



Health Records

Here you can keep track of any required vaccination records for your staff. This is extremely sensitive information and should only be kept in accordance with state, region or government regulations.

Navigate to Registers/Administrative Registers/Health Records – click **+ADD NEW**.

Home / Registers / Administrative Registers / Health Records **+ADD NEW**

EXCEL	PDF	FILTER	GROUP	Search...			
Date	Staff	Health Record Type	Document Stored	Expiry Date	Signed Off		
28/04/2027	Craig Smith-Mobile	MMR	<input type="checkbox"/>		<input type="checkbox"/>		
14/05/2026	Matt BlancSMD	Hearing Check	<input checked="" type="checkbox"/>	14/05/2028	<input type="checkbox"/>		
01/05/2025	Craig Smith-Mobile	MMR	<input checked="" type="checkbox"/>	28/04/2026	<input checked="" type="checkbox"/>		

1. Select the Date when the health check or vaccine was completed.
2. Select the Staff member receiving it.
3. Select the **Health Record Type**.
4. If required, select an expiry date i.e. when the next check or shot is due .
5. Click **+ADD FILE** if you have files to add, alternatively this can be added by the staff member in the mobile app.
6. Click **SAVE**.
7. Signed off will be populated after the user completes the task in the mobile app.

Home / Registers / Administrative Registers / Health Records **6** **SAVE** **DELETE** **BACK**

1 Date: 14/05/2026 **2** Staff: Matt BlancSMD **7** Signed Off

3 Health Record Type: Hearing Check **4** Expiry Date: 14/05/2028

5 **+ADD FILE**

Documents	Last Modified Time	Version No.	Title	Description
		1	MattBHear.pdf	Hearing Check M Blanc

Task will need to be signed off in the Mobile App in [Profile/Health Records](#)

NOTES:

- When an expiry date is entered a new task will be created with this date as a reminder. If this is no longer required delete the task from the register.
- These will also show for each staff member in **Administration/Staff (XX XX) Health Records**
- Vaccine types are added under **[Administration/Injury & Health Management/Health Record Types](#)**.
- See the link below on government guidelines for keeping these records:
<https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-vaccinations-understanding-your-privacy-obligations-to-your-staff>

