E*Value Training Guide
How to Use Case Logs
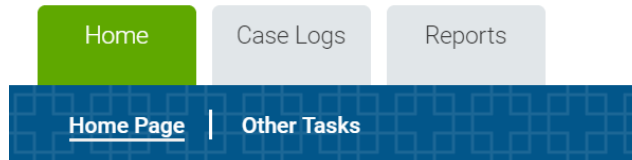## Students View

HOW TO USE CASE LOGS (Student's View)

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.

Home	Case Logs	Reports

Home Page | Other Tasks

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

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

- Care Setting – Click the radio button to select the Care Setting in which you had the patient encounter:
    o Alternative Methods
    o Inpatient
    o 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 |

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

* 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

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

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 Mantainance 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.

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

- Alternative Method
- Observation
- Participated

After you have selected the Role for the Diagnosis, click the **Add Diagnosis** button , 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]

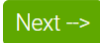| Primacy	Diag	Your Role	Remove	Move
1	Diabetes Mellitus Type -2	Observation	⊖	⬆ ⬇
2	Health Mantainance Adult 14 to 45 Female (Reproductive age)	Participated	⊖	⬆ ⬇
3	Low Back Pain	Participated	⊖	⬆ ⬇

[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. [Next -->] or the **REVIEW** tab. This will take the page where you can review the diagnosis you have just logged.

Clicking the **Cancel** button [Cancel] , 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 Mantainance 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**

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

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 `Filter` 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 `Filter` 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 `Filter/Refresh`.
- 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 `Next -->`, this will produce the diagnoses results based on your filter criteria. Scroll down to view the results.

Review & Manage Submitted Case Logs

Filter Template:	{Select a Template} ▼
Start Date:	02/05/2019 📅 **End Date:** 03/05/2019 📅
Site Filter:	[ ] {Active Sites} ▼ [Filter] ❓
Site:	{All Sites} ▼
Course Group:	{All Course Groups} ▼
Course Filter:	[ ] {Active Courses} ▼ [Filter] ❓
Course:	.Clinical Encounters - Family Medicine Cler ▼
Diagnosis Group:	{All Diagnoses} ▼
Diagnoses:	{All Diagnoses} 1st Trimester Bleeding Abdominal pain Abnormal Pap Smear Abnormal Uterine Bleeding
Trainee's Role:	{All Roles} ▼
Confirmation Status:	All Statuses ▼
Records per Page:	25 ▼

[Save Template] [Next -->]

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	[Edit] [Delete] [Review]
D1: Chronic Pain management				**Role:** Observation		**Status:** Confirmed	
D2: Diabetes Mellitus Type -2				**Role:** Observation		**Status:** Confirmed	
D3: Childhood ADHD				**Role:** Observation		**Status:** 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.