


## Review and Verify Medical Details

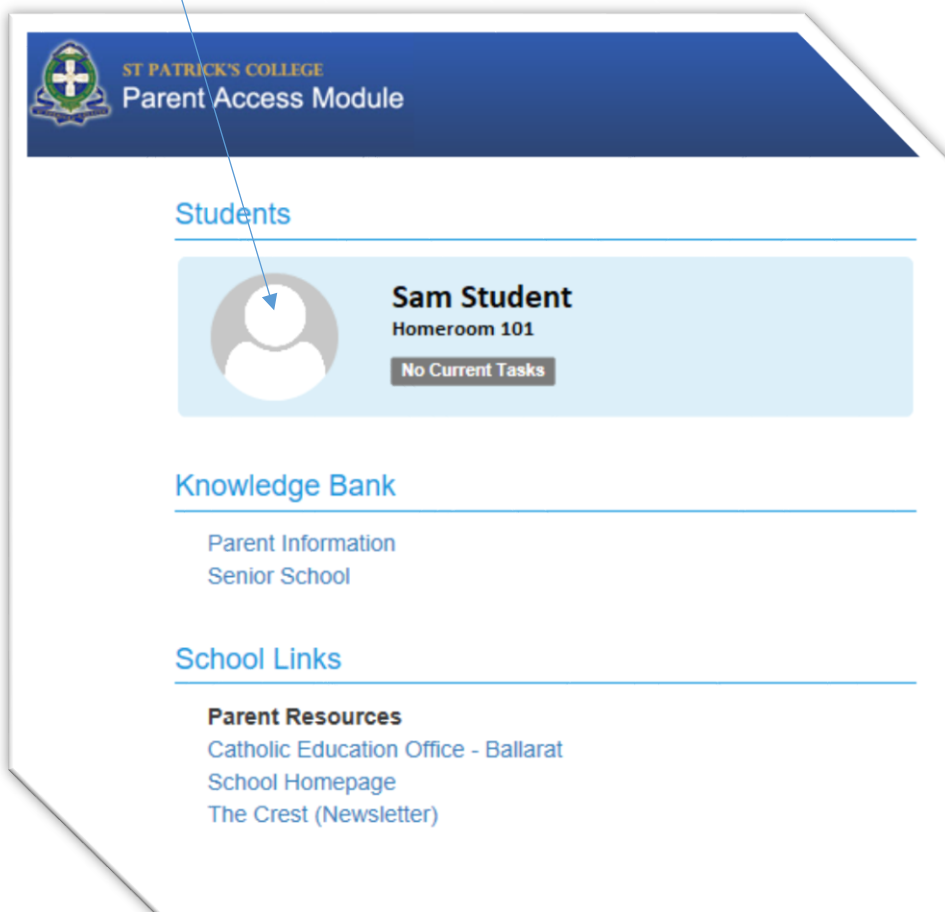
If you have received an email asking you to Review and Validate the medical record of your son(s) or you notice a warning banner at the top of their medical record

 Warning the medical details are currently invalid for this student. Please review and update medical details to re-validate.

you are required to review and verify your child's medical record. Note that if you have not filled in these details before it will usually take at least 15 minutes, reviewing will usually take around 5 minutes.

### Step 1:

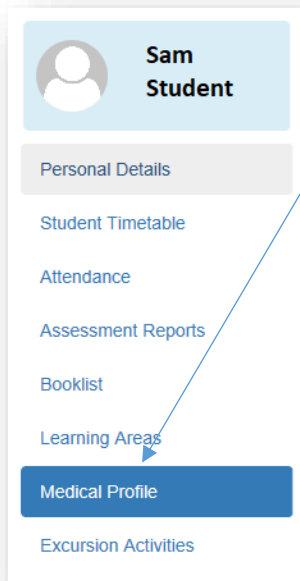
After logging into the Parent Access Module (PAM), select the student by clicking his name or his photo.



The screenshot displays the Parent Access Module (PAM) interface for St Patrick's College. The header features the school's logo and the text "ST PATRICK'S COLLEGE Parent Access Module". Below the header, the "Students" section is visible, showing a profile for "Sam Student" in "Homeroom 101" with a "No Current Tasks" button. The "Knowledge Bank" section includes links for "Parent Information" and "Senior School". The "School Links" section includes "Parent Resources" with links to "Catholic Education Office - Ballarat", "School Homepage", and "The Crest (Newsletter)". A blue arrow points from the text "select the student by clicking his name or his photo" to the student profile card.

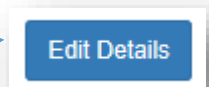
## Step 2

You should then select the 'Medical Profile' from the menu under his name:



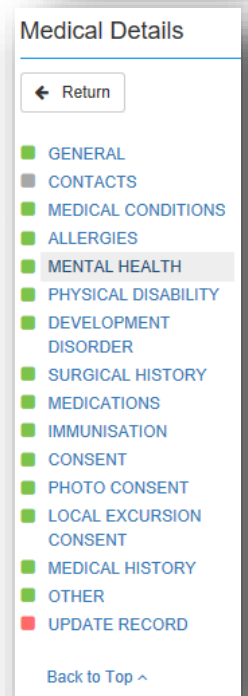
## Step 3:

You will see an overview of the current medical data. You will need to click the 'edit details' button to start the review process.



## Step 4:

After entering the edit mode, you should carefully review all medical items. If you are entering for the first time that headings will change from red to green.



## Step 5:

After reviewing and updating your sons medical record you will need to check the box confirming that the details are true and up to date and finally click the green 'Update Details' button.

