icon will appear in a cell on the Status Bar. Drag the mouse cursor above the status cells on the Status Bar to view the name of the status icons. Each status has its own independent item cell on the Status Bar.

STS

Student transfer subsystem.

Student

A specific type of Person.

Since students are the group to whom most services are provided, they are identified as a special category to save time in sorting through a list.

The sole reason for differentiating persons and students is to make the program more efficient.

Data relating to a student may be manually entered or electronically transferred into the HealthOffice database.

Student is Transferred

Displays an icon in the Status bar if you have an item active for a student and the student has been transferred.

Subscriber

The person who is the actual insurance policy holder. An example of the Subscriber would be the mother/father of a student.

System

Select the System that you want HealthOffice to display units of measurement.

System Information

Select System Information from the Help Drop-down menu to view your computer's system information.

Systolic

Pressure in the blood vessels when the heart is pumping out blood.

-T-

Taskbar

A bar at the bottom of the screen that contains the Start button and a button for each program that is currently running. The taskbar can be used to switch from one task to another. It can also be dragged around with the mouse and adjusted in size.

Tetanus

An infectious disease, often fatal, marked by painful muscles spasms, especially those of the lower jaw and neck.

Time In

A field that documents the time the Event began.

Time Out

A field that documents the time the Event ended.

Toolbar

Icons (buttons) to help you quickly navigate throughout the HealthOffice Main program. The icons on the Tool Bar are available for use based on the particular screen that is currently active in the program. Inactive icons will appear "gray" (unavailable for use).

-U-

UnDelete

Select Un-Delete to un-delete the item that is displayed on the screen.

Units on Hand

The inventory count.

Units/Days

Enter the units of medication or time it took to perform the procedure on the Billing screen.

User

A person, recorded in the HealthOffice Administrative program that has a *login name* and a *password*, and is able to open and operate the HealthOffice Main Program. This term is sometimes used to refer to the specific person (user) currently logged into Healthmaster.

User Group

A system of categorizing different levels of permissions to each dialog in HealthOffice.

Each User is assigned to a specific User Group in the HealthOffice Administrative program.

All Users in a user Group have the same permissions and access to the same dialogs in the program.

User Options

View User Options for the currently logged in User.

-V-

Vaccine

A preparation of weakened or killed microorganisms (or parts or products of them) used to produce immunity to a particular disease.

Varicella

The virus that causes chickenpox.

View License Agreement

Select View License Agreement under the Help menu to view the License Agreement for HealthOffice.

Volume

A data carrier, such as a disk, a reel of magnetic tape, or a unit of logical storage.

-W-

Web page

One page of a document on the World Wide Web. A web page is usually a file written in Hypertext Markup Language (HTML), stored on a server. A web page usually has links to other web pages. Each web page has its own address called a Uniform Resource Locator (URL), in the form http://www.computeruser.com.

Window

A rectangular area on the screen that displays information from a program.

-Z-

Zip Disk

A 3.5" removable cartridge used with the Iomega Zip drive. Zip disks can store 25MB or 100MB, and are used to back up data or transfer data from one computer to another.

Zip Drive

A small, lightweight, portable disk drive from Iomega, which uses 100-megabyte 3.5" removable cartridges.

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