
Mo‘omō‘ali Olakino (EHR)

Medical Clearance Guide for Preschool Parents

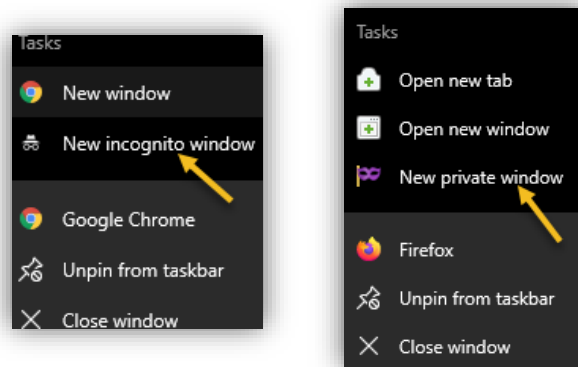
January 2024

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Logging In

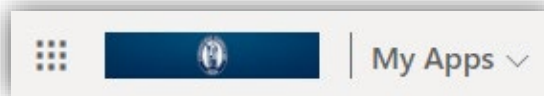
1. Use Chrome Incognito Window or Firefox Private Window for your browser.

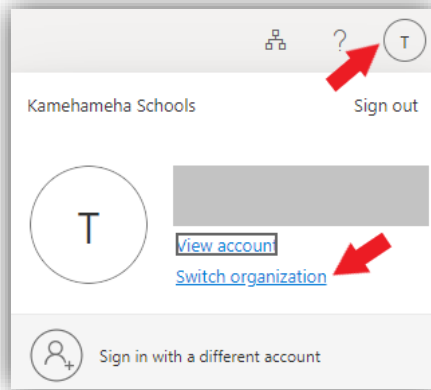


2. Go to <https://ohana.ksbe.edu/> and log in using your personal email that is on record with KS.

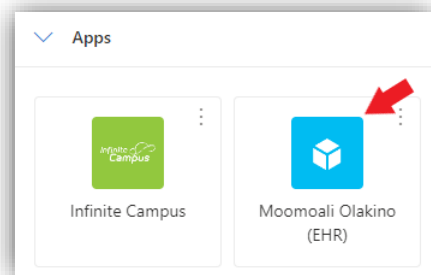


3. It should have the Kamehameha Schools icon on the upper left-hand corner. If it doesn't, click on the icon on the upper right-hand corner, then select 'Switch organization' and select your Kamehameha Schools account.

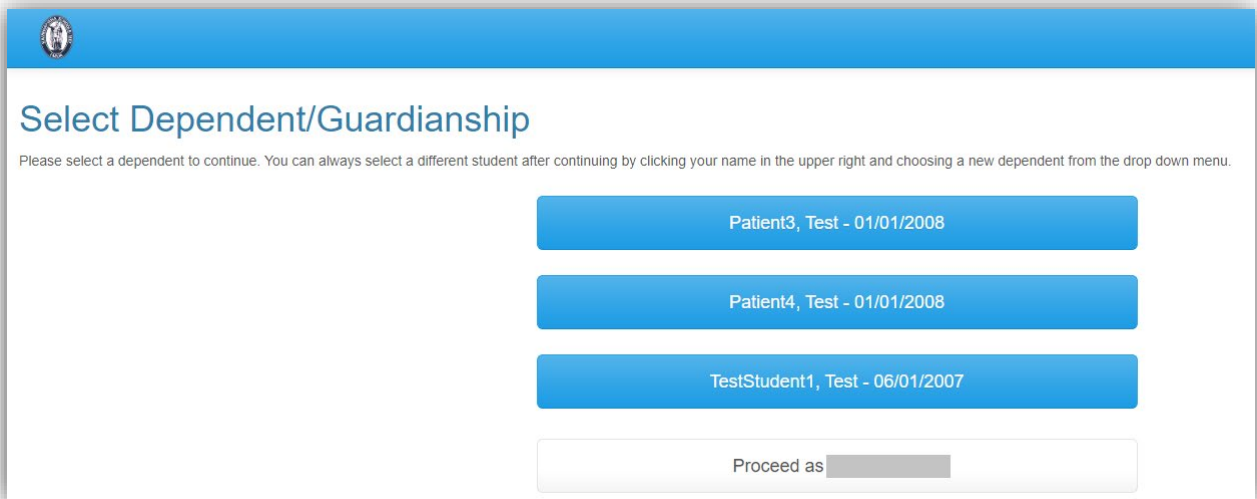




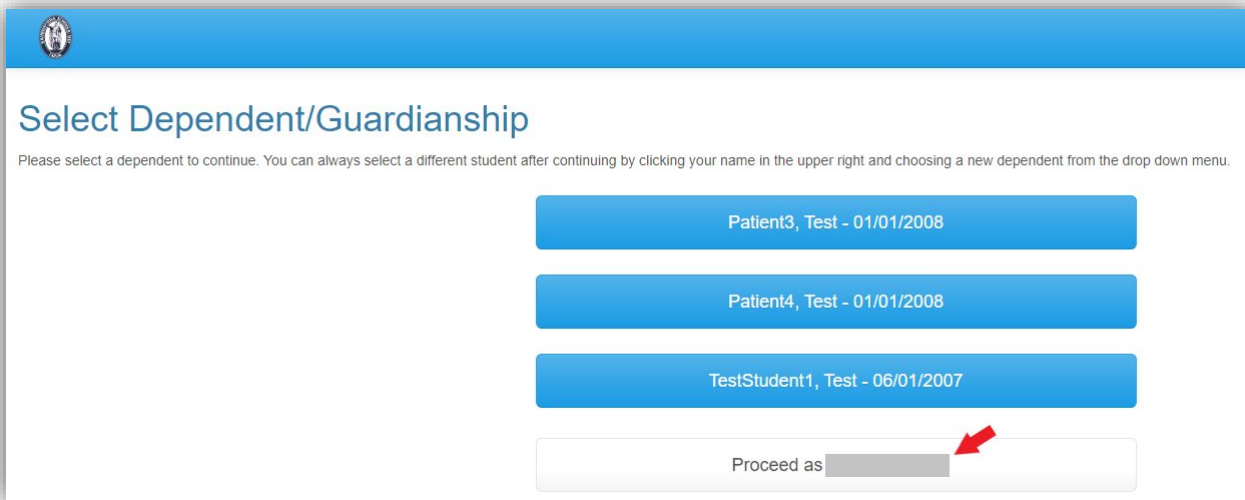
4. Once in your Kamehameha Schools account, select the Mo'omō'ali Olakino application.



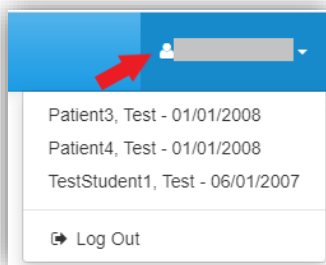
5. Select the child you wish to complete medical clearance requirements for.



a. Note: At the bottom of the list, you will see the option to “Proceed as <your name>”. **Do NOT select this option.**



- b. If you accidentally select this option, click on your name in the upper right-hand corner, then select the child you wish to complete medical clearance requirements for.

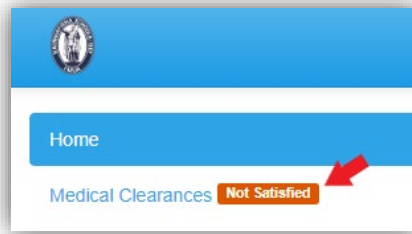


- 6. Once logged in, the Home page will appear with your child's name. **Ensure that you are in your child's Home page before completing requirements and uploading documents.**



How to Complete Medical Clearance Requirements

1. Select **Medical Clearance** to view the necessary requirements to complete medical clearance.

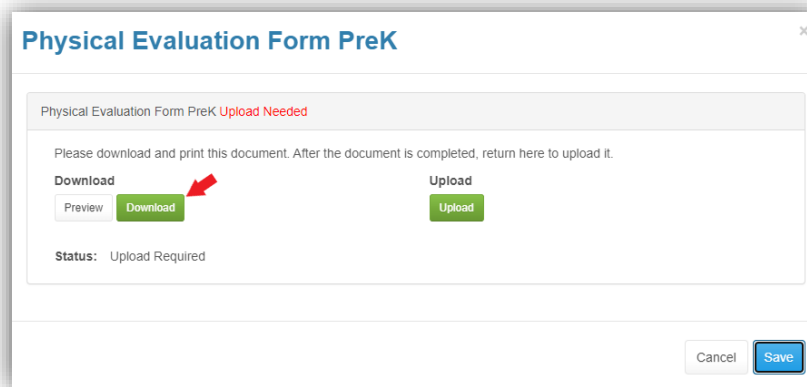


Health Record

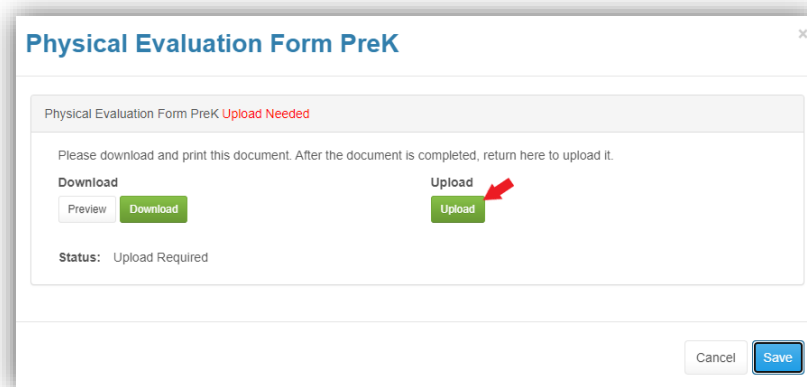
1. Select **Update** next to *Health Record-PE-Pre-K*. A pop-up window will open.



2. Select **Download** to download a copy of the Health Record form.



3. Select **Upload** to upload the completed Health Record as a scanned PDF or picture from your device.



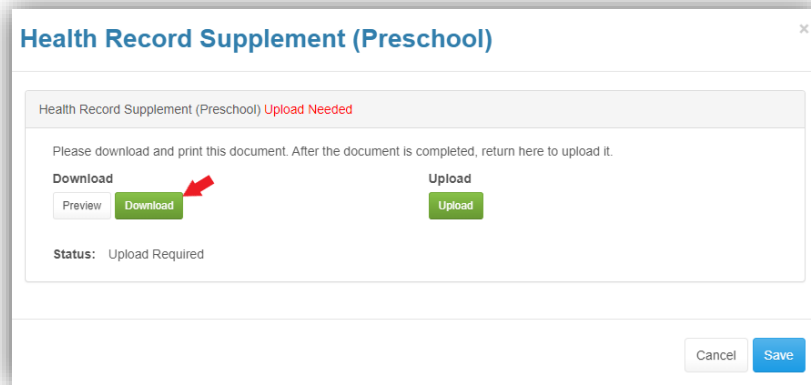
4. Once uploaded, you will be able to review the document before submitting it.
5. Select **Looks Good**.
6. Then select **Save**.

Health Record Supplement

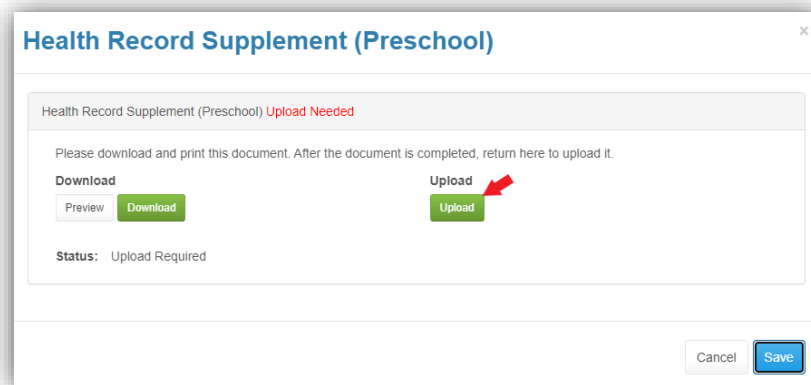
1. Select **Update** next to *Health Record Supp PreK*. A pop-up window will open.



2. Select **Download** to download a copy of the Health Record Supplement form.



3. Select **Upload** to upload the completed Health Record Supplement as a scanned PDF or picture from your device.



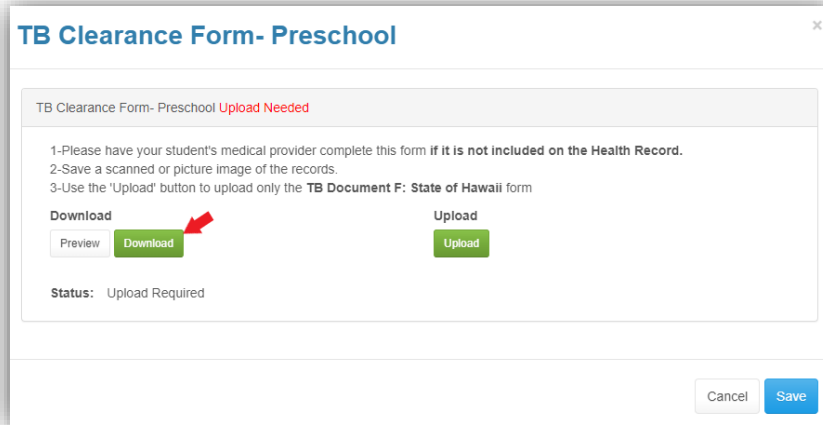
4. Once uploaded, you will be able to review the document before submitting it.
5. Select **Looks Good**.
6. Then select **Save**.

TB Clearance Form

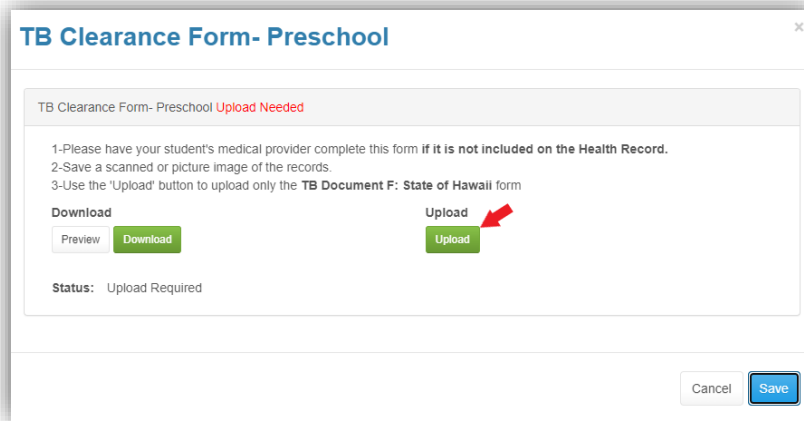
1. Select **Update** next to *TB Clearance- Preschool*. A pop-up window will open.



2. Select **Download** to download a copy of the TB Clearance Form.



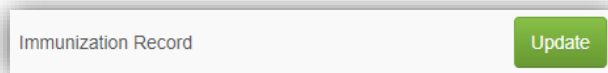
3. Select **Upload** to upload the completed TB Clearance Form as a scanned PDF or picture from your device.



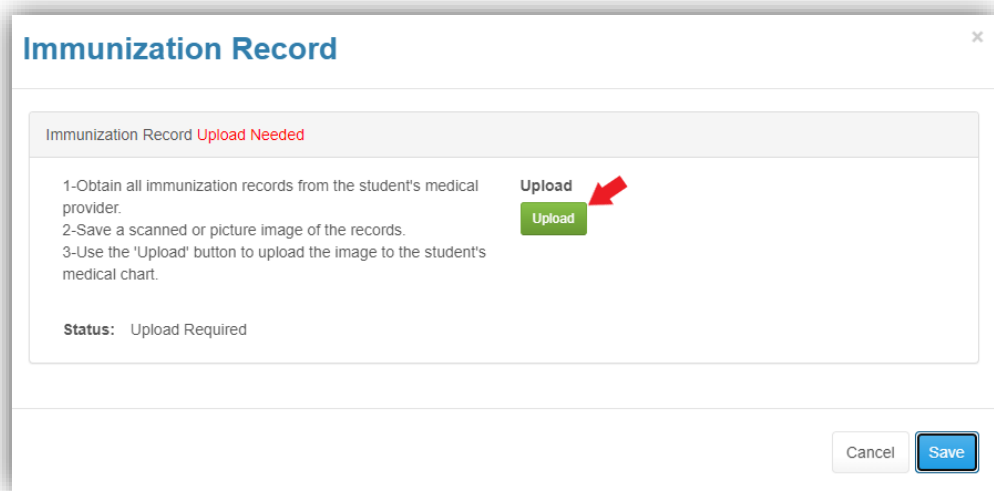
4. Once uploaded, you will be able to review the document before submitting it.
5. Select **Looks Good**.
6. Then select **Save**.

Immunization Record

1. To add the Immunization Record, select **Update**.



2. Select **Upload** to upload the immunization record as a scanned PDF or picture from your device.



3. Once uploaded, you will be able to review the document before submitting it.
4. Select **Looks Good**.
5. Then select **Save**.

Completion of Medical Clearance

1. After you have entered all required information for Medical Clearance, the information will be automatically sent to the nurse for review.
2. Once the information is reviewed and verified, your student's overall medical clearance will change to *Compliant*. Within the Medical Clearance tab, the Overall Clearance Status will update to show a green checkmark and *Satisfied*.
3. This information will be reflected in Infinite Campus the following day.