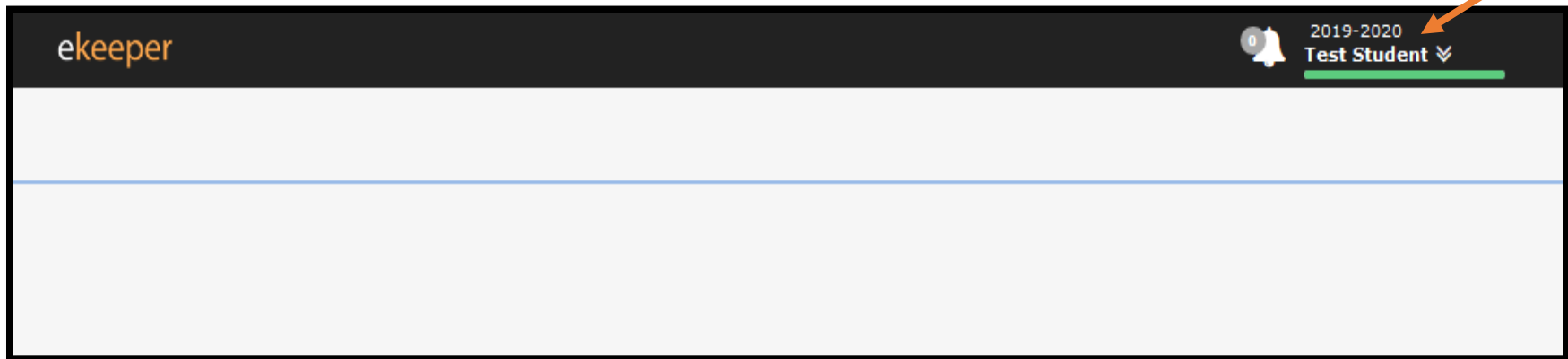
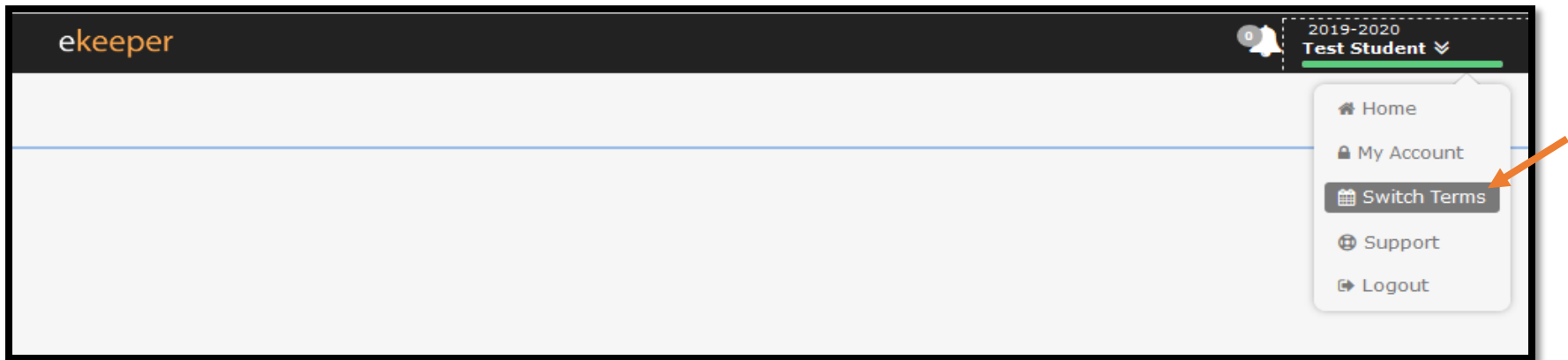


COLLEGE OF MEDICINE HOW TO ENTER CASE LOGS IN EMEDLEY

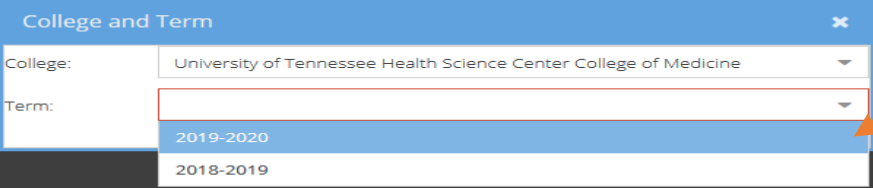
1. Go to eMedley: <https://he.emedley.com/uthsccom>.
2. Check that the term in the upper right-hand side of the screen reflects the correct academic year for the case logs you intend to complete. If correct go to step 5.



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

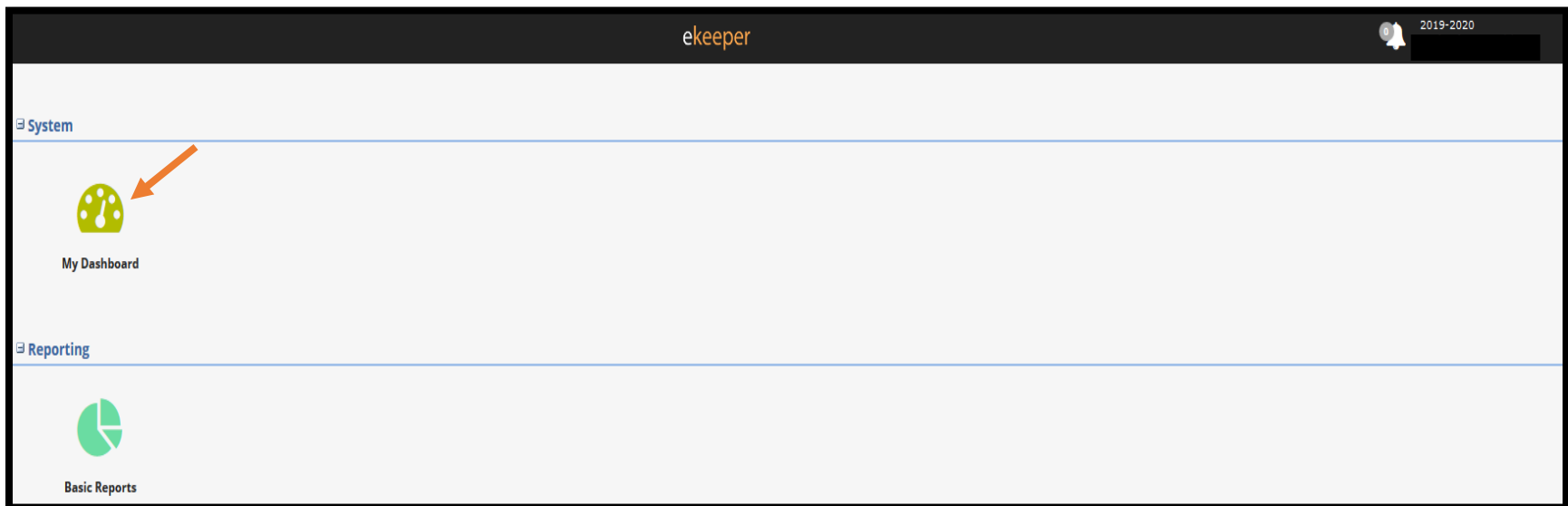


4. Select the appropriate academic year from the drop-down.

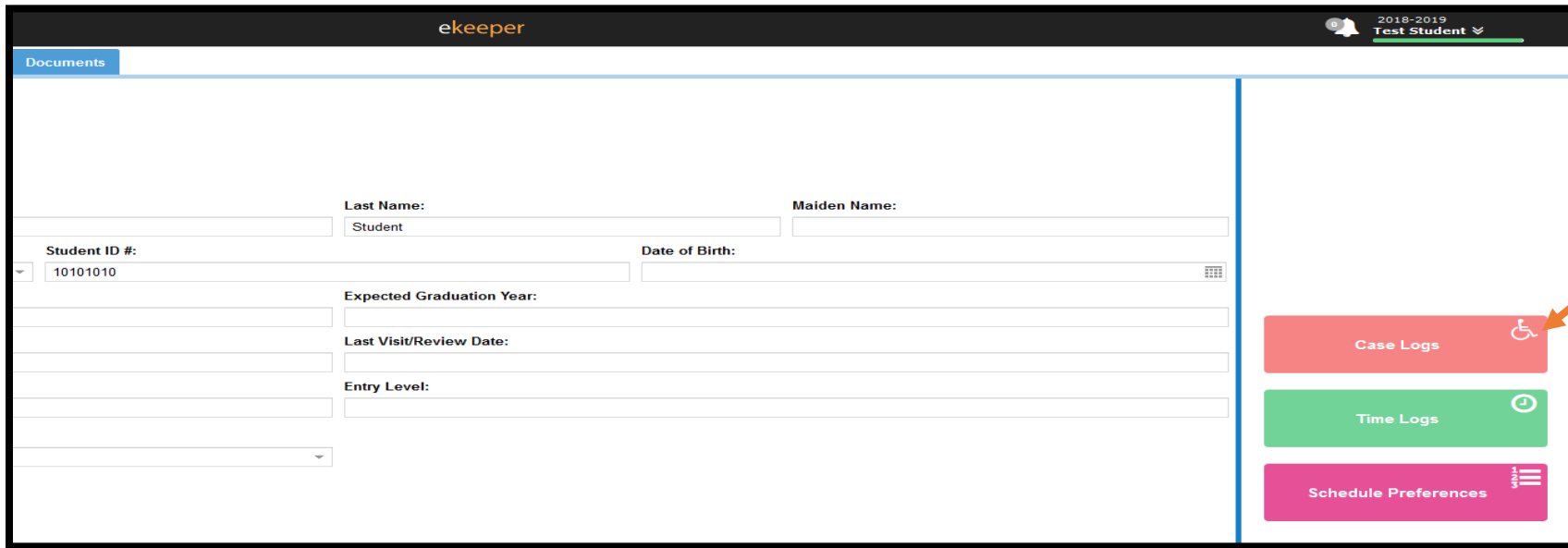


The screenshot shows a dialog box titled "College and Term" with a close button (X) in the top right corner. It contains two dropdown menus. The first dropdown, labeled "College:", is set to "University of Tennessee Health Science Center College of Medicine". The second dropdown, labeled "Term:", is open, showing two options: "2019-2020" (highlighted in blue) and "2018-2019". An orange arrow points to the "2019-2020" option.

5. Click the "My Dashboard" icon.

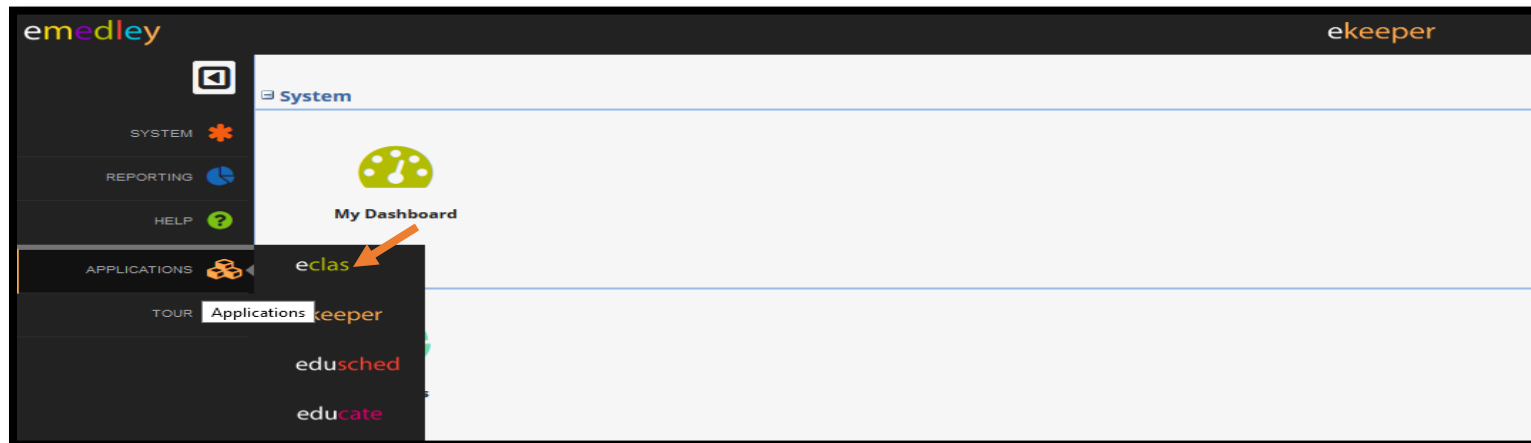


6. Click on the “Case Logs” link near lower right side on the screen.*

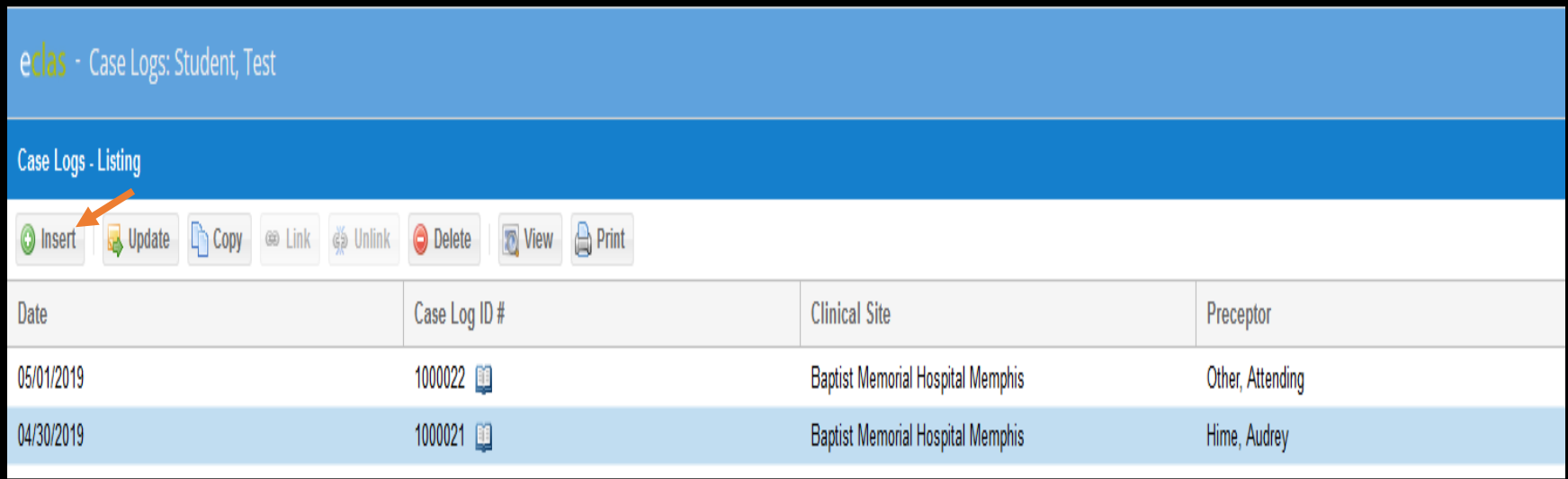


The screenshot shows the ekeeper application interface. At the top, the logo "ekeeper" is on the left, and the user profile "2018-2019 Test Student" is on the right. Below the logo is a "Documents" tab. The main area contains a form for student information with fields for Last Name, Maiden Name, Student ID # (10101010), Date of Birth, Expected Graduation Year, Last Visit/Review Date, and Entry Level. On the right side, there is a sidebar with three buttons: "Case Logs" (red), "Time Logs" (green), and "Schedule Preferences" (pink). An orange arrow points to the "Case Logs" button.



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



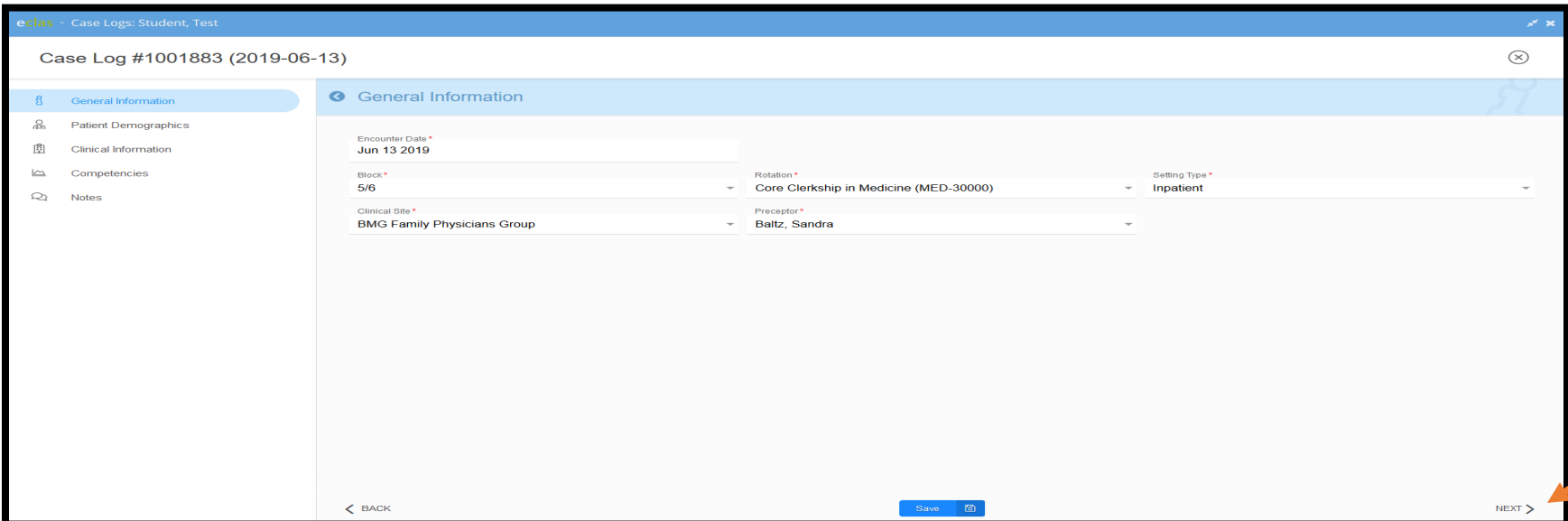
7. To create a new Case Log, click “Insert”



The screenshot shows the 'eclas - Case Logs: Student, Test' interface. At the top, there is a blue header with the text 'Case Logs - Listing'. Below this is a toolbar with several icons: 'Insert' (highlighted with an orange arrow), 'Update', 'Copy', 'Link', 'Unlink', 'Delete', 'View', and 'Print'. Below the toolbar is a table with the following data:

Date	Case Log ID #	Clinical Site	Preceptor
05/01/2019	1000022 	Baptist Memorial Hospital Memphis	Other, Attending
04/30/2019	1000021 	Baptist Memorial Hospital Memphis	Hime, Audrey

8. Use the drop-downs to select the appropriate information to complete the General Information section and click “Next.”



The screenshot shows the 'eclas - Case Logs: Student, Test' interface for editing Case Log #1001883 (2019-06-13). The 'General Information' section is active. The form contains the following fields:

- Encounter Date: Jun 13 2019
- Block: 5/6
- Rotation: Core Clerkship in Medicine (MED-30000)
- Setting Type: Inpatient
- Clinical Site: BMG Family Physicians Group
- Preceptor: Baltz, Sandra

At the bottom of the form, there are three buttons: '< BACK', 'Save', and 'NEXT >'. The 'NEXT >' button is highlighted with an orange arrow.

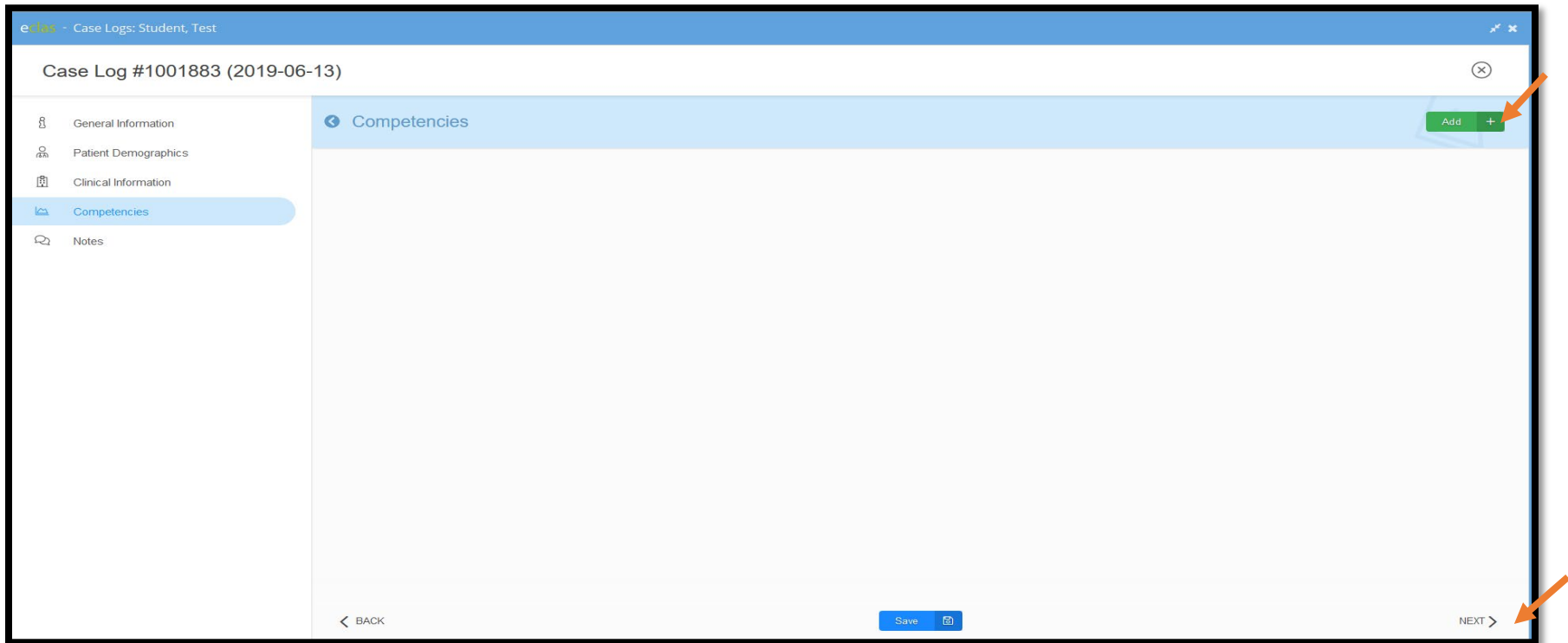
9. Repeat step 8 to complete the “Patient Demographics” and “Clinical Information Sections,” (**)

****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.”**

10. In the student competency section click “Add”



11. 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 its own section on the form with the title: “Family Medicine,” “Internal Medicine,” “Neurology,” “Ob/Gyn,” “Pediatrics,” “Psychiatry,” or “Surgery.” *
- 12.

The screenshot shows a search interface for 'Internal Medicine' with a list of clinical experience options. The search box at the top contains 'Internal Medicine'. Below it, the section is titled 'Required Clinical Experience - Internal Medicine'. The list includes the following items:

<input type="checkbox"/>	Abdominal pain or Gastrointestinal Bleed	<input type="checkbox"/>	Anemia
<input type="checkbox"/>	Autoimmune disease or Arthritis or Thyroid dise...	<input type="checkbox"/>	Cancer/ Malignant Neoplasm
<input checked="" type="checkbox"/>	Chest Pain	<input type="checkbox"/>	Congestive Heart Failure
<input type="checkbox"/>	COPD exacerbation	<input type="checkbox"/>	Coronary Artery Disease or Acute Coronary Sy...
<input type="checkbox"/>	Delirium or Dementia or Stroke or Altered Ment...	<input checked="" type="checkbox"/>	Diabetes
<input type="checkbox"/>	Electrolyte or pH abnormality	<input type="checkbox"/>	Headache or Back Pain or Pain Management

At the bottom of the list is a green button labeled 'Next >>'. Orange arrows point to the 'Chest Pain' checkbox, the 'Diabetes' checkbox, and the 'Next >>' button.

***Only select the competencies that are associated with the core clerkship that you are reporting the case log for. In the above example The Core Clerkship is Internal Medicine. Internal Medicine was typed in the search box and only Internal Medicine competencies were selected. If the case log is being completed for OB/GYN, only OB/GYN competencies should be selected etc.**

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

← Level of Student Participation

Required Clinical Experience - Internal Medicine - Chest Pain

Observed Assisted Performed

Required Clinical Experience - Internal Medicine - Diabetes

Observed Assisted Performed

Finish

14. Click “Next.”

Case Log #1001883 (2019-06-13)

General Information

Patient Demographics

Clinical Information

Competencies

Notes

Competencies

Required Clinical Experience - Internal Medicine - Chest Pain

Assisted

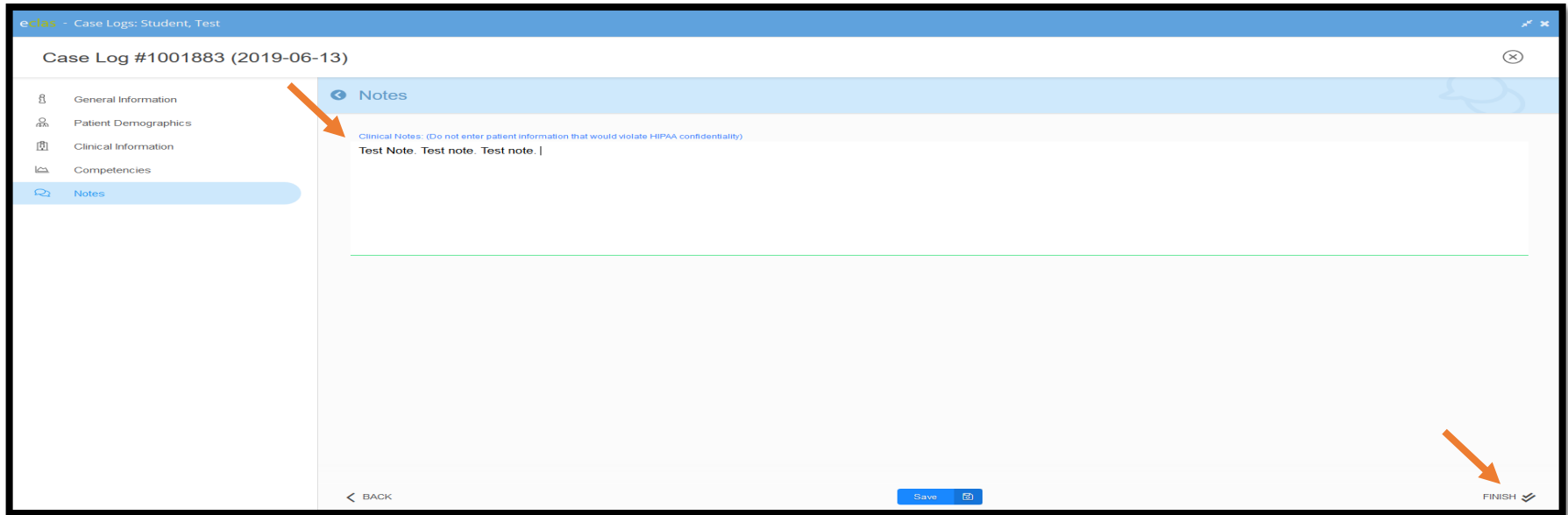
Required Clinical Experience - Internal Medicine - Diabetes

Assisted

Save

NEXT >

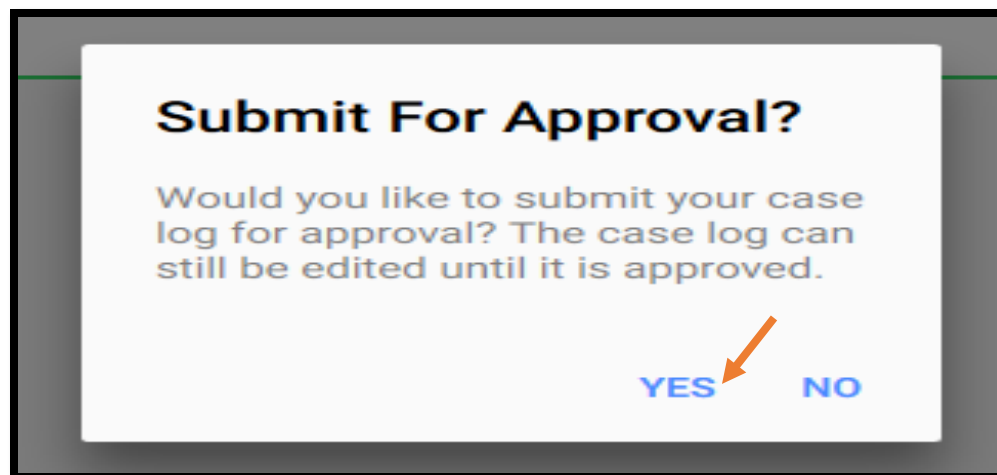
15. Write a note to describe the required clinical experience(s) or procedure(s) and click “Finish.” *



The screenshot shows the 'e-clas - Case Logs: Student, Test' interface. The main window is titled 'Case Log #1001883 (2019-06-13)'. On the left, a navigation menu includes 'General Information', 'Patient Demographics', 'Clinical Information', 'Competencies', and 'Notes'. The 'Notes' section is active, displaying a text input area with the placeholder text 'Clinical Notes: (Do not enter patient information that would violate HIPAA confidentiality)' and the entered text 'Test Note. Test note. Test note. |'. At the bottom of the screen, there are three buttons: '< BACK', 'Save', and 'FINISH ✓'. An orange arrow points to the 'Notes' menu item, and another orange arrow points to the 'FINISH' button.

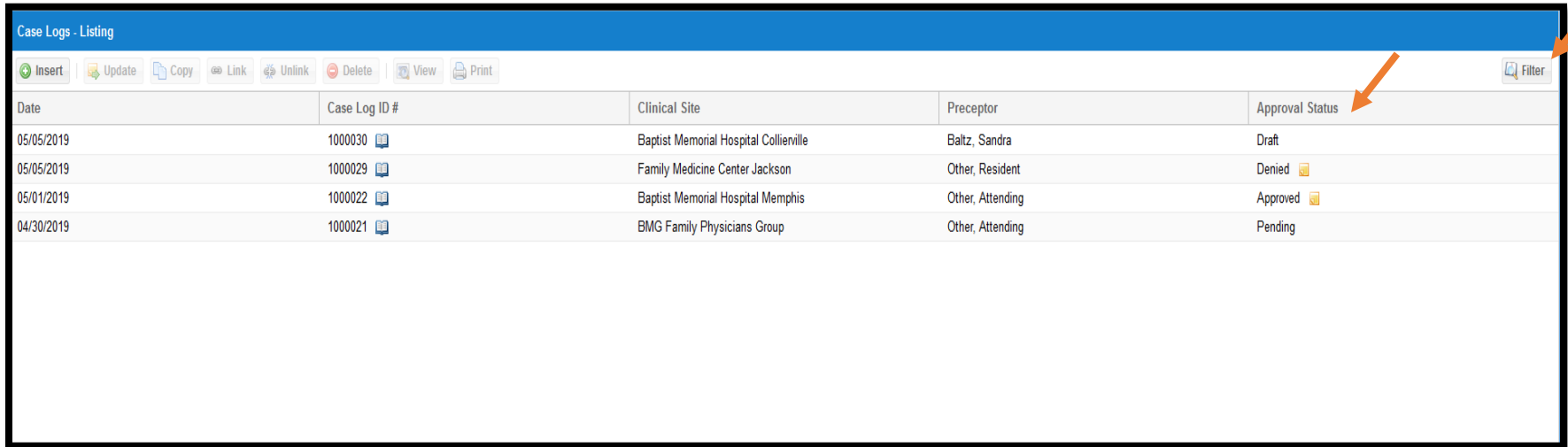
*** To save as a draft, click “Save.”**

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



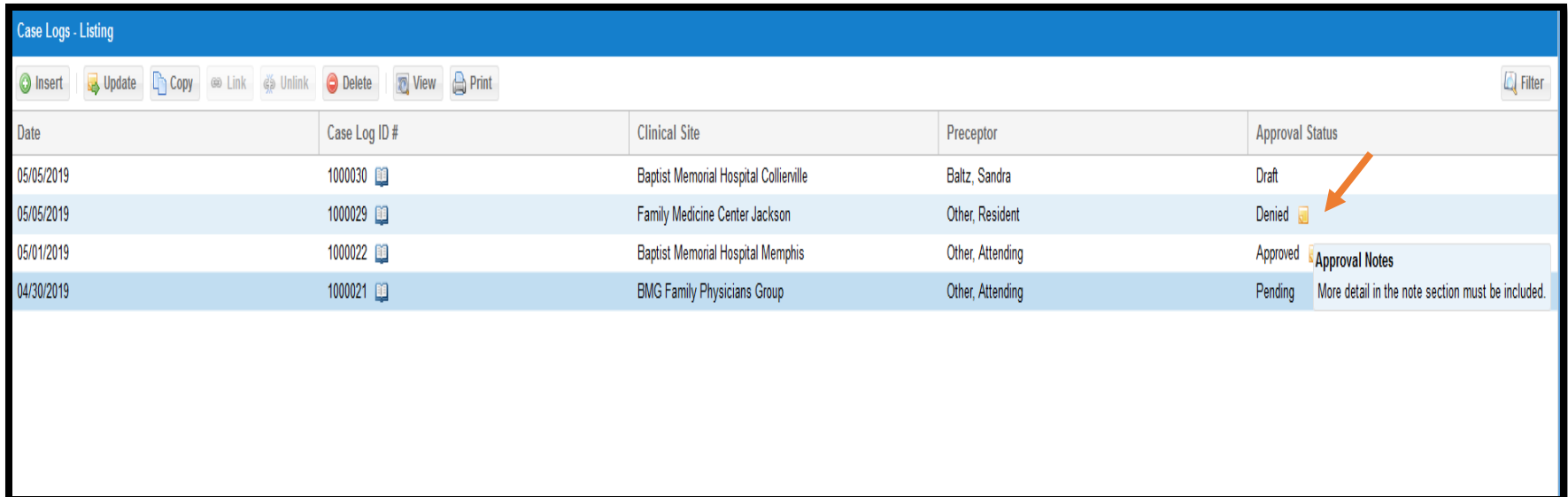
The dialog box is titled 'Submit For Approval?' and contains the text: 'Would you like to submit your case log for approval? The case log can still be edited until it is approved.' At the bottom, there are two buttons: 'YES' and 'NO'. An orange arrow points to the 'YES' button.

17. 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.*



Date	Case Log ID #	Clinical Site	Preceptor	Approval Status
05/05/2019	1000030	Baptist Memorial Hospital Collierville	Baltz, Sandra	Draft
05/05/2019	1000029	Family Medicine Center Jackson	Other, Resident	Denied
05/01/2019	1000022	Baptist Memorial Hospital Memphis	Other, Attending	Approved
04/30/2019	1000021	BMG Family Physicians Group	Other, Attending	Pending

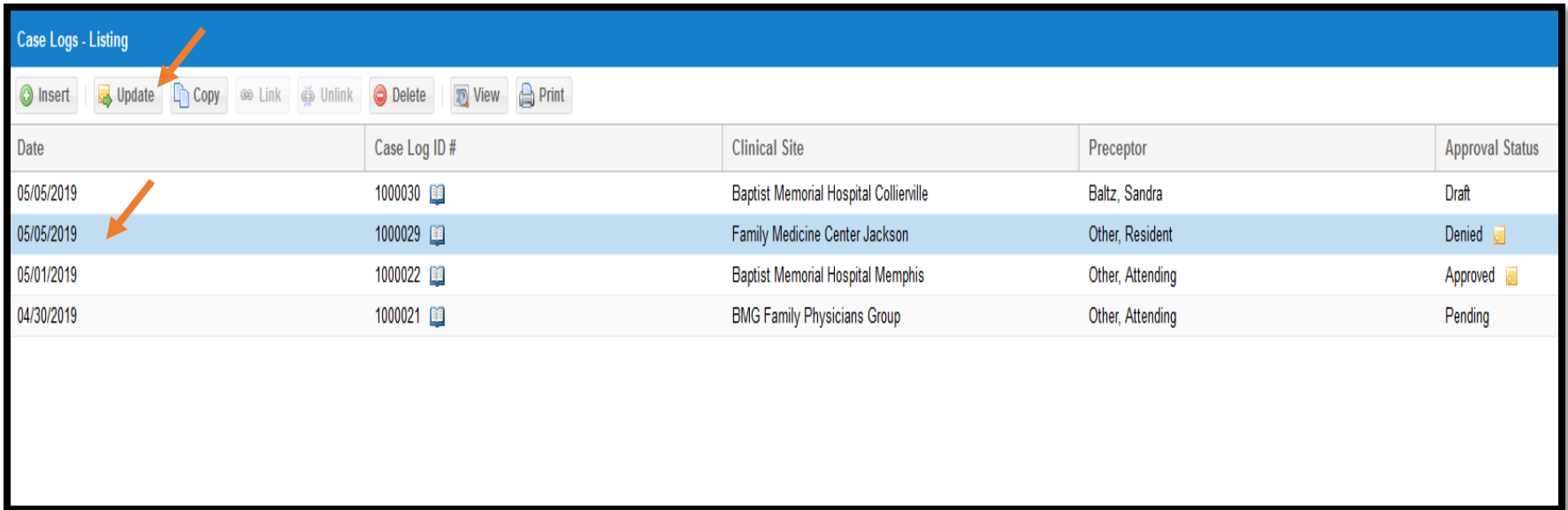
*To view an administrator note on Approved or Denied case logs, hover over the note icon displayed next to approval status.









Date	Case Log ID #	Clinical Site	Preceptor	Approval Status
05/05/2019	1000030	Baptist Memorial Hospital Collierville	Baltz, Sandra	Draft
05/05/2019	1000029	Family Medicine Center Jackson	Other, Resident	Denied
05/01/2019	1000022	Baptist Memorial Hospital Memphis	Other, Attending	Approved
04/30/2019	1000021	BMG Family Physicians Group	Other, Attending	Pending

Approval Notes
More detail in the note section must be included.

18. 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.”*



Date	Case Log ID #	Clinical Site	Preceptor	Approval Status
05/05/2019	1000030 	Baptist Memorial Hospital Collierville	Baltz, Sandra	Draft
05/05/2019	1000029 	Family Medicine Center Jackson	Other, Resident	Denied 
05/01/2019	1000022 	Baptist Memorial Hospital Memphis	Other, Attending	Approved 
04/30/2019	1000021 	BMG Family Physicians Group	Other, Attending	Pending

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

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/Course Director.