




Texas Tech University Health Sciences Center
School of Medicine

Office of Curriculum

Patient Log 2.0 Manual



August 4, 2006




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Introduction

Welcome to the Texas Tech University Health Sciences Center School of Medicine Patient Log, presented by the Office of Curriculum.

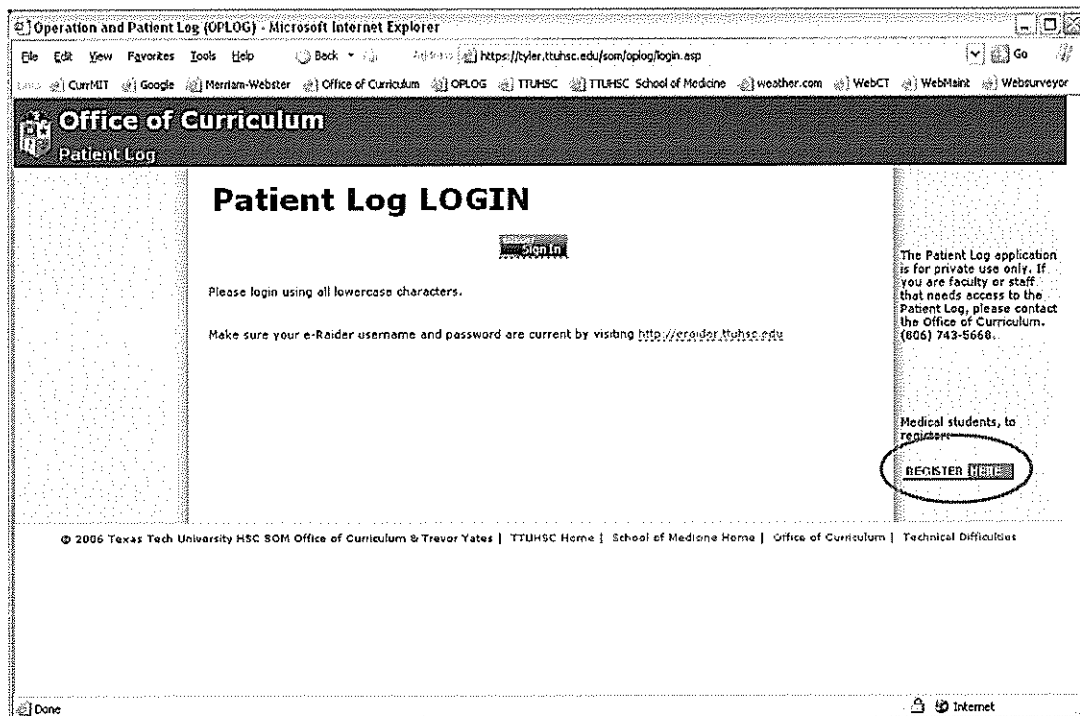
The Patient Log system records clinical encounters of the MSIII students and allows the administration to monitor the balance of diagnostic encounters, which assists in meeting LCME requirements.

This manual will provide detailed instructions on the use of the Patient Log system for faculty, students and staff.

The system can be reached through the Office of Curriculum webpage <http://www.ttuhschool.edu/som/curriculum>

or directly at <https://www.ttuhschool.edu/som/oplog/login.asp>

Registration

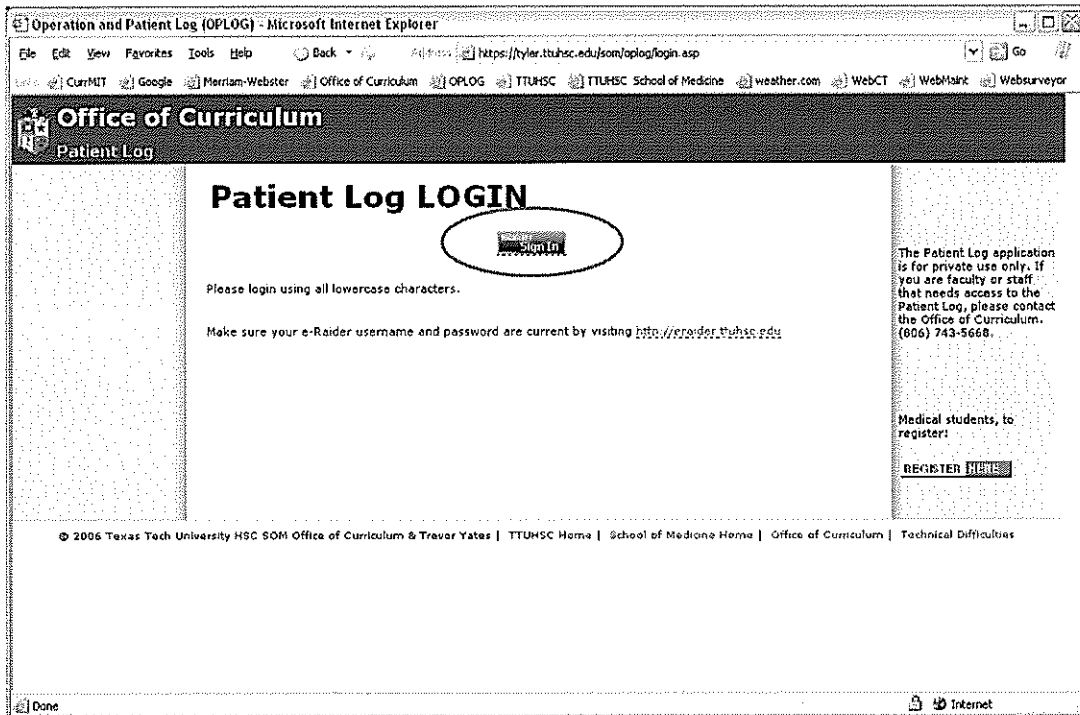


Students must register with the system before they may use the Patient Log for the first time. After the student registers they will not have to register again for each clerkship.

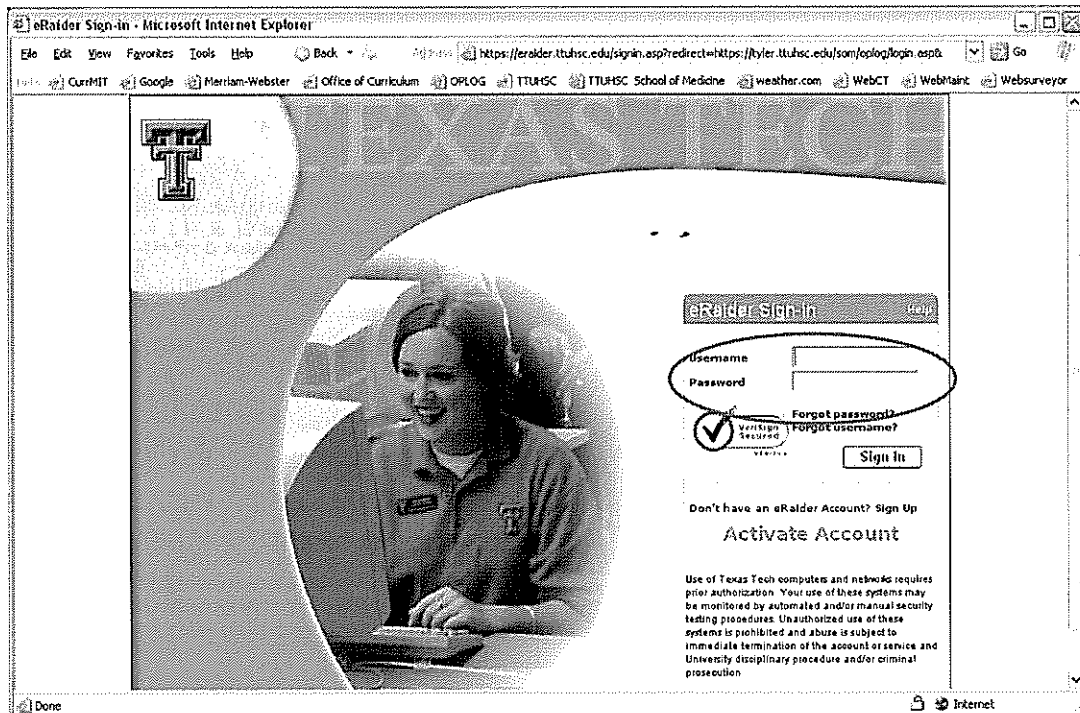
Once a student registers, they still will not be able to login. The student account must first be activated by a faculty or staff member.

Access for faculty and staff must be requested through the SOM Office of Curriculum.

Logging In



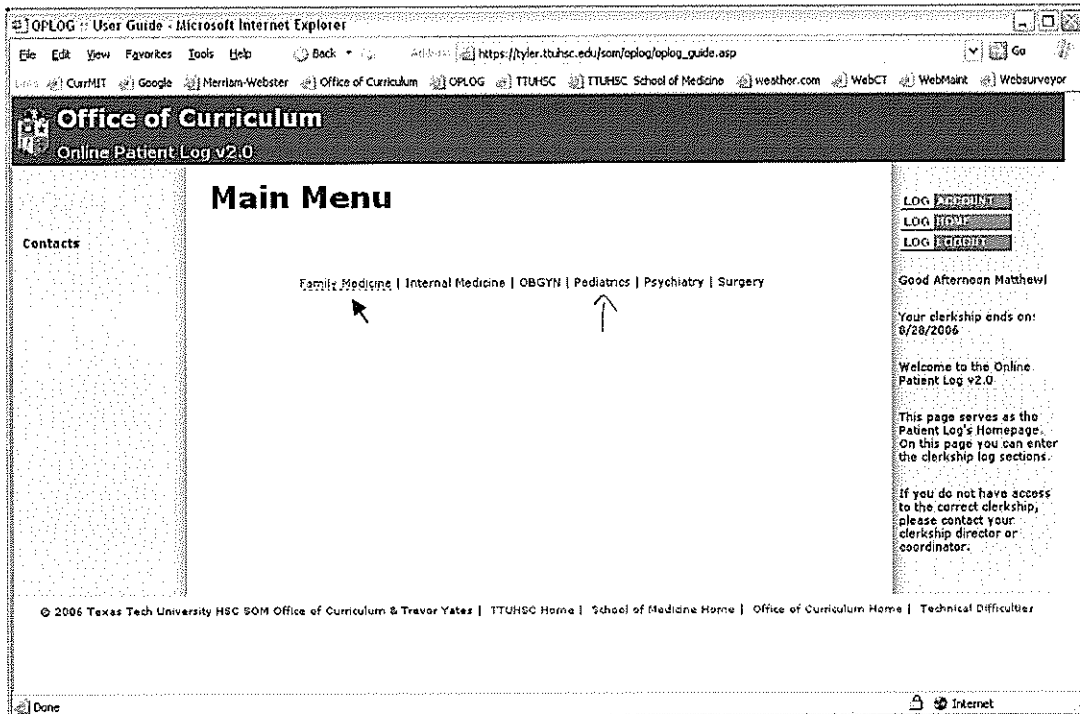
Log in by clicking on the eRaider Sign In button in the center.



Enter the eRaider username and password.

Note: eRaider usernames must be current. Find out at <http://eraider.ttuhs.edu>

Navigating



The main menu will hyperlink only the clerkship with which the user is currently associated. Student association with a particular clerkship must be changed by a staff or faculty member.

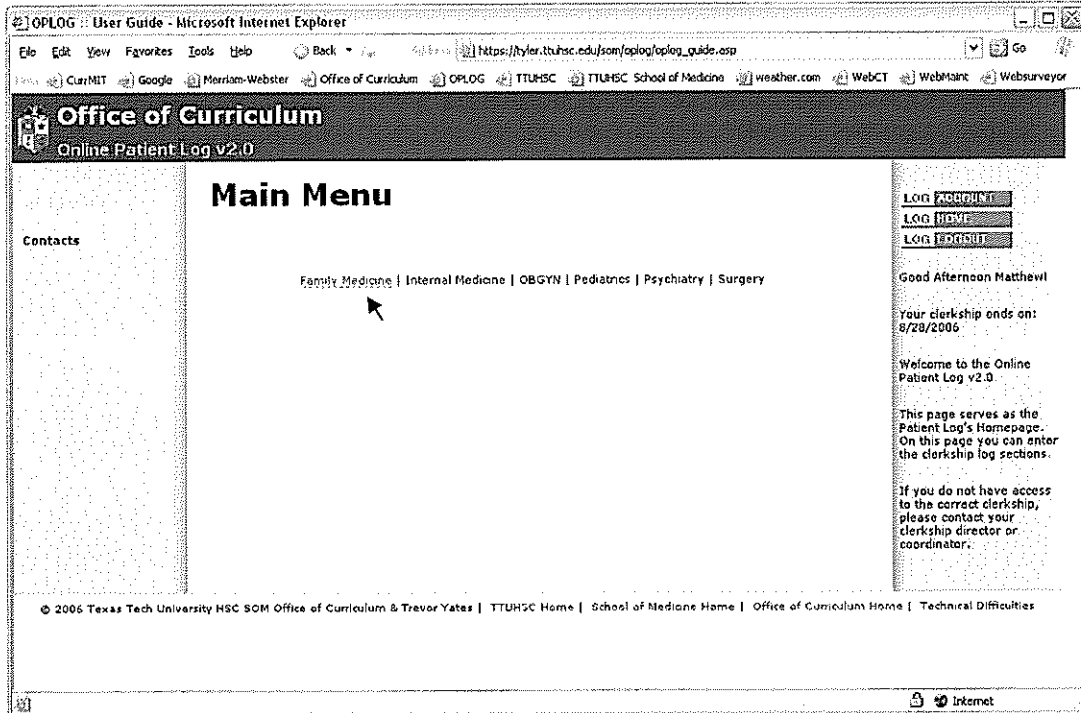
Contacts

The contacts link on the left provides the names and contact information for all clerkships on all campuses.

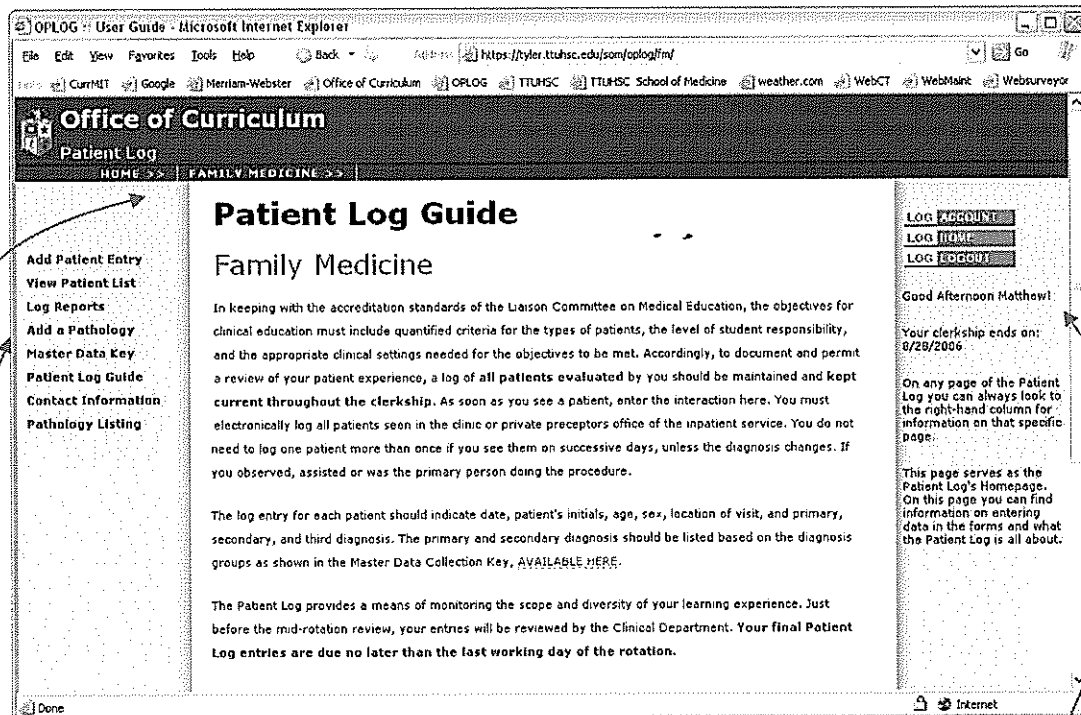
Bottom Navigation

Links for the TTUHSC home page, SOM home page, Office of Curriculum home page and technical difficulties can be found on the bottom of every page of the Patient Log system.

Student Area



Only the clerkship you've been granted access to will be hyperlinked. Click on the link to enter the clerkship area of the system.



Each clerkship has its own customized section of the system. The left navigation contains the links for the various pages of the system. The right navigation contains links to manage the user account and information about the function of the current page. Breadcrumbs at the top of the page allow the user to navigate to previous screens.

Add Patient Entry

OPLOG - Microsoft Internet Explorer
Address: https://tyler.ttuhsu.edu/som/oplog/fm/add_patient_entry.asp
Links: CurrMIT, Google, Merriam-Webster, Office of Curriculum, OPLOG, TTUHSC, TTUHSC School of Medicine, weather.com

Family Medicine - Add Patient Information

Add Patient Entry	Patient Initials	<input type="text"/>
View Patient List	Patient Age	<input type="text"/>
Log Reports	Male	<input type="checkbox"/>
Add a Pathology	Female	<input type="checkbox"/>
Master Data Key	Date Seen (Ex: 01/01/06)	<input type="text" value="7/28/2008"/>
Patient Log Guide	Site (change)	<input type="text" value="Amarillo"/>
Contact Information	Primary Diagnosis	<input type="text" value="None"/>
Pathology Listing	Secondary Diagnosis	<input type="text" value="None"/>
	Third Diagnosis	<input type="text" value="None"/>
	Other Diagnosis	<input type="text"/>
	Procedure	<input type="text" value="None"/>
	Other Procedure	<input type="text"/>
	Procedural Interaction	<input type="text" value="Primary"/>
	Additional Notes	<input type="text"/>
	Complete this entry?	<input type="checkbox"/>

Click on "Add Patient Entry" on the left navigation to enter patient encounters. The "site" or campus may be changed by clicking on the "change" hyperlink or clicking on the "Log Account" button (not visible above) on the right navigation from any page in the system. Diagnoses listed are specific to each clerkship based on the master data key collection. If this patient entry is still unfinished or pending, leave the "Complete this entry?" checkbox unchecked. These patient files can be reviewed, edited and checked off as complete under the View Patient List page. Click on the "Add or Save Patient Entry" button to submit the patient encounter.

View Patient List

Office of Curriculum
Patient Log
HOME >> FAMILY MEDICINE >> PATIENT ADMINISTRATION

Patient Admin

Patient	Submitted by	Status	Admin
ABC	Not Applicable	Complete	Edit File Delete File
GGG	Not Applicable	Complete	Edit File Delete File
XYD	Not Applicable	Incomplete	Edit File Delete File

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Click on “View Patient List” to review patient encounters already entered. The “Submitted by” column will always say Not Applicable unless edited by the clerkship director or coordinator. The patient with initials XYD is not yet complete. To complete this file, click on “Edit File”.

OPLOG :: Edit Patient Entry - Microsoft Internet Explorer
https://tyler.ttuhsu.edu/som/oplog/fm/edit_patient_entry.asp?entryid=1380

Primary Diagnosis: Abdominal Pain
Secondary Diagnosis: Abdominal Pain
Third Diagnosis: Abdominal Pain
Other Diagnosis:
Procedure: None
Other Procedure:
Procedural Interaction: Asist
Additional Notes:
Check box to officially submit (leave unchecked if you would like to edit this later)

your patient entries cannot be edited as of midnight of the last day of your rotation.
Note: Diagnoses for all clerkships are listed on this page.

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Check off the box at the bottom to officially submit the file. Other items may also be edited on this page.

Log Reports

The screenshot shows a web browser window titled "OPLOG :: Patient Entry Snapshot - Microsoft Internet Explorer". The address bar shows the URL "https://tyler.ttuhsoc.edu/som/oplog/fm/student_stats_patient.asp". The page header includes "Office of Curriculum Patient Log" and navigation links: "HOME >>>", "FAMILY MEDICINE >>>", "LOG REPORTS >>>", and "PATIENT ENTRY SNAPSHOT".

The main content area is titled "Your Stats..." and features a table with two columns: "Descriptions" and "Statistics".

Descriptions	Statistics
Patients Logged	3
Male Patients	2
Female Patients	1

On the left side, there is a sidebar menu with the following items: "Add Patient Entry", "View Patient List", "Log Reports", "Add a Pathology", "Master Data Key", "Patient Log Guide", "Contact Information", and "Pathology Listing".

On the right side, there are three buttons: "LOG ACCOUNT", "LOG HOME", and "LOG LOGOUT". Below these buttons is a text box that reads: "Use this page to view all of your general, descriptive statistics. These numbers can help you stay on track during your rotation."

At the bottom of the page, there is a copyright notice: "© 2006 Texas Tech University HSC SOM Office of Curriculum & Trevor Yates | TTUHSC Home | School of Medicine Home | Office of Curriculum Home | Technical Difficulties".

"Log Reports" displays a summary of patients seen based on gender.

Add Pathology

The screenshot shows a web browser window titled "OPLOG :: Add Pathology - Microsoft Internet Explorer". The address bar shows the URL "https://tyler.ttuhsoc.edu/som/oplog/fm/add_pathology.asp". The page header includes "Office of Curriculum Patient Log" and navigation links: "HOME >>>", "FAMILY MEDICINE >>>", and "ADD PATHOLOGY".

The main content area is titled "Add Pathology" and contains a form with the following fields:

- "Pathology" (text input field)
- "Diagnostic Group" (dropdown menu with "Abdomen" selected)
- Two buttons: "ADD PATHOLOGY" and "CANCEL" (both buttons are disabled)

On the left side, there is a sidebar menu with the following items: "Add Patient Entry", "View Patient List", "Log Reports", "Add a Pathology", "Master Data Key", "Patient Log Guide", "Contact Information", and "Pathology Listing".

On the right side, there are three buttons: "LOG ACCOUNT", "LOG HOME", and "LOG LOGOUT". Below these buttons is a text box that reads: "Use this form if you have seen a diagnosis / pathology that is not already listed in the Pathology Pull-Down menu in the Add Patient Entry Form."

At the bottom of the page, there is a copyright notice: "© 2006 Texas Tech University HSC SOM Office of Curriculum & Trevor Yates | TTUHSC Home | School of Medicine Home | Office of Curriculum Home | Technical Difficulties".

Pathologies that a student encounters often but is not listed in the Diagnoses drop downs may be added. They must be associated with a Diagnostic Group.

Master Data Key

Master Data Collection Key
Dept. of Family Medicine Patient Log Book Diagnosis Groups.

Abdomen ABD/GU

- Abdominal Pain
- Urinary Tract Infection
- Dysuria
- Vaginal Discharge
- Other (Specify in entry form.)

Cardiovascular CV

- Chest Pain
- Hypercholesterolemia
- Hypertension

(Note: Diagnostic Groups are listed in bold followed by abbreviations used on charts.)

All items in the master data key are listed in the diagnoses drop downs when entering patient encounters. They may also be viewed as a list in their corresponding diagnostic groups under “Master Data Key”.

Contact Information

Helpful Numbers

Contact	Position	Phone #
Lubbock		
Fiona Prabhu, MD	Clerkship Director	Pgr: 806-766-5271
Amanda Coster-Collins	Clerkship Coordinator	806-743-2773
Amarillo		
Frank Hromas, MD	Clerkship Director	806-212-3500
Jan Pumphrey	Clerkship Coordinator	806-212-3555
El Paso		
Kathryn Horn, MD	Clerkship Director	915-757-3178

This page contains all of the relevant contact information for clerkship and/or Patient Log Administrators.

Contact information for the clerkship directors, coordinators and technical support are available under the “Contact Information” link in the left navigation.

Pathology Listing

Office of Curriculum
Patient Log

HOME >> FAMILY MEDICINE >> PATHOLOGY ADMINISTRATION

Pathology Listing

Pathology	Diagnostic Group	Administration
Abdominal Pain	Abdomen	
Acute Coronary Syndrome	Cardiovascular	
Acute Pancreatitis	Gastroenterology	
Acute renal Insufficiency	Nephrology	
Adjustment disorders	Psychiatric	
AIDS/HIV	Infectious Disease	
Alcohol abuse	Psychiatric	
Allergic Rhinitis	Respiratory	

LOG NEW ENTRY
LOG EDIT
LOG DELETE

There are 137 Patient Log Pathologies.

Use this page to edit a Pathology you have added to the Patient Log.

(Note: Only Administrators have the capability to edit all of the Patient Log pathologies.)

Add Patient Entry
View Patient List
Log Reports
Add a Pathology
Master Data Key
Patient Log Guide
Contact Information
Pathology Listing

Pathology Listing allows viewing of all pathologies in alphabetical order and the editing of any pathologies added by the user. If a pathology is editable a link will appear in the "Administration" column. If a pathology is associated with a patient entry, the pathology can not be deleted without first breaking its association with the patient entry.

Clerkship Faculty & Staff Area

OPLOG :: User Guide - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Address <https://tyler.ttuhsoc.edu/som/oplog/fm/>

Links CurrMIT Google Merriam-Webster Office of Curriculum OPLOG TTUHSC TTUHSC School of Medicine weather.com WebCT

Patient Log Guide

Family Medicine

In keeping with the accreditation standards of the Liaison Committee on Medical Education, the objectives for clinical education must include quantified criteria for the types of patients, the level of student responsibility, and the appropriate clinical settings needed for the objectives to be met. Accordingly, to document and permit a review of your patient experience, a log of all patients evaluated by you should be maintained and kept current throughout the clerkship. As soon as you see a patient, enter the interaction here. You must electronically log all patients seen in the clinic or private preceptors office of the inpatient service. You do not need to log one patient more than once if you see them on successive days, unless the diagnosis changes. If you observed, assisted or was the primary person doing the procedure.

The log entry for each patient should indicate date, patient's initials, age, sex, location of visit, and primary, secondary, and third diagnosis. The primary and secondary diagnosis should be listed based on the diagnosis groups as shown in the Master Data Collection Key, [AVAILABLE HERE](#).

The Patient Log provides a means of monitoring the scope and diversity of your learning experience. Just before the mid-rotation review, your entries will be reviewed by the Clinical Department. **Your final Patient Log entries are due no later than the last working day of the rotation.**

Viewing the Patient Log

Current Clerks Reporting

- Add Patient Entry
- View Patient List
- Log Reports
- Add a Pathology
- Master Data Key
- Patient Log Guide
- Contact Information
- Pathology Listing
- Add User
- Add Pathology
- Add Procedure
- Add Diag Group
- Pathology Listing
- Procedure Listing
- Diag Group Listing
- User Listing
- Add Students to Clerkship

When logging in as clerkship faculty or staff, additional menu items become available once inside the clerkship area.

Current Clerks

The screenshot shows a web browser window titled "OPLoG :: Current Clerks - Microsoft Internet Explorer". The address bar shows the URL "https://tyler.ttuhsoc.edu/som/oplog/fm/current_clerks.asp". The page header includes "Office of Curriculum" and "Patient Log". A navigation bar shows "HOME" and "FAMILY MEDICINE" with "CURRENT CLERKS" selected. The main content area is titled "Current Clerks" and contains a table with the following data:

Users	Status	Clerkship Ends	Administration
Casler-Collins, Amanda	Active	8/9/2006	Edit Account Add Patient Entry View Patients
Hardage, Scott	Active	8/9/2006	Edit Account Add Patient Entry View Patients
Parikh, Hetal	Active	9/12/2006	Edit Account Add Patient Entry View Patients

On the right side of the page, there are buttons for "LOG OFF", "LOG HOME", and "LOG SIGNOUT". Below these buttons, a message states: "There are currently 3 active clerks." and "This page shows all of the active students on the clerkship." The left sidebar contains a list of navigation links including "Add Patient Entry", "View Patient List", "Log Reports", "Add a Pathology", "Master Data Key", "Patient Log Guide", "Contact Information", "Pathology Listing", "Current Clerks", "Reporting", "Add User", "Add Pathology", "Add Procedure", "Add Diag Group", "Pathology Listing", "Procedure Listing", and "Plan Group Listing".

The Current Clerks screen allows faculty and staff to edit the account properties of users with access to the clerkship. They will also be able to add, view and edit patient entries on behalf of students.

The number of active clerks is visible in the right navigation.

Edit Account

OPLOG: Edit User Account - Microsoft Internet Explorer

https://tyler.ttuhsic.edu/som/oplog/fm/edit_user.asp?userid=00

Office of Curriculum
Patient Log

HOME >> FAMILY MEDICINE >> USER ADMINISTRATION >> EDIT USER ACCOUNT

Edit User Account

Username: jchardag

Access Group: MS Clerk

First Name: Scott

Last Name: Hardage

Email: jscott.hardage@ttuhsic.edu

Classification: OPLOG Administrator

Campus: Lubbock

Clerkship Begins: 0/20/2000

Active User?

Acknowledged Guideline?

Log Account
Log Home
Log Logout

Use this page to update an existing user account.

(Note: Users that have the "Active" checkbox unchecked will not be able to login to the Patient Log. This feature can be used to keep people out of the application for abuse or other disciplinary actions. Also, this feature can be used to prevent MS clerks from editing or adding patient entries after the deadline.)

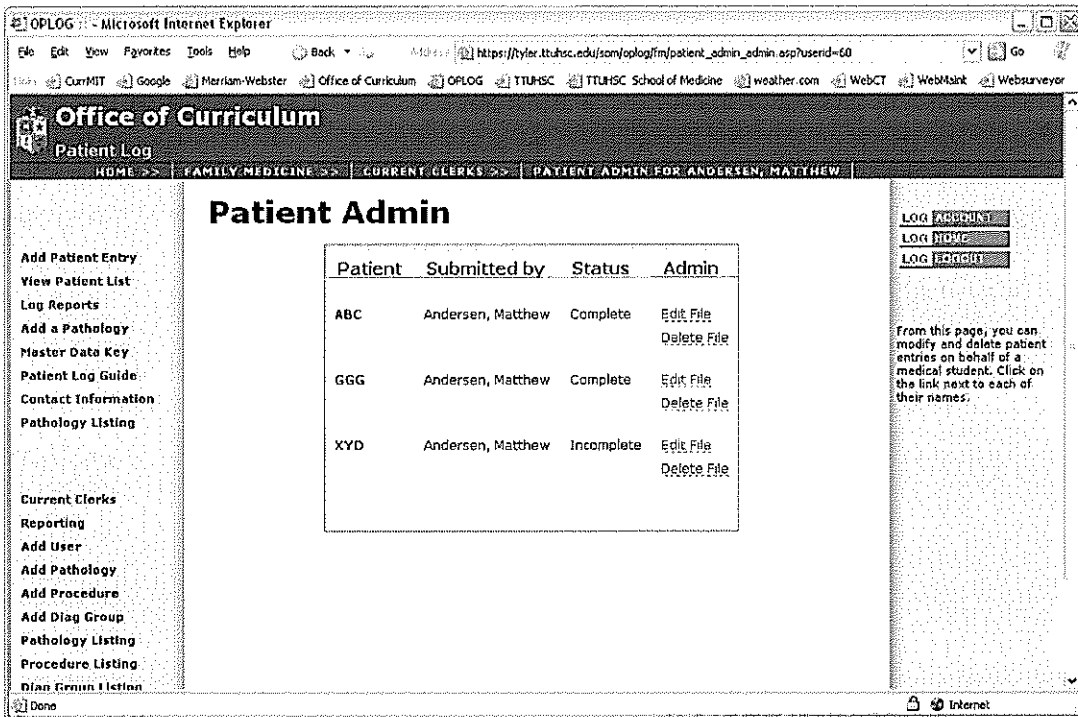
Edit User Account
Cancel

In the Edit Account screen, users can change the access group, name, email, classification, campus and clerkship date. The user's access to the system can also be disabled in this screen by un-checking "Active User?". Click the Edit User Account button to submit changes.

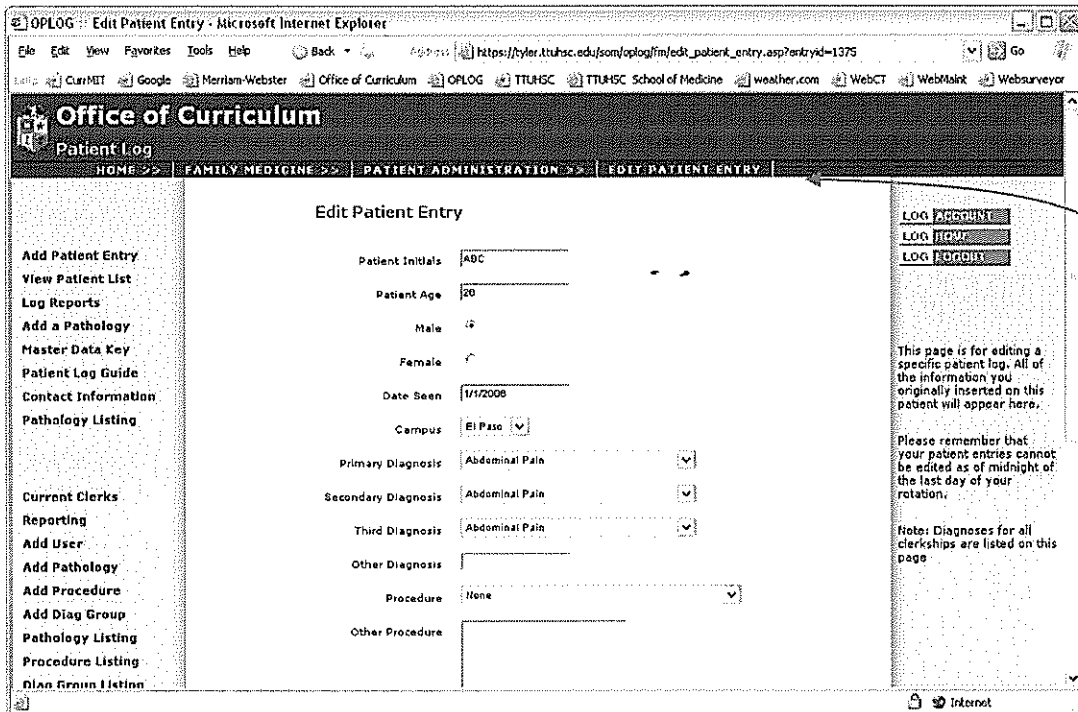
Add Patient Entry

The form to add a patient entry is identical to that of the students.

Patient Administration



The Patient Administration screen will allow the user to edit patient encounters or delete them. To view a patient file, click on Edit File.

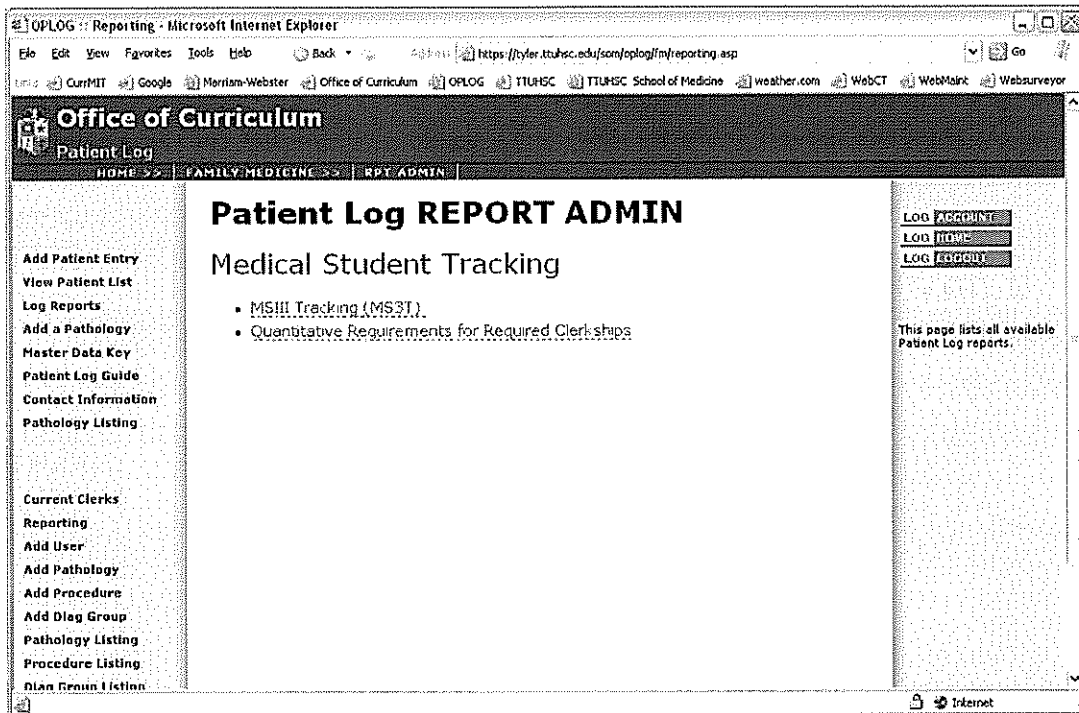


Changes can be made and submitted or simply use the breadcrumbs at the top of the screen to return to the previous screen.

Reporting

At this time the reporting screen offers 2 types of reports:

- **MSIII Tracking report:** displays percentages of various diagnoses/pathologies seen by the student
- **Quantitative Requirements for Required Clerkships:** displays a sum of diagnoses/pathologies seen within each Diagnostic Group



Other reports can be generated by the Office of Curriculum upon request.

MS III Tracking Report

Office of Curriculum
Patient Log
HOME >> FAMILY MEDICINE >> RPT ADMIN >> MS III TRACKING

MS III Tracking (MS3T)

Student	Patients Seen	Last Entry	Admin
Andersen, Matthew	3	7/18/2006 12:56:50 PM	Detail Report

LOG ACCOUNT
LOG HOME
LOG LOGOUT

This page tracks what the MS III clerks have entered during the clerkship.

The primary screen of the MSIII Tracking report displays a sum of patients seen by students. Click on Detail Report to view a detail of diagnoses/pathologies seen.

Office of Curriculum
Patient Log
HOME >> FAMILY MEDICINE >> RPT ADMIN >> MS III TRACKING >> STUDENT DETAIL REPORT

Student Detail Report (SDR)

Andersen, Matthew

Primary Diagnosis	Total Seen	% of patients
Pneumonia	1	33.33%
Adrenal Disease	1	33.33%
Other	1	33.33%

Secondary Diagnosis	Total Seen	% of patients
None	1	33.33%
None	2	66.67%

LOG ACCOUNT
LOG HOME
LOG LOGOUT

Use this page to track the the details of student/patient interaction.

Return to the Reporting page by clicking on the breadcrumb.

Quantitative Requirements for Required Clerkships

Office of Curriculum
Patient Log
HOME >> FAMILY MEDICINE >> RPT ADMIN >> QUANTITATIVE REQ.

Quantitative Requirements for Family Medicine

Campus	Student	Quantitative Report
Anwarillo	Andersen, Matthew	View Report
El Paso		
Lubbock		

LOG ACCOUNT
LOG HOME
LOG LOGOUT

Click on View Report to view a report of Diagnostic Categories and procedures a student has completed in Internal Medicine.

The first page of the Quantitative Requirements for Required Clerkships report first breaks up students by campus. Click on View Report to view a sum of encounters based on Diagnostic Group for that student.

Office of Curriculum
Patient Log
HOME >> FAMILY MEDICINE >> RPT ADMIN >> QUANTITATIVE REQ. | **DETAIL FOR ANDERSEN, MATTHEW**

Quantitative Requirements for Family Medicine

Andersen, Matthew

Primary Diagnosis	
Diagnostic Category	# of Diagnoses
Endocrine	1
General	1
Infectious Disease	1

Second Diagnosis	
Diagnostic Category	# of Diagnoses

LOG ACCOUNT
LOG HOME
LOG LOGOUT

Click on View Report to view a report of Diagnostic Categories and procedures a student has completed in Internal Medicine.

Add User

The Add User screen allows users to add faculty, staff and students to the system. Any users added will be added under the current clerkship, in this case Family Medicine, and have access only to Family Medicine system resources. The eRaider username must match that of the faculty, staff or student exactly.

The Access Group determines whether or not the user will be able to view the Management menu to the left. Enter the appropriate information for the name, email, classification and campus. For classification "Medical Clerk" is equivalent to medical student (ie. MSI, MSII, etc).

"Active User?" must be checked in order for the user to be able to access the Patient Log system. Checking "Acknowledge Guideline?" is not necessary to access the system. Click the "Add User Account" button to submit the form and add the new user.

Add Pathology

Adding a pathology is the same for students, faculty and staff. Please see page 9 for instructions on this feature.

Add a Procedure

OPLOG: Add Patient Procedure - Microsoft Internet Explorer
https://tyler.ttuhsu.edu/son/oplog/fm/add_procedure.asp

Office of Curriculum
Patient Log
HOME >> FAMILY MEDICINE >> ADD PATIENT PROCEDURE

Add a Procedure

Enter New Procedure

PROCEDURE CODE
PROCEDURE NAME

LOG ADDONS
LOG HIDE
LOG PRINTOUT

Use this page to add a new Patient Procedure to the Patient Log...

Add Patient Entry
View Patient List
Log Reports
Add a Pathology
Master Data Key
Contact Information
Pathology Listing

Current Clerks Reporting
Add User
Add Pathology
Add Procedure
Add Diag Group
Pathology Listing
Procedure Listing
Diag Group Listing
User Listing

Internet

Procedures can be added to the system by faculty and staff. These procedures are not clerkship specific and will appear on the patient entry form for all clerkships regardless of the user.

Add a Diagnostic Group

OPLOG :: Add Diagnostic Group - Microsoft Internet Explorer
https://tyler.ttuhsac.edu/oplog/fin/add_diag_grp.asp

Office of Curriculum
Patient Log
HOME >> FAMILY MEDICINE >> ADD A DIAGNOSTIC GROUP

Add a Diagnostic Group

Diagnostic Group

Diagnostic Group Initials

LOG ADDITION
LOG HOME
LOG DELETION

Use this form to add a Diagnostic Group to the Patient Log for student use.

Internet

Like procedures, the diagnostic groups are not linked to clerkships. The diagnostic groups added in this form will appear in the Add Pathology form under the Diagnostic Group drop down menu.

Pathology Listing

The pathology listing page is the same for students, faculty and staff. Go to page 11 for instructions on this feature.

Procedure Listing

The screenshot shows the 'OPLOG Procedure Listing' page. The page title is 'OPLOG Procedure Listing'. The main content area contains a table with two columns: 'Procedure' and 'Administration'. The table lists several procedures, each with 'Edit' and 'Delete' links in the 'Administration' column.

Procedure	Administration
Adnexal surgery	Edit Delete
Annual Exam - 18-25 yrs old	Edit Delete
Annual Exam - 25-40 yrs old	Edit Delete
Annual Exam - 40+ yrs old	Edit Delete
Arterial blood gas	Edit Delete
Blood culture	Edit Delete

On the right side of the page, there are three buttons: 'LOG ACCOUNT', 'LOG HOME', and 'LOG LOGOUT'. Below these buttons, there is a text box that says: 'There are currently 75 procedures in the Patient Log. This page lists all of the procedure options for the Patient Log.'

The procedure listing lists all procedures. These can be edited or deleted by faculty or staff. If a procedure is associated with a patient entry, the procedure can not be deleted without first breaking its association with the patient entry.

Diagnostic Group Listing

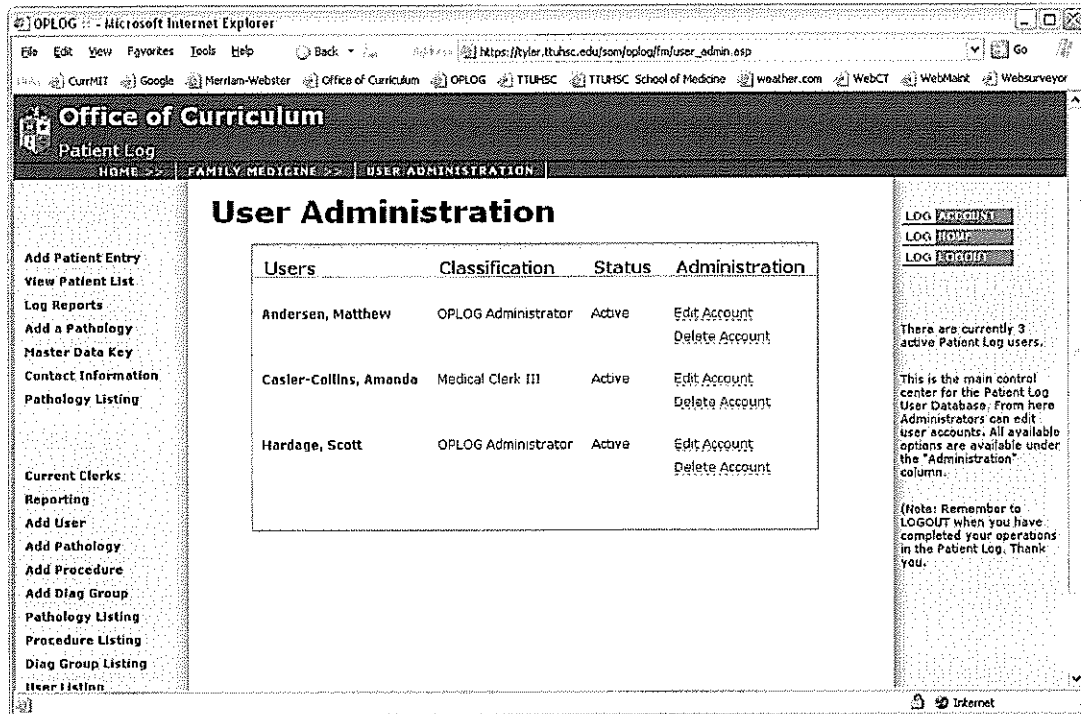
The screenshot shows the 'OPLOG Diagnostic Group Listing' page. The page title is 'OPLOG Diagnostic Group Listing'. The main content area contains a table with three columns: 'Diagnostic Group', 'Diagnostic Group Initials', and 'Administration'. The table lists several diagnostic groups, each with 'Edit' and 'Delete' links in the 'Administration' column.

Diagnostic Group	Diagnostic Group Initials	Administration
Abdomen	ABD/GU	Edit Delete
Accidents	ACT	Edit Delete
Adjustment Disorders		Edit Delete
Alimentary Tract	AT	Edit Delete
Anxiety Disorders		Edit Delete
Behavioral Disorders	BD	Edit Delete

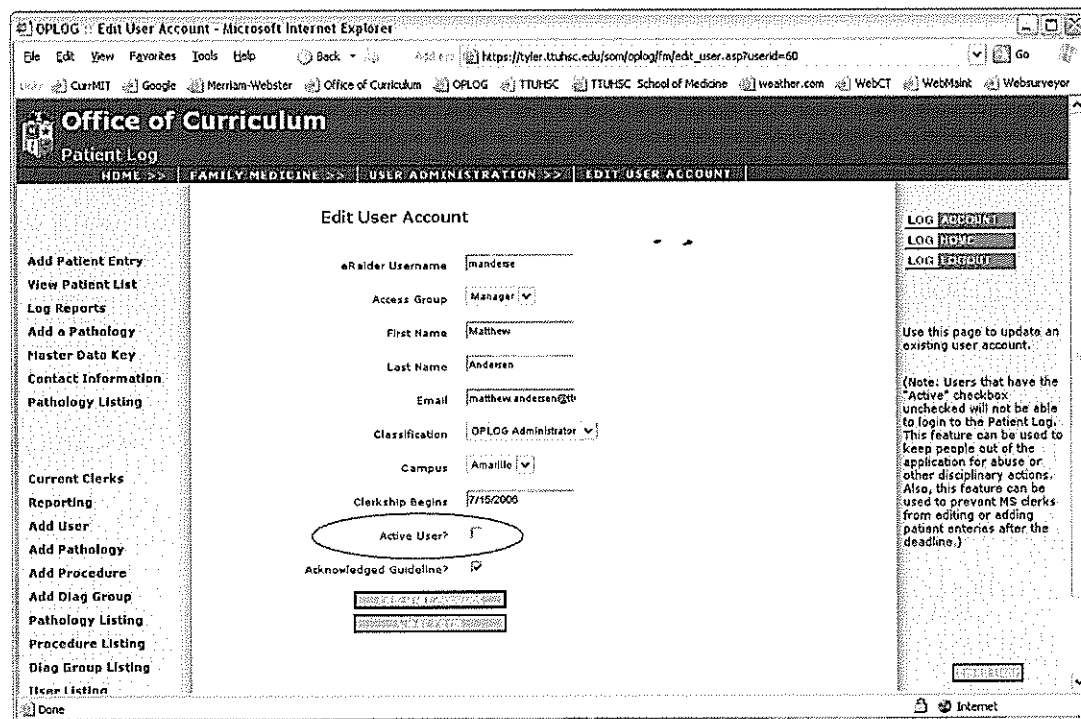
On the right side of the page, there are three buttons: 'LOG ACCOUNT', 'LOG HOME', and 'LOG LOGOUT'. Below these buttons, there is a text box that says: 'This page lists all of the Diagnostic Groups in the Patient Log. Available options are listed under the "Administration" heading.'

The Diagnostic Group Listing page allows faculty and staff to edit or delete a diagnostic group. They cannot be deleted if they have been associated with one or more pathologies.

User Listing



The User Listing page allows faculty and staff to edit or delete accounts with access to the clerkship. If a user has made patient entries, they can not be deleted; however, that account can be disabled by unchecking the "Active User?" checkbox.



Add Students to Clerkship

This page allows faculty and staff to view all students registered with the Patient Log system. As each rotation comes to an end, students will need access to their next clerkship. Click on "Join Clerkship" next to the names of students who need their clerkship changed. Their clerkship association will automatically switch to that of the faculty or staff member.

Office of Curriculum
Patient Log
HOME > FAMILY MEDICINE > ADD STUDENTS TO CLERKSHIP

Add Students to Clerkship

Student	Clerkship	Admin
McAlexander, Amy	Internal Medicine	Join Clerkship
Hensen, Melody	Psychiatry	Join Clerkship

Students can be removed from the clerkship by going to User Listing->Edit Account and unchecking the "Active User" box for the student

LOG OUT
LOG HOME
LOG OUT

Use this form to allow students access to the Family Medicine area of the Patient Log.

Note: Students may have access to only one clerkship at a time. Adding students to this clerkship will remove them from membership of other clerkship areas within the Patient Log.

- Add Patient Entry
- View Patient List
- Log Reports
- Add a Pathology
- Master Data Key
- Contact Information
- Pathology Listing
- Current Clerks
- Reporting
- Add User
- Add Pathology
- Add Procedure
- Add Diag Group
- Pathology Listing
- Procedure Listing
- Diag Group Listing
- User Listing

To end a student's access to the clerkship, go to User Listing -> Edit Account and uncheck the "Active User" box for the student.