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# E\*Value Training Guide

## How to Use Case Logs

### Students View

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# HOW TO USE CASE LOGS (Student's View)

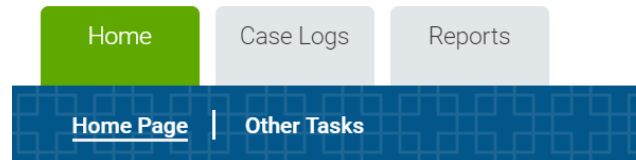
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This document is used to aid you on how to use the Case Logs tool in the E\*Value system.

Log into E\*Value, select the **Clinical Encounters** program. Click the **Continue Login** button

[Continue Login →](#)

Click on the **Case Logs** tab.



Under the Case Log Management Section > Manage Case Logs – Select **Log New Case**

## Case Log Management

### Manage Case Logs

[Log New Case](#)

[Review & Manage Submitted Case Logs](#)



The Log New Case Screen appears.


## Log New Case

**Main** | Diag | Review

**Course \***

**Care Setting \***

Alternative Methods  
 In-Patient  
 Out-Patient

**Interaction Date \***  
 

**Notes (No Patient ID Info)**

**Next -->**

**Save Record** **Cancel**

\* Required Fields

**Save as Template**

On the **MAIN** tab (required fields are indicated with a red asterisk \*).

- Course – Click on the drop down to select the course the encounter should be logged under:
  - Emergency Medicine Clerkship
  - Family Medicine Clerkship
  - Internal Medicine Clerkship
  - Obstetrics and Gynecology Clerkship
  - Pediatrics Clerkship
  - Psychiatry Clerkship
  - Neurology Clerkship
  - Neurosurgery Clerkship
  - Surgery Clerkship
- Care Setting – Click the radio button to select the Care Setting in which you had the patient encounter:
  - Alternative Methods
  - Inpatient
  - Outpatient

**Note:** If you are not certain which care setting to select, please contact the clerkship department.

- Interaction Dates – This is the date in which you had the patient encounter.
- Notes – NO PATIENT ID (not required). This text box allows you to put any notes you would like to reference for your case logs regarding the patient encounter. **DO NOT include any information that will identify an individual patient.**

### Log New Case

**Main** | **Diag** | **Review**

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**Course \***  
Family Medicine Clerkship ▼

**Care Setting \***  
 Alternative Methods  
 In-Patient  
 Out-Patient

**Interaction Date \***  
1/29/2019 📅

**Notes (No Patient ID Info)**  
Enter in Notes that does not contain patient identifying information]

**Next -->**

**Save Record**      **Cancel**

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\* Required Fields

**Save as Template**


Click the **Next** button **Next -->** or click on the **Diag** tab to enter in the Diagnosis.

The **DIAGNOSIS** tab appears.

## Log New Case

Main **Diag** Review

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**Group:**  
All Groups 

**Diag: \*** Filter:

Asthma  
Behavior; Development  
Brain tumor  
Breast disease  
Cerebrovascular disease  
Cesarean Section Delivery  
Chest Pain  
Childhood ADHD  
Childhood Immunizations

**Select your role in the diagnosis: \***  
{Please select}

Add Diagnosis


Primacy	Diag	Your Role	Remove	Move
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Next -->  
Save Record Cancel

\* Required Fields

Save as Template

In the Diagnosis (Diag) window, the list of all the required clinical encounters for all departments will be listed. To filter the encounters list needed only for the clerkship you are submitting the patient encounter, use the

**Group** drop down (or click the funnel  ) to select the clerkship in which the diagnosis can be found. The Group drop down is used to select diagnosis that are grouped together for selection based on the Clerkship.

- Emergency Medicine Clerkship
- Family Medicine Clerkship
- Internal Medicine Clerkship
- Obstetrics and Gynecology Clerkship
- Pediatrics Clerkship
- Psychiatry Clerkship
- Neurology Clerkship
- Neurosurgery Clerkship
- Surgery Clerkship

**Group:**  
All Groups 

In this example, Family Medicine Clerkship has been selected. The list of diagnosis that are grouped into Family Medicine Clerkship now appear in the **Diag\*** box to select from.

Group:

Family Medicine Clerkship  

Diag: \*

Filter:

- Asthma
- Childhood ADHD
- Childhood Immunizations
- Chronic Obstructive Pulmonary Disease
- Chronic Pain management
- Depression
- Diabetes Mellitus Type -2
- Fever
- Health Maintenance Adult 14 to 45 Female (Reproductive age)

Use the Filter function to filter down the list by a specific name. For example: typing in "ch" – will narrow down the selection to anything with

**NOTE:** Diag\* is a required field.

After you have selected your diagnosis group, select the diagnosis you are logging.

Main **Diag** Review

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Group:  
Family Medicine Clerkship ▼ 🔍

Diag: \* Filter:

- Depression
- Diabetes Mellitus Type -2
- Fever
- Health Maintenance Adult 14 to 45 Female (Reproductive age)
- Health Maintenance Adult 50 to 75 Female
- Health Maintenance Adult 50 to 75 Male
- Low Back Pain
- Prenatal management
- Substance Use / Dependence / Abuse

Select your role in the diagnosis\* from the drop down menu.

- Alternative Method
- Observation
- Participated

Select your role in the diagnosis: \*

Participated ▼


After you have selected the Role for the Diagnosis, click the **Add Diagnosis** button Add Diagnosis, this will save all the diagnoses with that selected Role level.

The diagnosis selected will appear below. If more than one Role level was used i.e. Observed one diagnosis and Participated in another, you can log each diagnosis separately for that encounter by changing the Role, after Add Diagnosis.

The below example, shows what the **Diag** tab will look like once all diagnosis criteria has been selected.


## Log New Case

Main **Diag** Review










Group:  
All Groups 

Diag: \* Filter:

- 1st Trimester Bleeding
- Abdominal pain
- Abnormal Pap Smear
- Abnormal Uterine Bleeding
- Acute Abdomen
- Acute Illness
- Acute Management of Any Patient Complaint
- Adolescent Patient
- Altered Mental Status

Select your role in the diagnosis: \*  
(Please select) 

Add Diagnosis



Primacy	Diag	Your Role	Remove	Move
1	Diabetes Mellitus Type -2	Observation		 
2	Health Maintenance Adult 14 to 45 Female (Reproductive age)	Participated		 
3	Low Back Pain	Participated		 

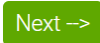
Next ->  
Save Record Cancel

\* Required Fields

**NOTE:** If a patient has multiple diagnoses in one encounter, more than one diagnosis can be selected for your case log entry. You can continue to add more diagnoses one by one as described in the steps above or you can add multiple diagnosis at one time by pressing and holding the Control button when selecting multiple diagnosis. Each case log entry is considered **one** patient encounter – multiple diagnoses selected are considered as part of that same encounter.

To remove a diagnosis from the list, click the **red minus sign**  in the Remove column that corresponds to the Diagnosis entry.

To move the diagnosis up to a higher position on the list, click the **green up and down arrows**   in the Move column that corresponds to the Diagnosis entry.

Once all diagnoses are logged, click the **Next** button.  or the **REVIEW** tab. This will take the page where you can review the diagnosis you have just logged.

Clicking the **Cancel** button , will cancel the diagnosis entered



## Log New Case

Main | Diag | **Review**

**Print this page**

**Course \*** Family Medicine Clerkship  
**Care Setting \*** In-Patient  
**Interaction Date \*** 1/29/2019  
**Notes (No Patient ID Info)** Enter in Notes that does not contain patient identifying information.  
**Diagnoses**

Primacy	Diag	Your Role
1	Diabetes Mellitus Type -2	Observation
2	Health Maintenance Adult 14 to 45 Female (Reproductive age)	Participated
3	Low Back Pain	Participated

**Save Record** **Cancel**

\* Required Fields

**Save as Template**

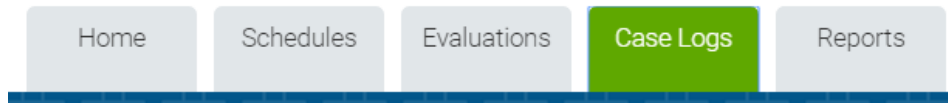
After review of the entry, click the **Save Record** button **Save Record** to save the entry. Clicking the **Cancel** button **Cancel** will bring you back to the Main tab, which will allow you to make any changes to the entry before the record is saved.

To print the encounter entry click the **Print this page** button **Print this page**.

**Note:** Do not use the Save as Template feature.

## Review Diagnoses for All Encounters enter:

Select the **Case Logs** tab to Edit, Delete or Review your entries.



Under the Case Log Management Section > Manage Case Logs – **Select Review & Manage Submitted Case Logs**

## Case Log Management

### Manage Case Logs

[Log New Case](#)

[Review & Manage Submitted Case Logs](#)

The **Review & Manage Submitted Case Logs** screen appears.

## Review & Manage Submitted Case Logs

Filter Template:

Start Date:   End Date:

Site Filter:    

Site:

Course Group:

Course Filter:    

Course:

Diagnosis Group:




Diagnoses:   
1st Trimester Bleeding  
Abdominal pain  
Abnormal Pap Smear  
Abnormal Uterine Bleeding

Trainee's Role:


Confirmation Status:

Records per Page:

Select the filter criteria you would like to search on.



- Filter Template: (Do not use templates).
- State Date: date which you want to begin the search criteria.
- End Date: date which you want to end the search criteria.
- Site Filter: type in the site to narrow down your search results, click the Filter button  if using this filter. Not applicable as no sites are attached.
- Site: select a specific site or leave default of All Sites. Not Applicable.
- Course Group: select if groups are being use for Courses. Not Applicable.
- Course Filter: type in the name of the Course, choose All Courses, Active Courses or Inactive Courses – click the Filter button  if using these filters.
- Course: select the Course from the drop down or leave All Courses if filtering for all courses. If selecting for a specific Course, select the Course then click the **Filter/Refresh** button .
- Diagnosis Group: select the specific Diagnosis Group or leave All Diagnoses.
- Diagnoses: select specific diagnoses from list (can select multiple).
- Trainee's Role: select the Role, Diagnosis Observation, Diagnosis Participated, Diagnosis Alternative Method or All Roles.
- Confirmation Status: (Not uses in current setup)
- Records Per Page: select the number of records for your review – can select up to 500 rows.


**Example:** This criterion search for the review below is:

- State Date – 02/0529/2019
- End Date – 03/05/2019
- Diagnosis Group: Family Medicine Clerkship
- Click the **Next** button , this will produce the diagnoses results based on your filter criteria. Scroll down to view the results.

## Review & Manage Submitted Case Logs


**Filter Template:**

**Start Date:**  
**End Date:**  

**Site Filter:**  **Filter** 

**Site:**

**Course Group:**

**Course Filter:**  **Filter** 

**Course:**

**Diagnosis Group:**

**Diagnoses:**

**Trainee's Role:**

**Confirmation Status:**

**Records per Page:**

Record ID	Supervisor	Course Name/Location	Patient Age/Gender	Setting	Interaction Date/Date Entered	Notes	Action
70356367	No Supervisor or Supervisor Not Listed	Family Medicine Clerkship - N/A	Not Applicable - Not Available	Outpatient	02/28/2019 - 02/28/2019 by Cheung, Nick	Has a cool dog	<a href="#">[Edit]</a> <a href="#">[Delete]</a> <a href="#">[Review]</a>
<b>D1:</b> Chronic Pain management				<b>Role:</b> Observation		<b>Status:</b> Confirmed	
<b>D2:</b> Diabetes Mellitus Type -2				<b>Role:</b> Observation		<b>Status:</b> Confirmed	
<b>D3:</b> Childhood ADHD				<b>Role:</b> Observation		<b>Status:</b> Confirmed	

To Edit, Delete or Review your entries – use the **Action** column menu items.

Select **Edit** to make any changes to your encounter starting from the Main tab. For example, a Role was logged incorrectly or you logged a Diagnosis with several others on the same encounter, however the date was not correct.

Select **Delete** to delete the entire encounter.

Select **Review** to review the entire encounter starting with the Main tab, however this is only a review of what was entered, and no changes can be made using the Review link, changes can be made using the Edit link.