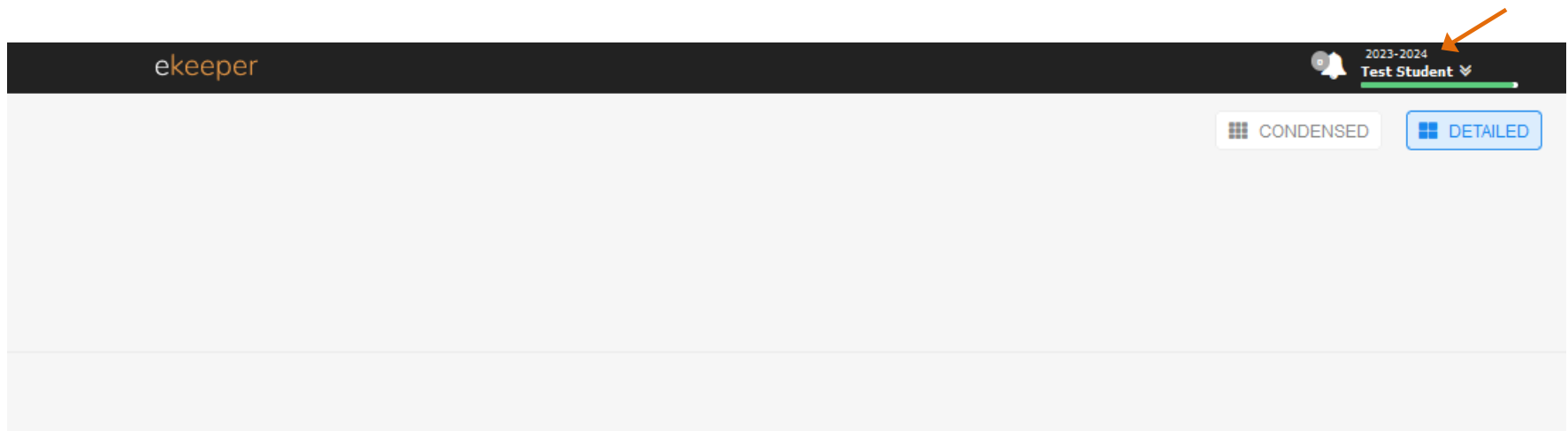
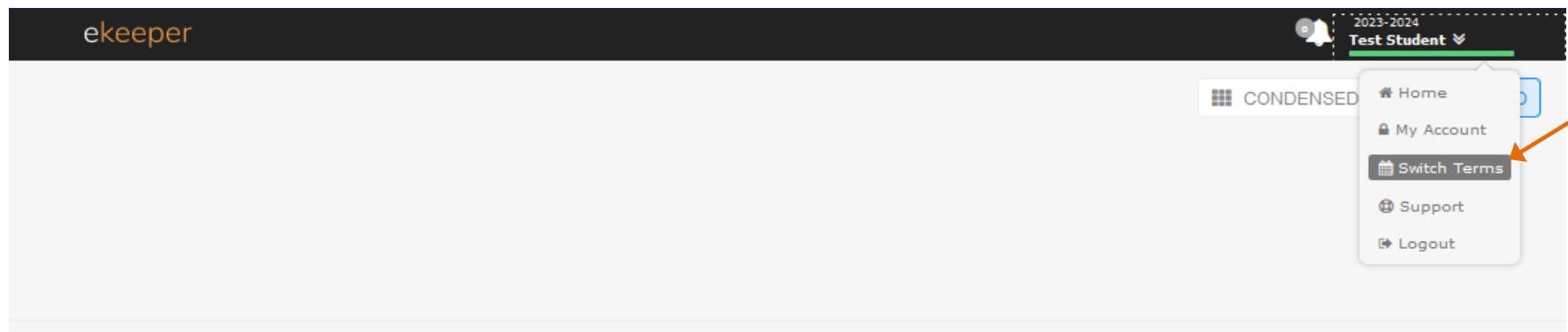


COLLEGE OF MEDICINE HOW TO ENTER CASE LOGS IN EMEDLEY

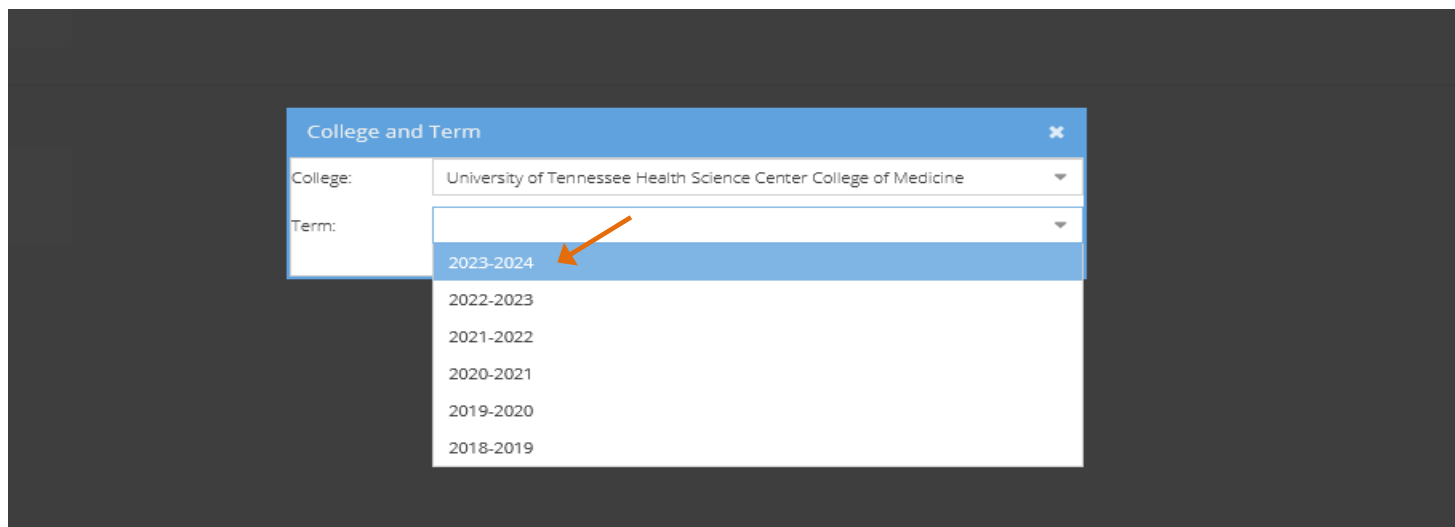
1. Go to eMedley: <https://he.emedley.com/uthsccom>.
2. Check that the term in the upper right-hand side of the screen reflects the correct academic year for the case logs you intend to complete. If correct proceed to Step 5. If not, continue to Step 3.



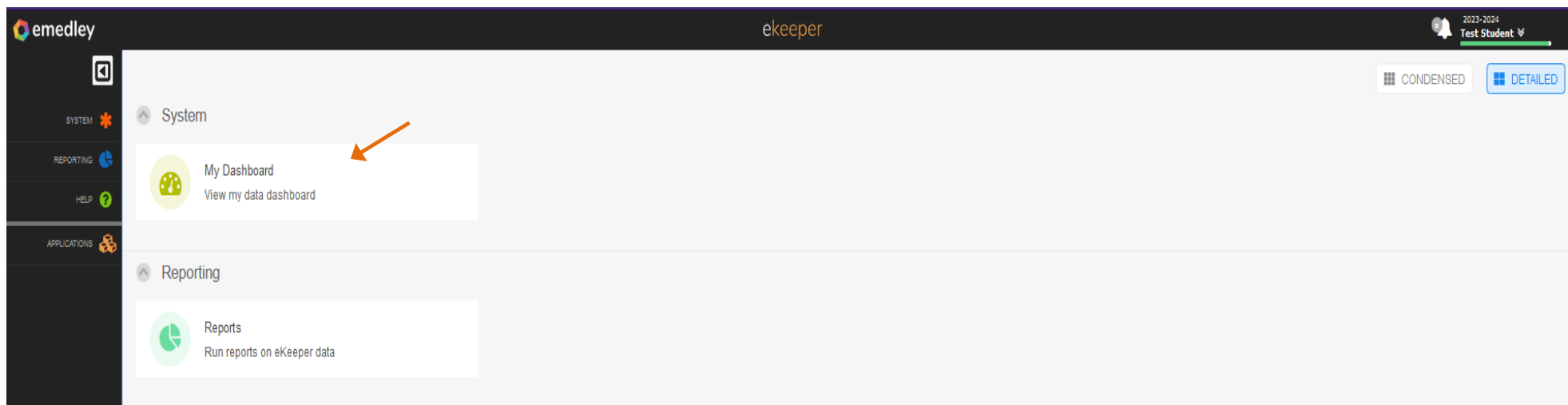
3. To change the academic year, click the arrow icon and select Switch Terms, then select the correct year from the drop-down.



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



5. Click the My Dashboard icon.



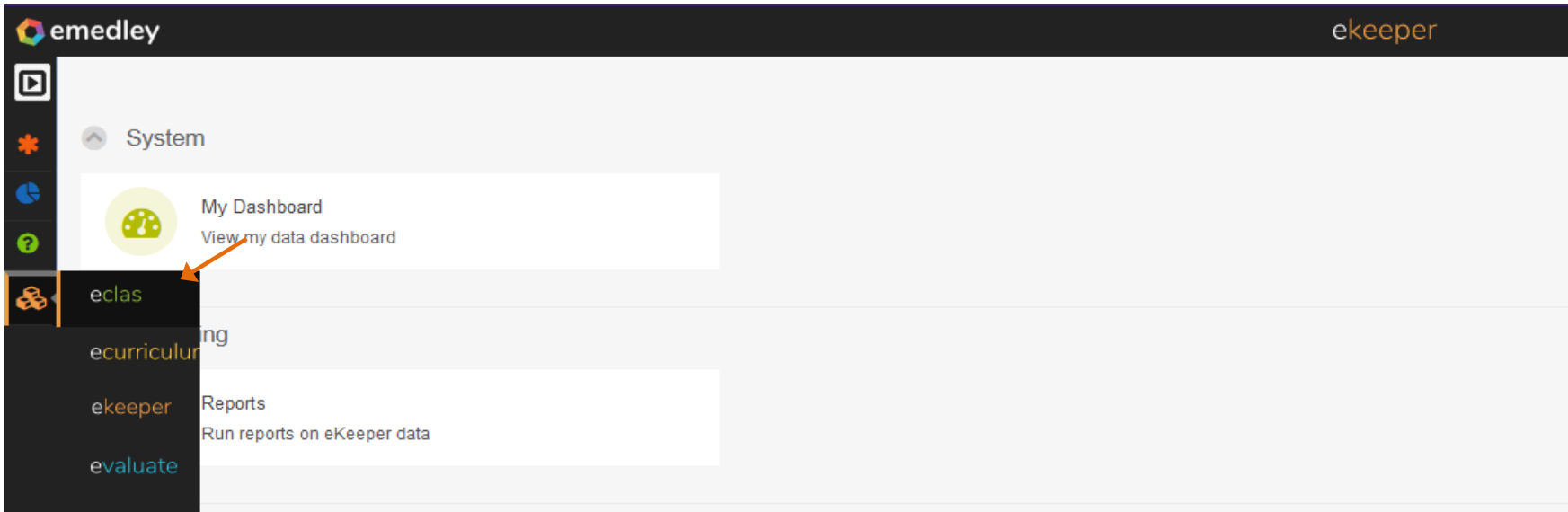
6. Click on the Case Logs link near lower right side on the screen.*

The screenshot shows the ekeeper application interface. At the top, there is a navigation bar with the ekeeper logo and a user profile for 'Test Student' for the 2023-2024 term. Below the navigation bar, there are tabs for 'es', 'Documents', and 'CV'. The main content area contains a student profile form with the following fields:

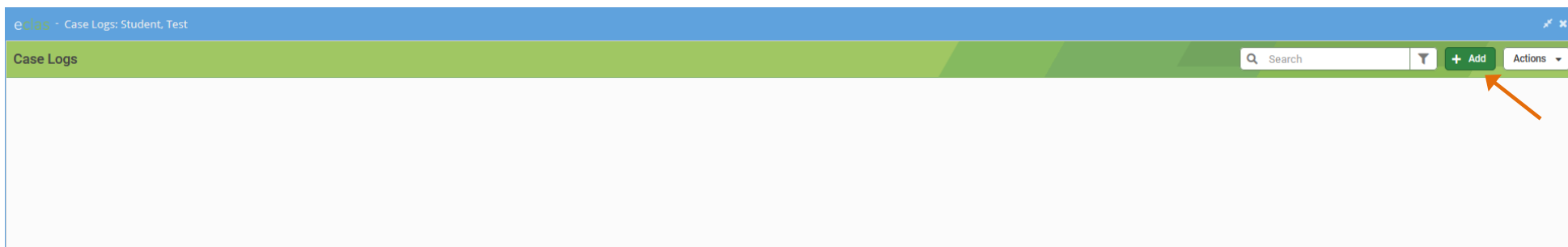
- Last Name: Student
- Former Name: (empty)
- Preferred Name: Smokey Jr.
- Student ID #: V10101010
- Date of Birth: 09/04/2018
- UTHSC Matriculation Term: Fall 2018
- Track: Accelerated Program
- Advisors: (empty)

On the right side, there is a sidebar menu with three buttons: 'Case Logs' (red button with a wheelchair icon), 'Time Logs' (green button with a clock icon), and 'Schedule Preferences' (pink button with a list icon). An orange arrow points to the 'Case Logs' button.

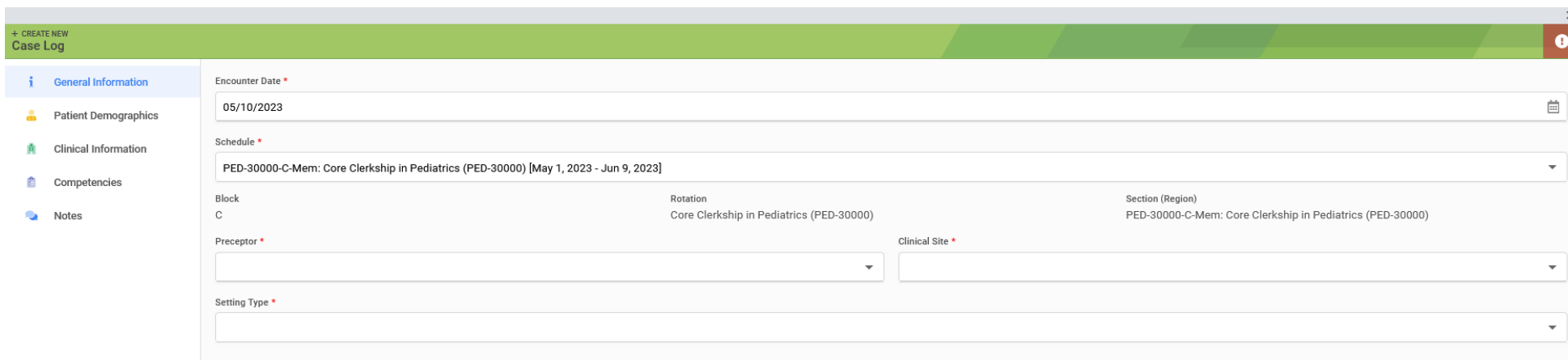
***Students can also access Case Logs from the eClas application found in the application menu as seen below.**



7. To create a new Case Log, click Add.



8. The Encounter Date will automatically populate with the date of entry; however, you will want to change this date to reflect the actual encounter date with the patient. The Schedule field will also populate which does not need to be changed. You will then use the dropdown boxes to complete the Preceptor, Clinical Site, and Setting Type fields.*



***When selecting a Preceptor or Clinical Site, there may be some options that are not available in the dropdown box. Select the following in that case:**

- Preceptor: Other, Attending or Other, Resident**
- Clinical Site: Other Clinical Site – Memphis, Other Clinical Site – Chattanooga, Other Clinical Site – Knoxville, or Other Clinical Site - Nashville**

****To exit and save the entry as a draft at any point, click Save and close the dialog box.**

9. Once all the required fields (notated with a red asterisk) have been completed, click on Next to move forward.

+ CREATE NEW
Case Log

General Information

Encounter Date *
05/10/2023

Schedule *
PED-30000-C-Mem: Core Clerkship in Pediatrics (PED-30000) [May 1, 2023 - Jun 9, 2023]

Block: C Rotation: Core Clerkship in Pediatrics (PED-30000) Section (Region): PED-30000-C-Mem: Core Clerkship in Pediatrics (PED-30000)

Preceptor *
Bettin, Kristen

Clinical Site *
Le Bonheur Children's Hospital

Setting Type *
Inpatient

Save NEXT >

10. Complete all required Patient Demographics fields before moving to the next section – Age, Age Type, Sex, Race, First Language, and Insurance. Once fields have been completed, click Next.

+ CREATE NEW
Case Log

Patient Demographics

Age *
Age Type *
Years

Sex * Race * First Language *

Insurance * Referral To

11. The only field in the Clinical Information section that must be completed before moving forward is the Reason for Encounter field. Once you have selected the appropriate option, click Next.

The screenshot shows the 'CREATE NEW Case Log' interface. On the left is a navigation menu with 'Clinical Information' selected. The main area contains three dropdown menus: 'Type of Encounter', 'Surgical Management', and 'Reason for Encounter *'. An orange arrow points to the 'Reason for Encounter *' dropdown.

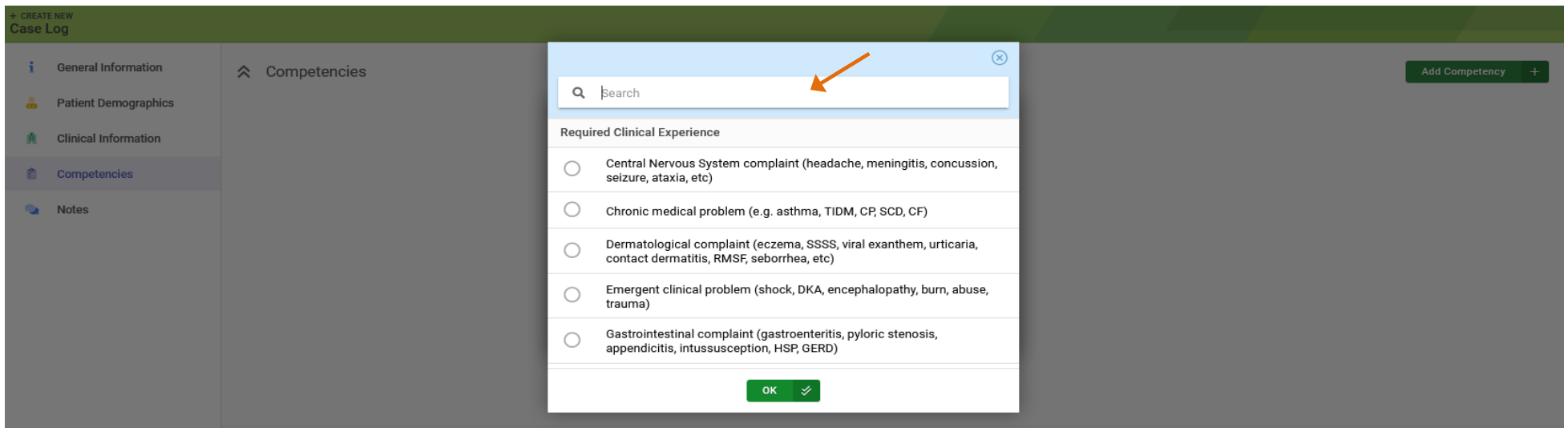
12. To choose competencies, click on the Add Competency button.

The screenshot shows the 'CREATE NEW Case Log' interface with the 'Competencies' section selected in the navigation menu. The main area displays 'No competencies found.' with a clipboard icon. An orange arrow points to the 'Add Competency +' button in the top right corner.

13. From there you will click in the dropdown box.

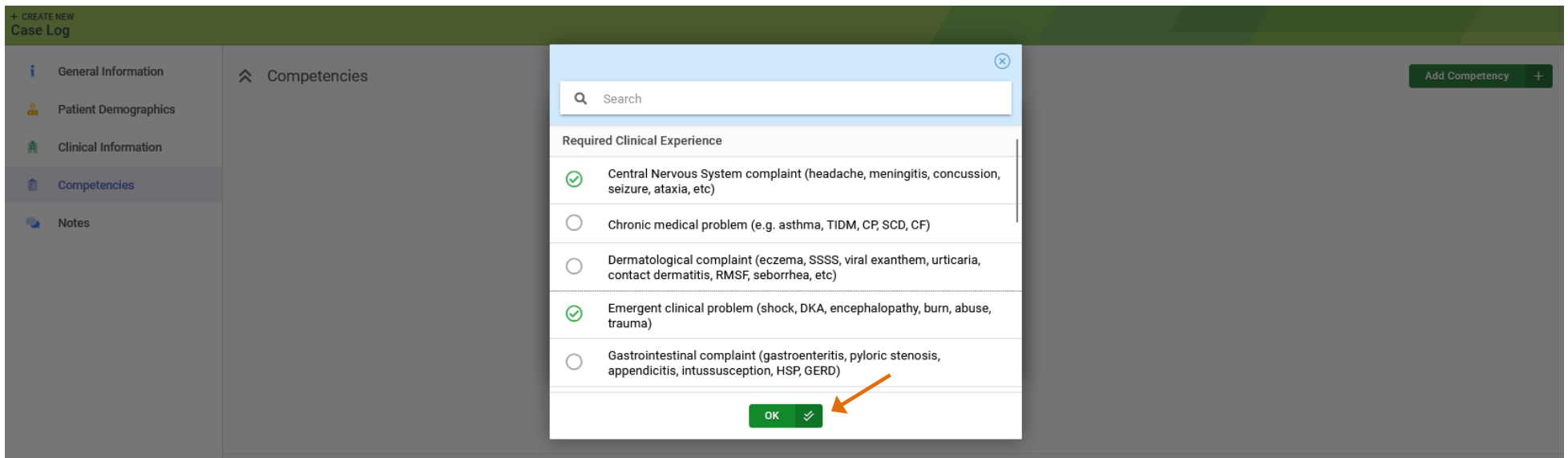
The screenshot shows the 'CREATE NEW Case Log' interface with the 'Competencies' section selected. A modal window titled 'Add Competencies' is open, featuring a dropdown menu labeled 'Competencies *'. An orange arrow points to this dropdown menu. A 'Done' button with a checkmark is visible at the bottom of the modal.

14. Once you select in the dropdown box, a pop-up box will appear with the list of competencies to choose from. *

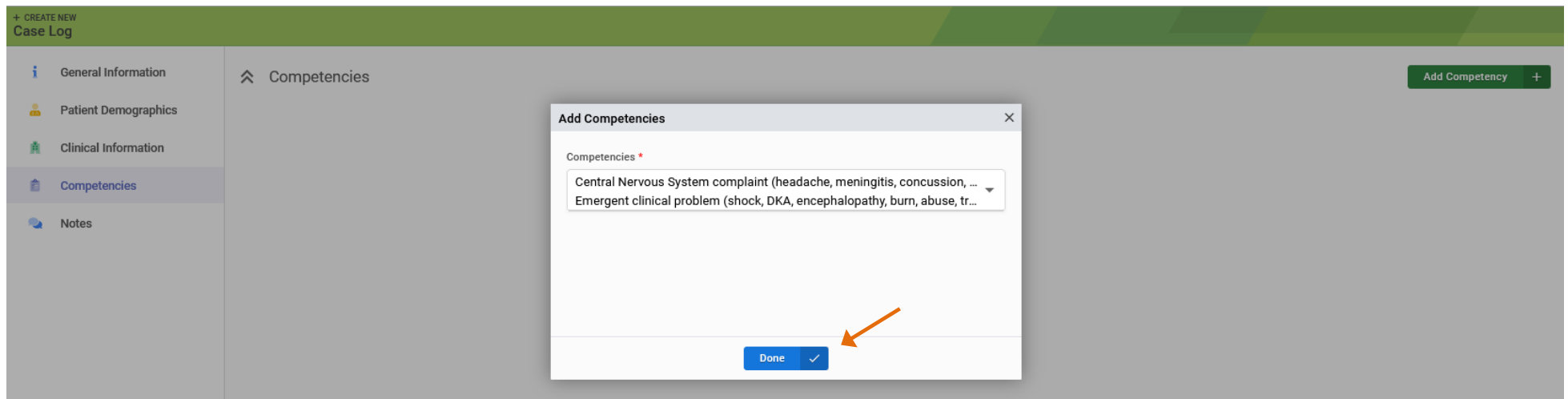


***Please note you are permitted to choose more than one competency per encounter; however, each competency must be broken out into its own paragraph containing all the pertinent information in the Notes Section.**

15. Once you have selected your competencies, you will then select Ok.

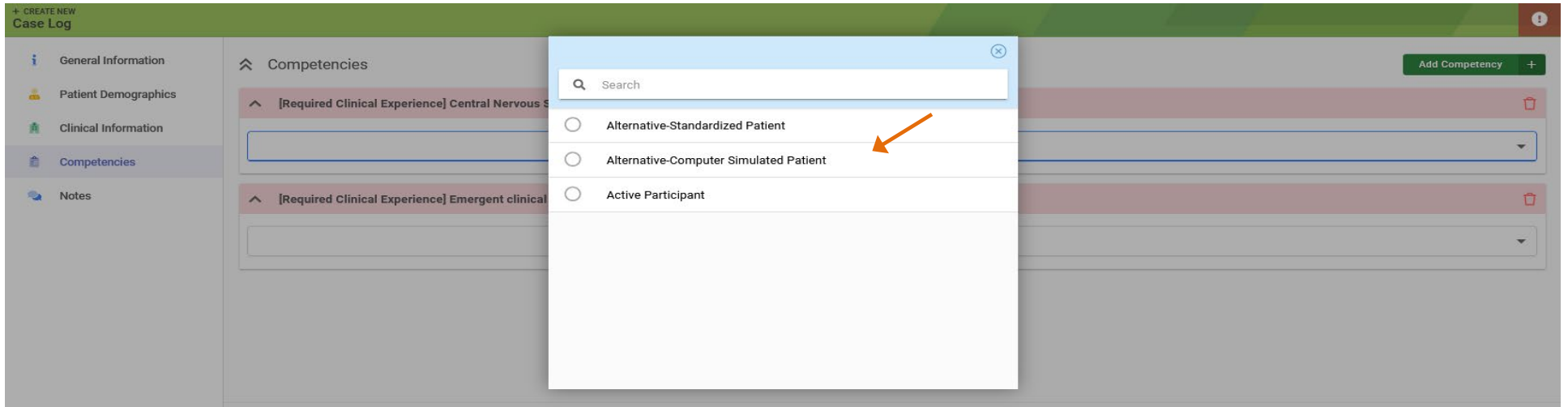


16. Then select Done.

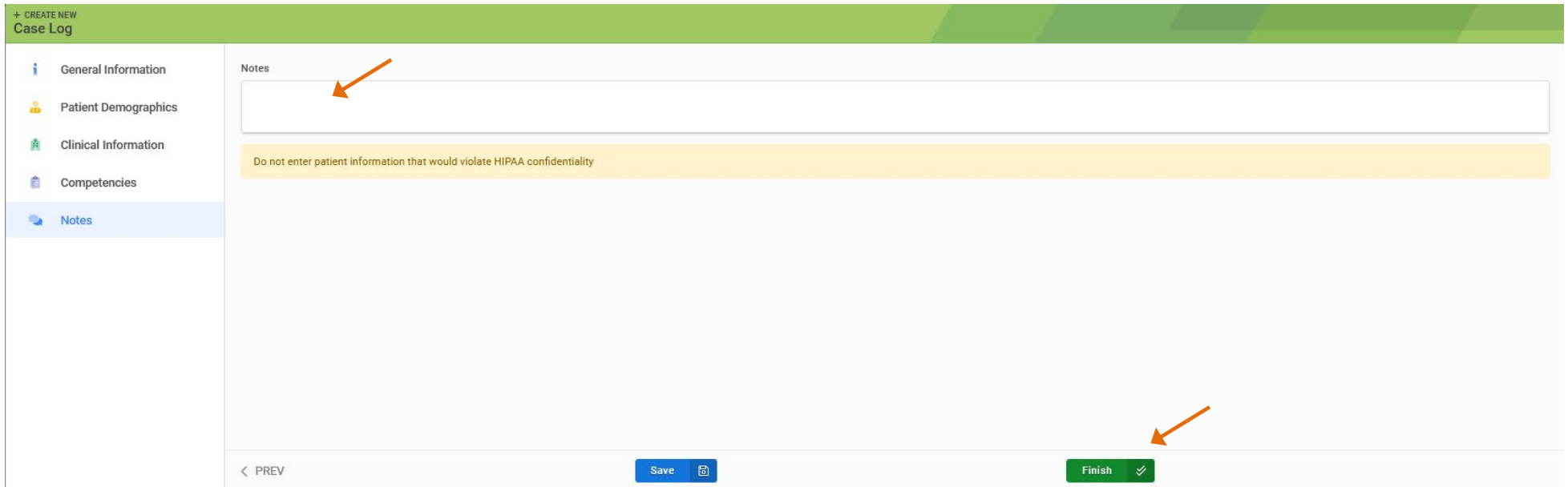


17. Select in each dropdown box to choose the appropriate patient type – Alternative-Standardized Patient, Alternative-Computer Simulated Patient, or Active Participant. Once you have selected your patient type, click Next.



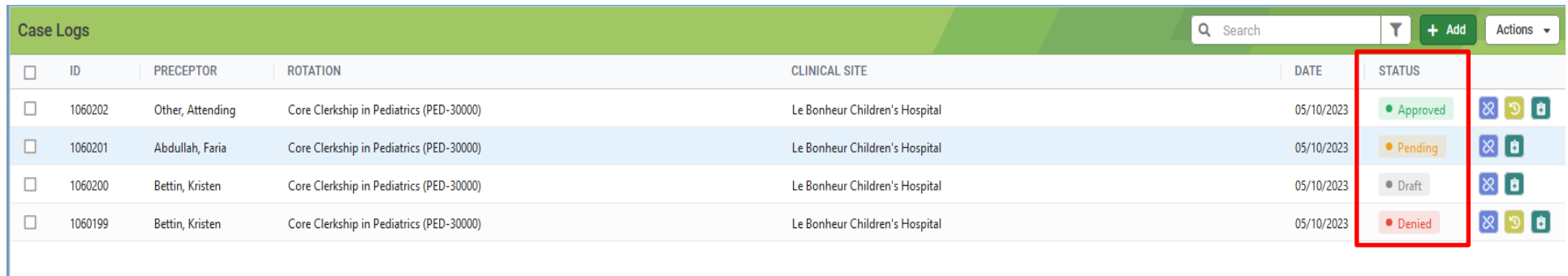


18. Write a note to describe the required clinical experience(s) or procedure(s) and click Finish. *




*** To save as a draft and not submit for approval, select Save and click on the X to close.**

19. 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.*



Case Logs							Search	Filter	+ Add	Actions
ID	PRECEPTOR	ROTATION	CLINICAL SITE	DATE	STATUS					
<input type="checkbox"/>	1060202	Other, Attending	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Approved				
<input type="checkbox"/>	1060201	Abdullah, Faria	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Pending				
<input type="checkbox"/>	1060200	Bettin, Kristen	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Draft				
<input type="checkbox"/>	1060199	Bettin, Kristen	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Denied				

***To view an administrator note on Approved or Denied case logs, select View Status History icon displayed next to approval status.**



Case Logs							Search	Filter	+ Add	Actions
ID	PRECEPTOR	ROTATION	CLINICAL SITE	DATE	STATUS					
<input type="checkbox"/>	1060202	Other, Attending	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Approved				
<input type="checkbox"/>	1060201	Abdullah, Faria	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Pending				
<input type="checkbox"/>	1060200	Bettin, Kristen	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Draft				
<input checked="" type="checkbox"/>	1060199	Bettin, Kristen	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Denied				

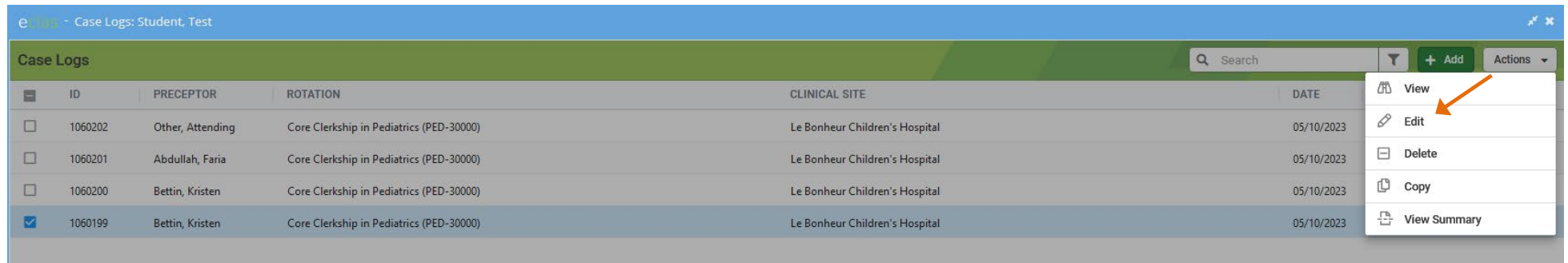
View Status History

20. 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 Actions.



Case Logs							Search	Filter	+ Add	Actions
ID	PRECEPTOR	ROTATION	CLINICAL SITE	DATE	STATUS					
<input type="checkbox"/>	1060202	Other, Attending	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Approved				
<input type="checkbox"/>	1060201	Abdullah, Faria	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Pending				
<input type="checkbox"/>	1060200	Bettin, Kristen	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Draft				
<input checked="" type="checkbox"/>	1060199	Bettin, Kristen	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023	Denied				

21. From the Actions menu, select Edit.*



The screenshot shows a web application interface for 'Case Logs'. The title bar reads 'eClerk - Case Logs: Student, Test'. Below the title bar is a green header with 'Case Logs' on the left, a search bar, a filter icon, a '+ Add' button, and an 'Actions' dropdown menu. The main content is a table with columns: ID, PRECEPTOR, ROTATION, CLINICAL SITE, and DATE. The first row is highlighted in blue. An 'Actions' menu is open over the first row, showing options: View (with an eye icon), Edit (with a pencil icon), Delete (with a trash icon), Copy (with a document icon), and View Summary (with a document icon). An orange arrow points to the 'View' option.

ID	PRECEPTOR	ROTATION	CLINICAL SITE	DATE	
<input type="checkbox"/>	1060202	Other, Attending	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023
<input type="checkbox"/>	1060201	Abdullah, Faria	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023
<input type="checkbox"/>	1060200	Bettin, Kristen	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023
<input checked="" type="checkbox"/>	1060199	Bettin, Kristen	Core Clerkship in Pediatrics (PED-30000)	Le Bonheur Children's Hospital	05/10/2023

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

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.