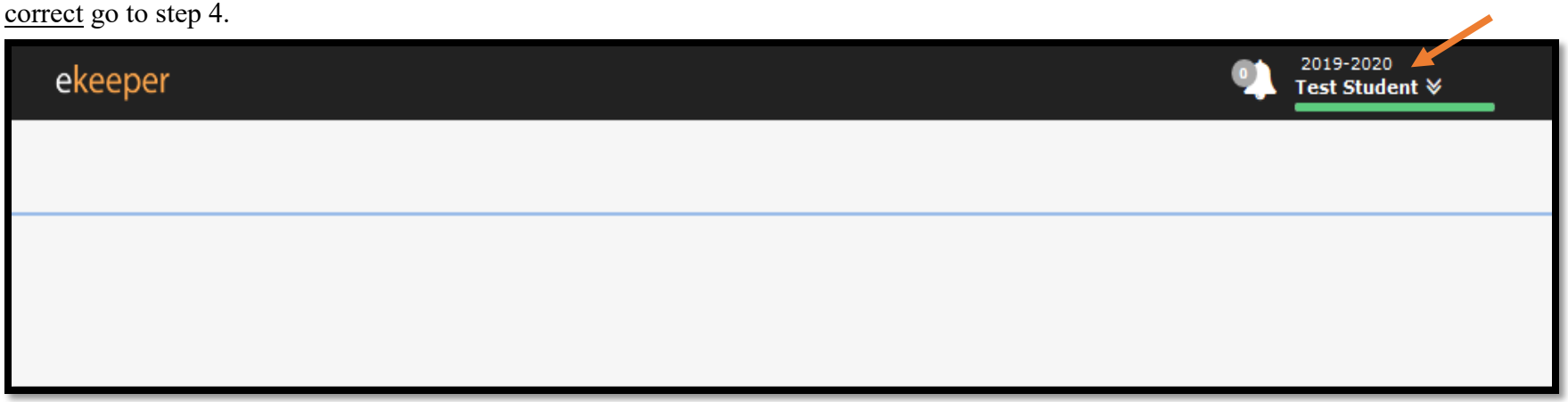
THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

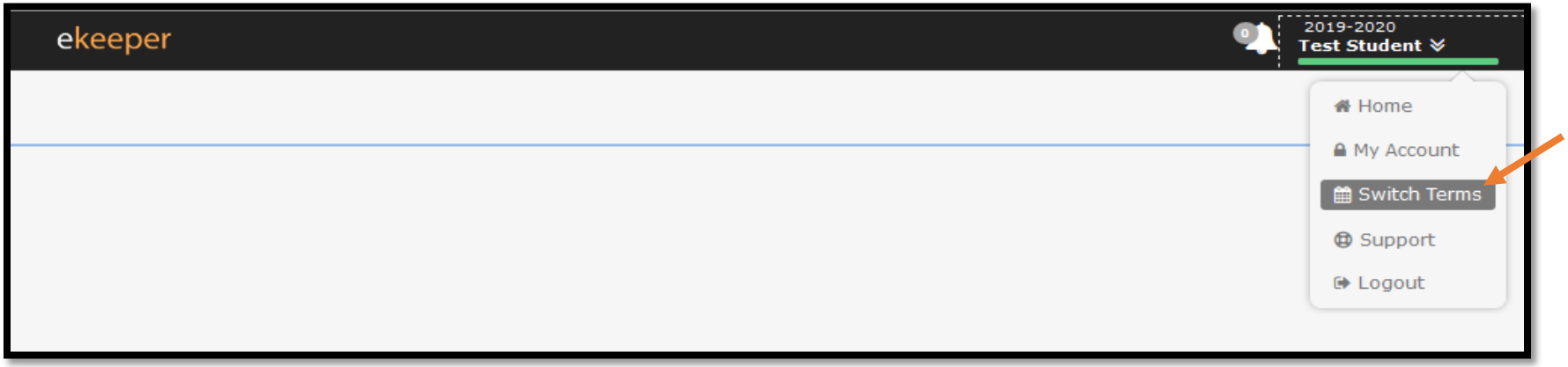
COLLEGE OF MEDICINE
HOW TO ENTER CASE LOGS IN EMEDELY

****Each required clinical experience and/or procedure must be reported as a separate case log. Refer to the syllabus for specific Clerkship requirements****

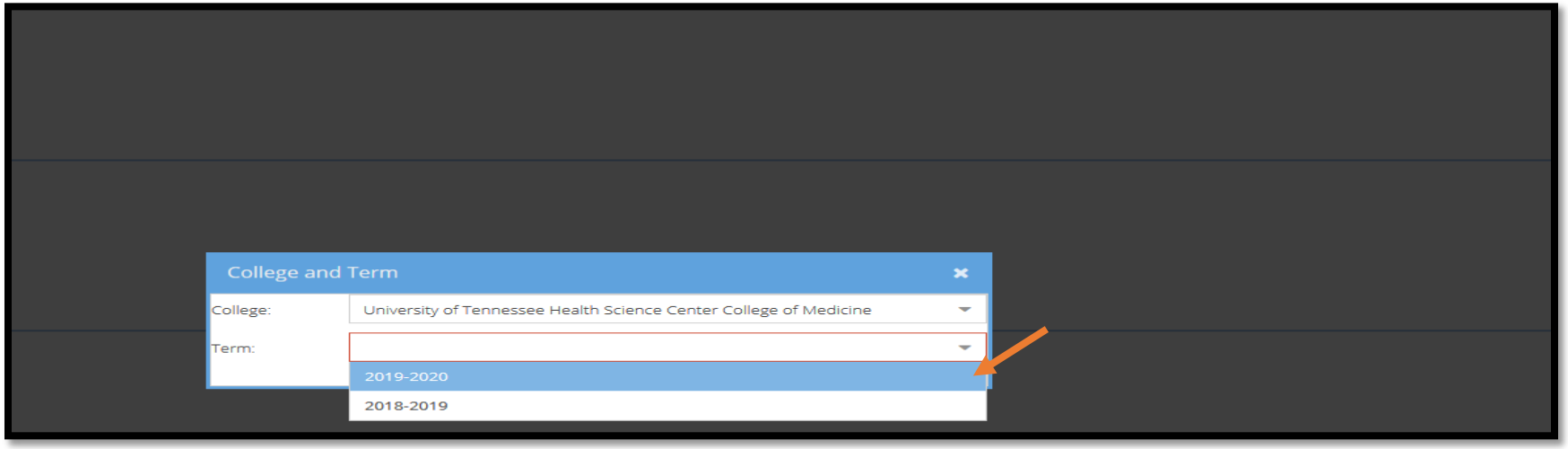
1. Go to eMedley: https://he.emedley.com/uthsccom.
2. Check that the term in the upper right hand side of the screen reflects the correct academic year for the case logs you intend to complete. If correct go to step 4.



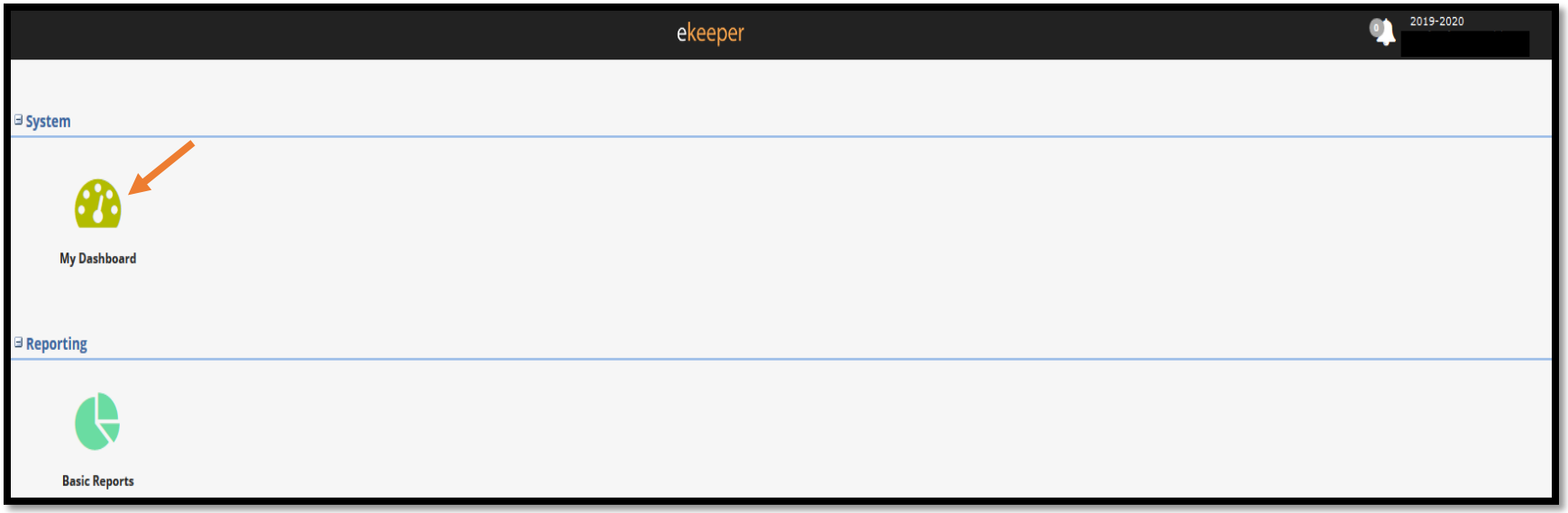
3. To change the academic year, click the arrow icon and select "Switch Terms," then select the correct year from the drop-down.



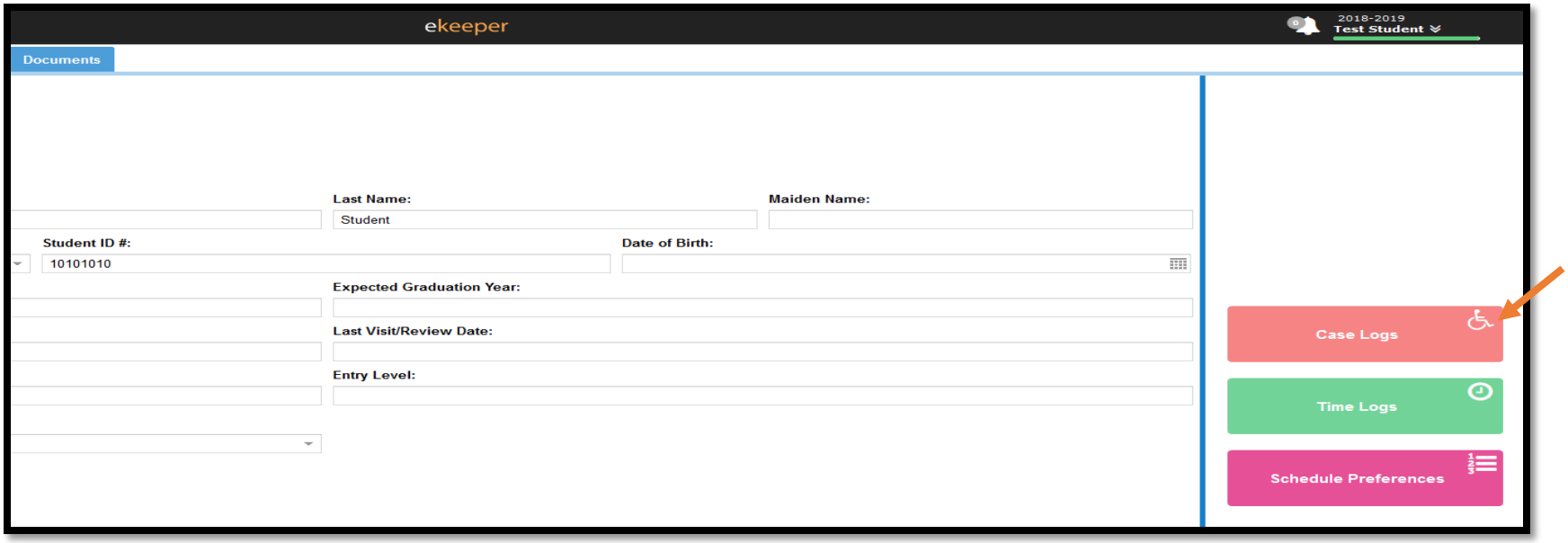
4. Select the appropriate academic year from the drop-down.



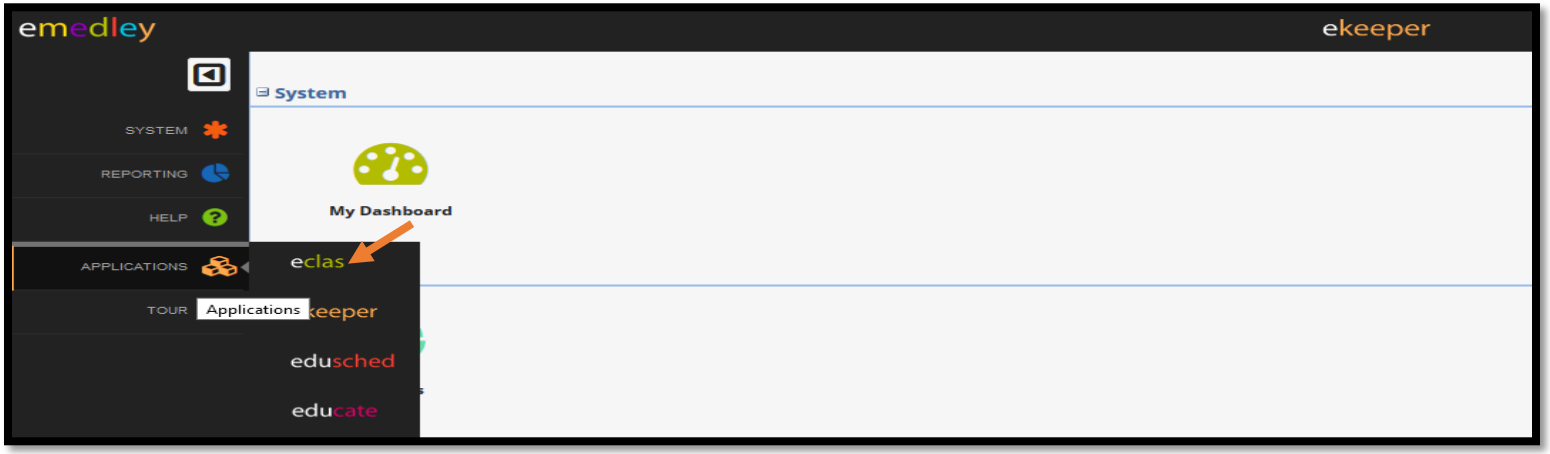
5. Click the “My Dashboard” icon.



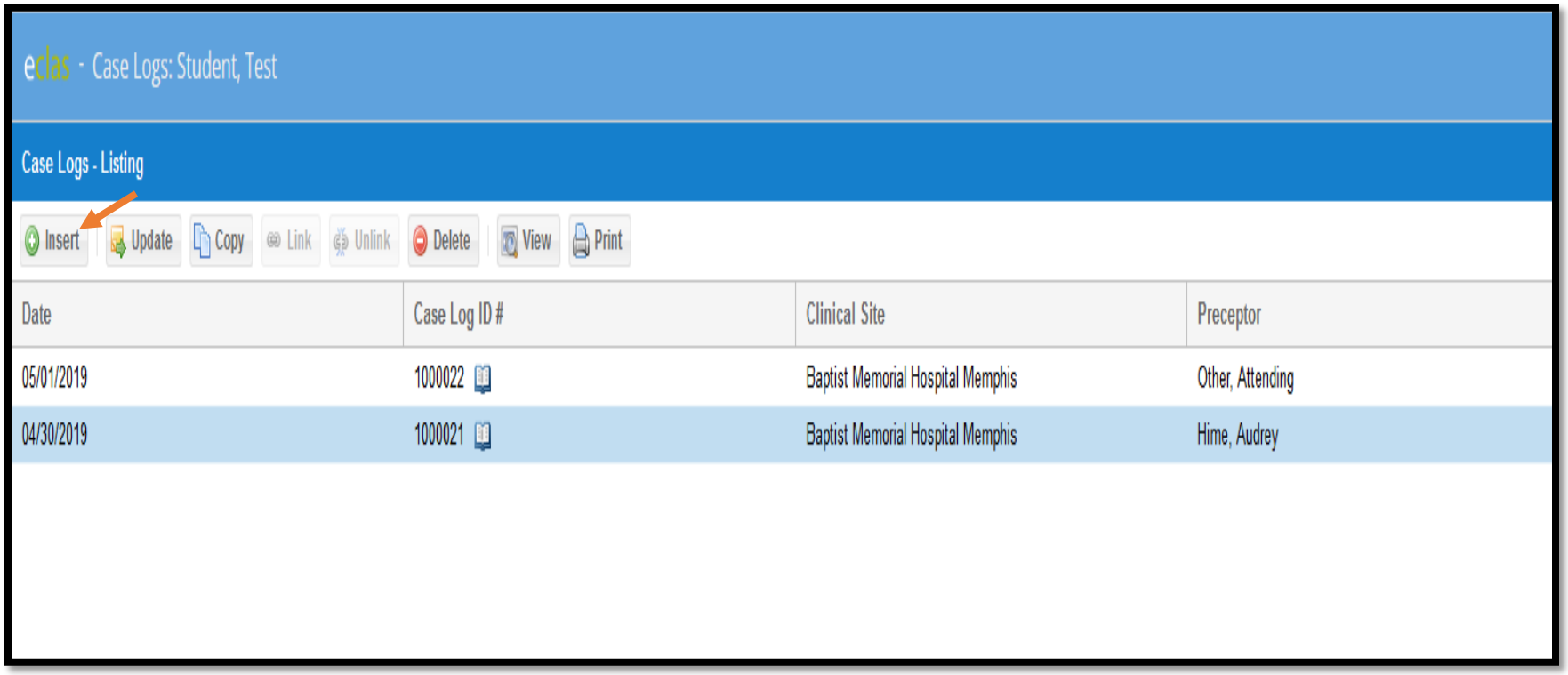
6. Click on the “Case Logs” link near lower right side on the screen.*



*Students can also access Case Logs from the eClas application found in the application menu.



7. To create a new Case Log, click “Insert”

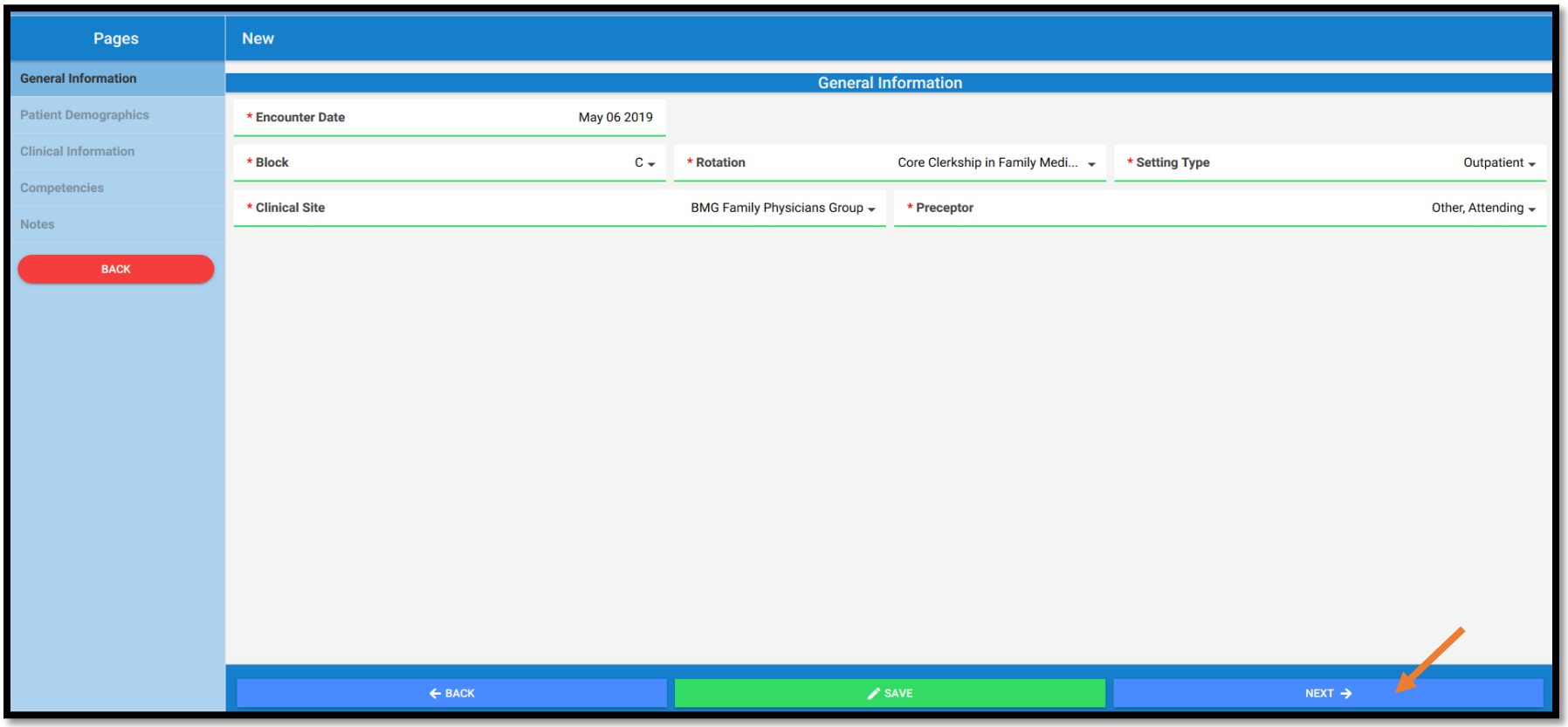


8. Use the drop-downs to select the appropriate information to complete the General Information section and click “Next” when all required fields are complete. Repeat this step to complete the “Patient Demographics” and “Clinical Information Sections,” *(**)

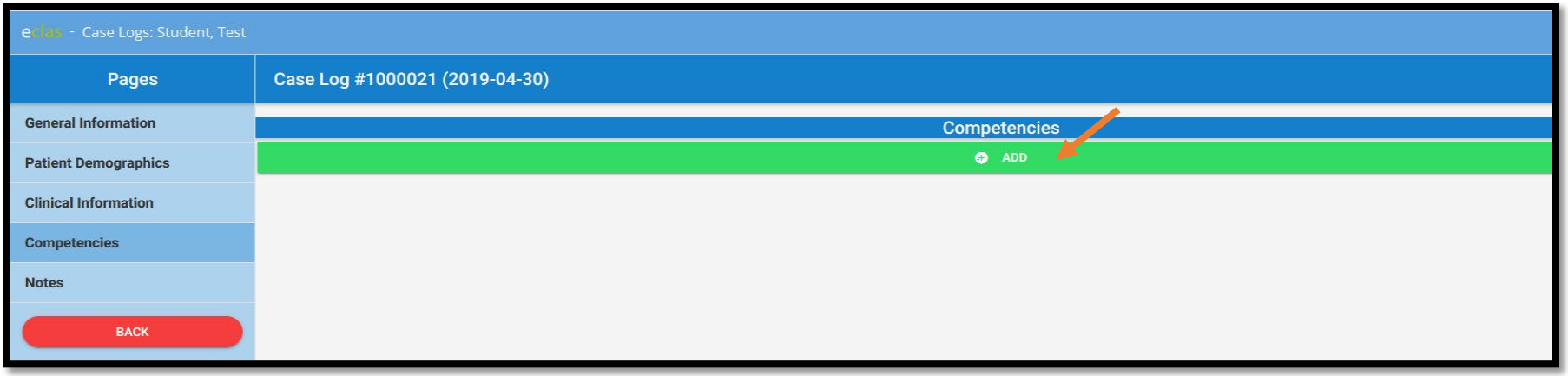
*When completing “Clinical Site” and “Preceptor” there may be some options that are not available in the drop-down. Select the following in that case:

- Clinical site = Other Clinical Site
- Preceptor = Other Attending or Other Resident

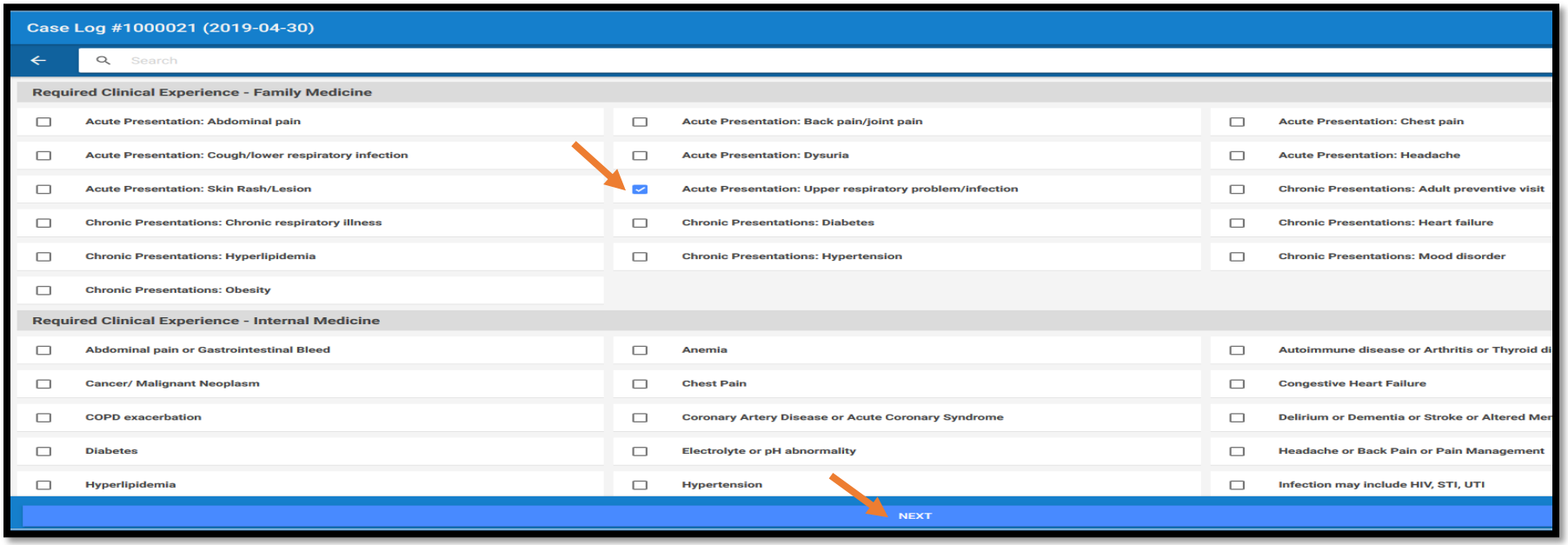
**To exit and save the entry as a draft at any point, click “Save.”



9. Click “Add”

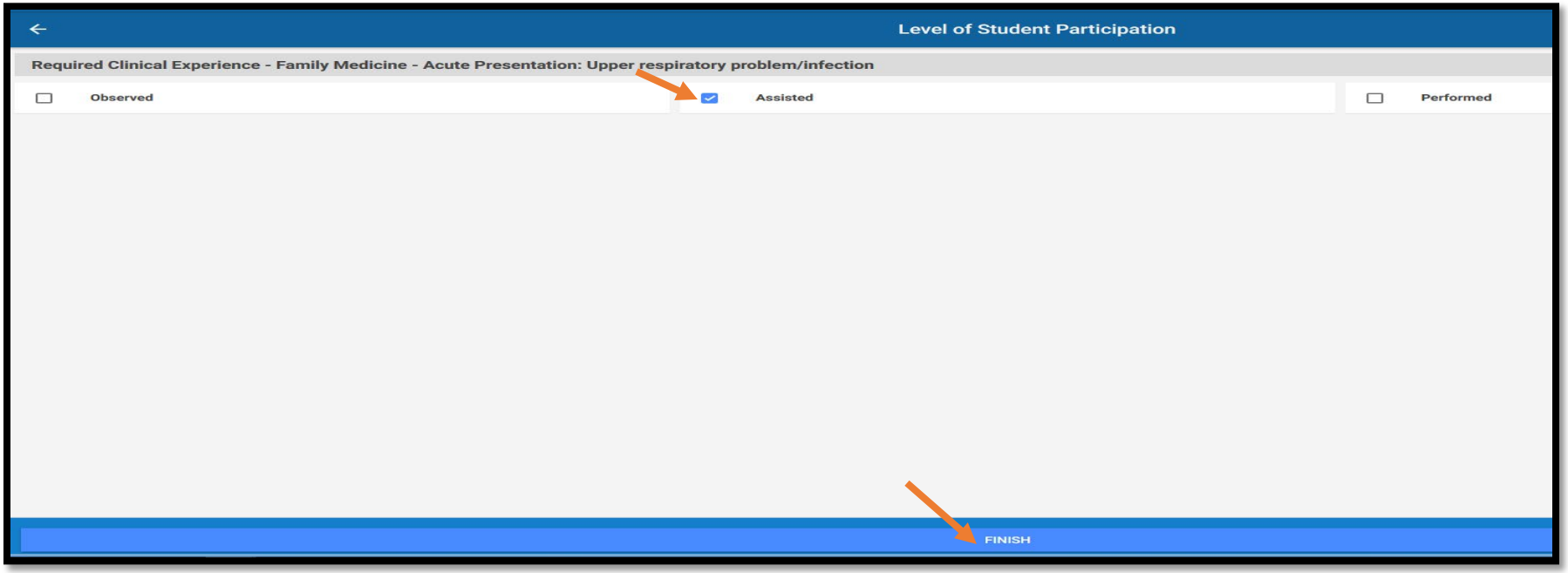


10. To select a required clinical experience or procedure, scroll or use the search function to find the correct Clerkship by section. Once selected, click “Next.” Each Clerkship has it’s own section on the form with the title: “Family Medicine,” “Internal Medicine,” “Neurology,” “Ob/Gyn,” “Pediatrics,” “Psychiatry,” or “Surgery.”

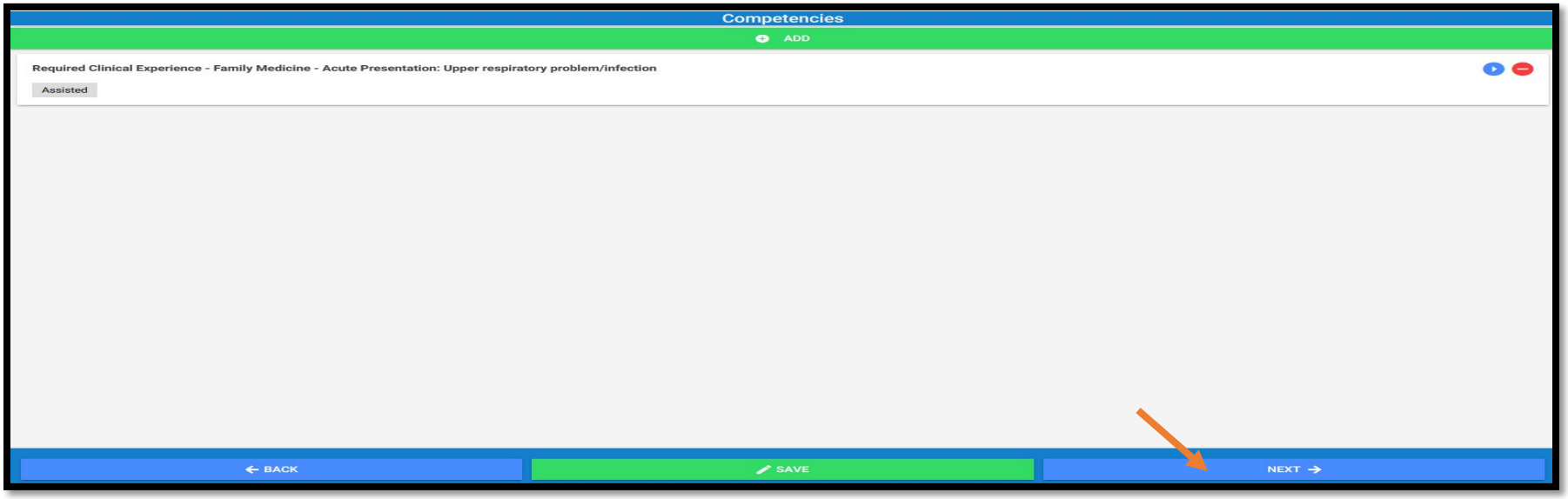


<u>Check only one required experience or procedure per case log. If more than one is selected per case log entry the entry will be denied.</u>

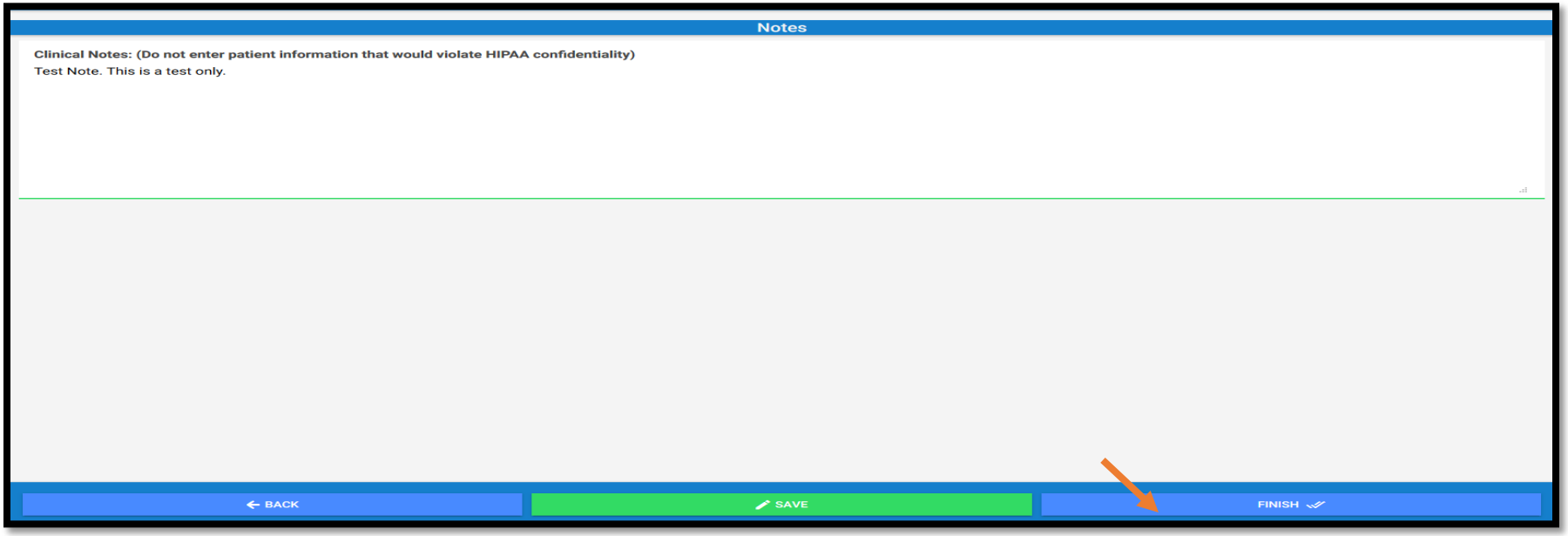
11. Select the appropriate level of participation, and click “Finish.”



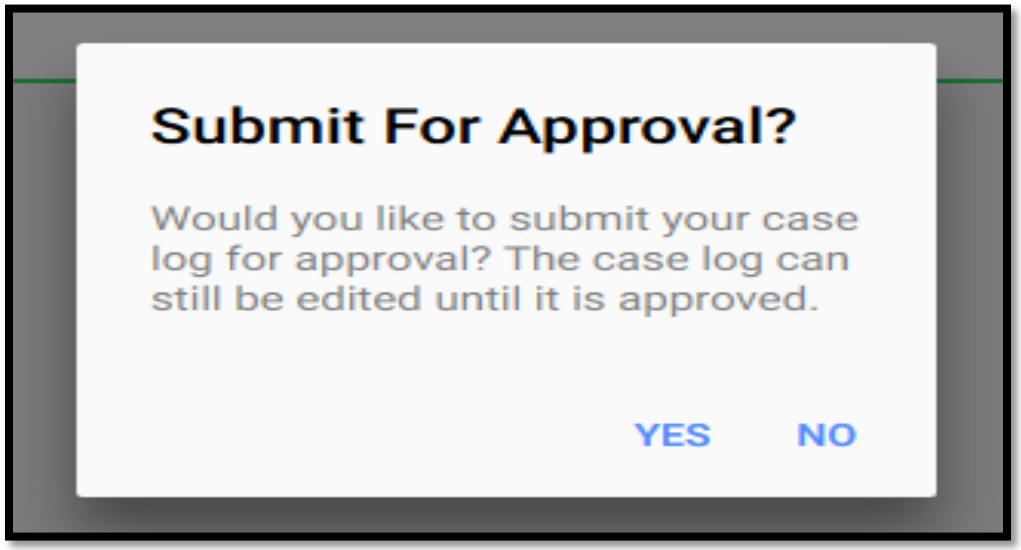
12. Click “Next” or to save ad a draft, click “Save.”



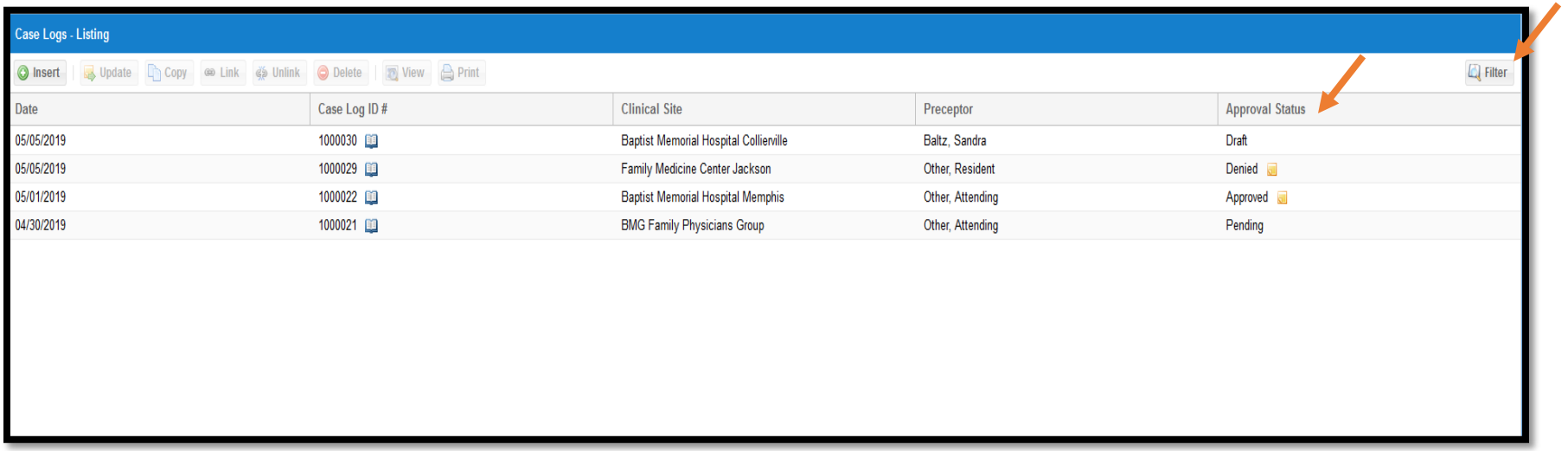
13. Write a note to describe the required clinical experience or procedure and click “Finish.” To save as a draft, click “Save.”



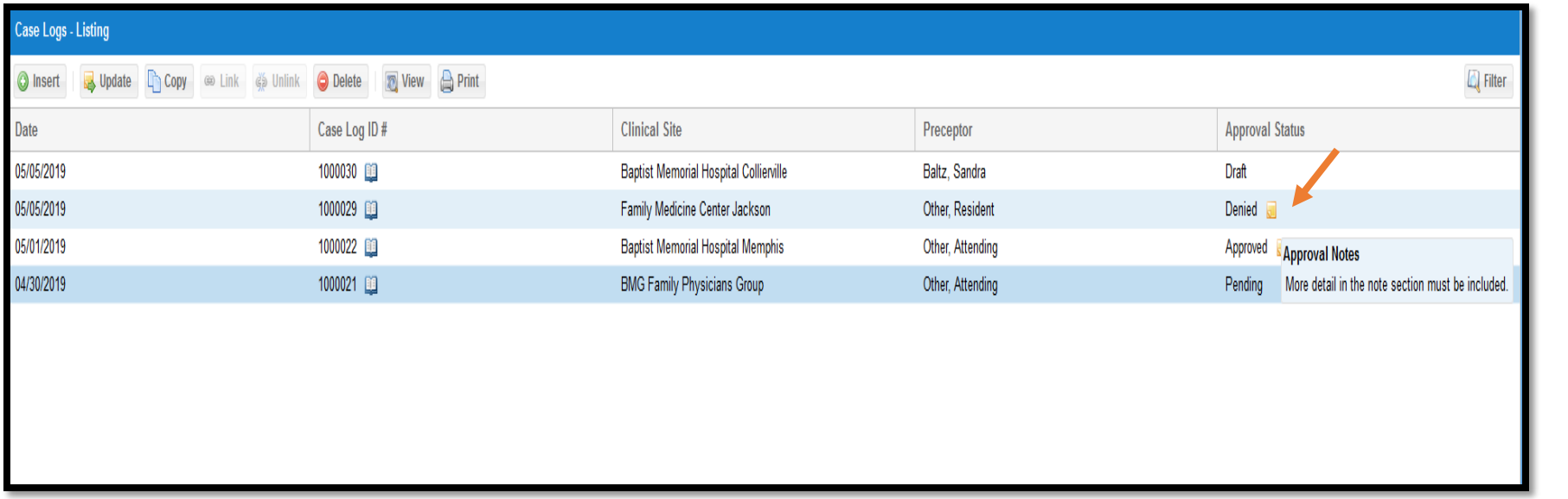
14. To submit the case log for approval, click “Yes.” Click “No,” to review or edit the case log before submitting for approval.



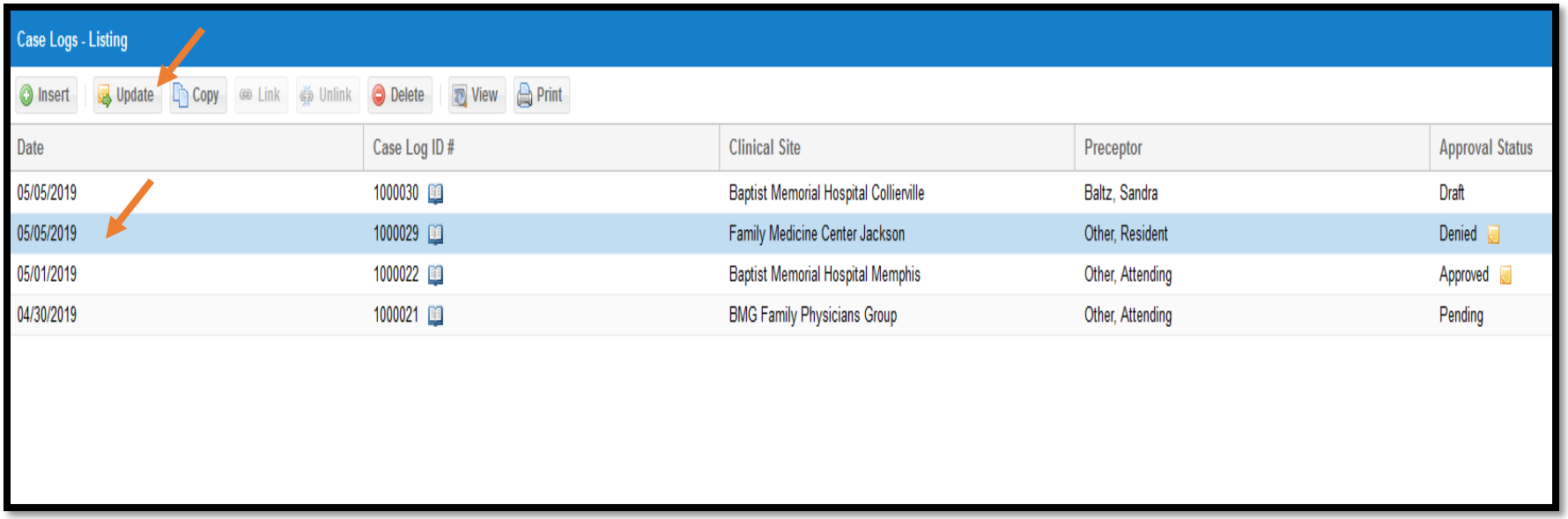
15. To check the status of a submitted case log or to update a draft or denied case log, go to the case log section in eMedley (detailed in step 6). The "Approval Status" section will appear as "Draft," "Denied," "Approved," or "Pending" for each case log entry. If multiple case logs have been entered the filter option can be used to narrow the displayed items.*



*To view an administrator note on Approved or Denied case logs, hover over the note icon displayed next to approval status.



16. To update a case log draft, a pending case log (submitted, but not yet approved or denied), or a denied case log, click on the desired log to highlight and then click "Update."*



*To view draft or a submitted case log, click to highlight and then click the "View" option.

<u>For more information or questions about the content that is required for an acceptable case log submission, please review the course syllabus and/or contact your Clerkship Director</u>.