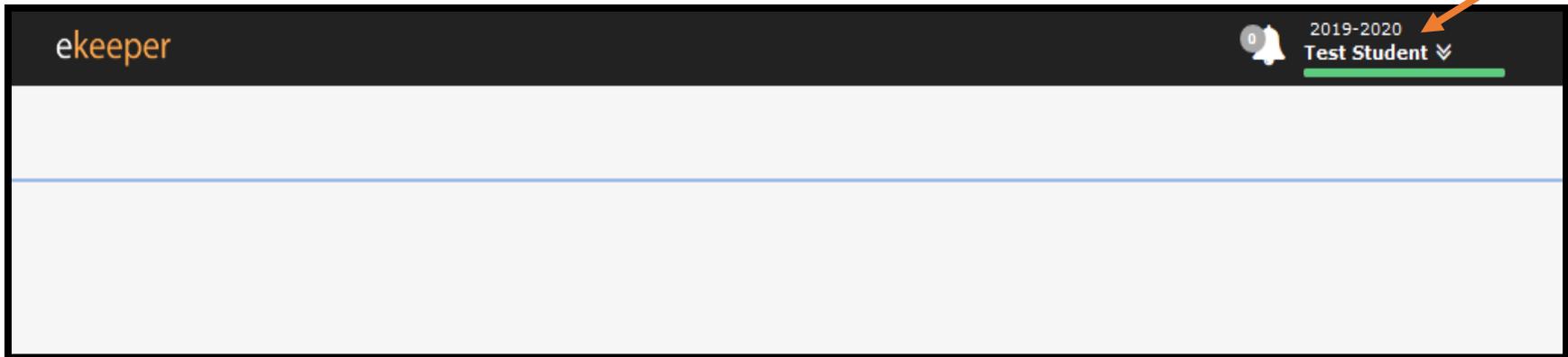


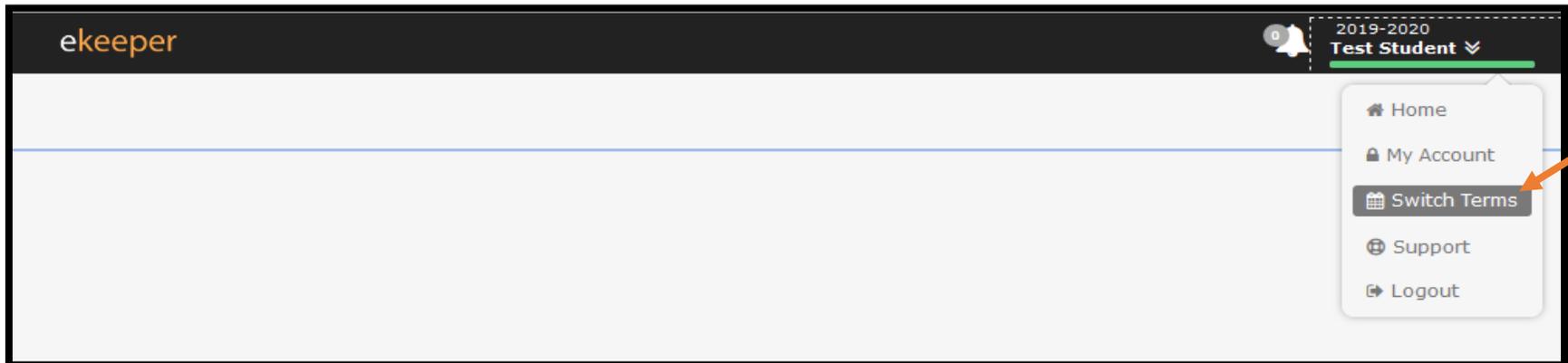
## COLLEGE OF MEDICINE HOW TO ENTER CASE LOGS IN EMEDELY

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

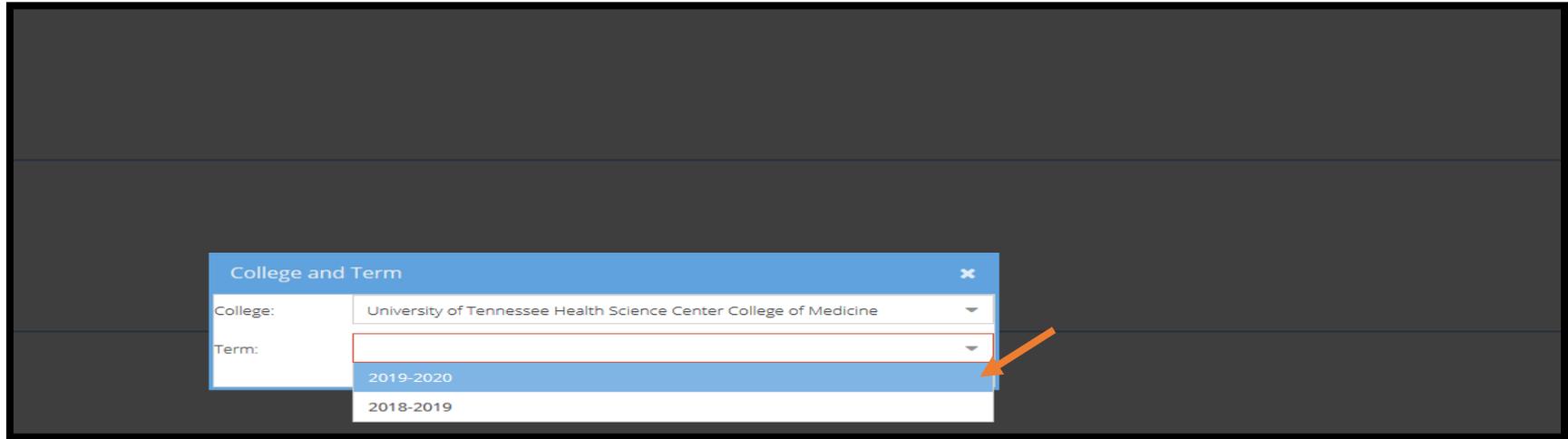
1. Go to eMedley: <https://he.emedley.com/uthsccom>.
2. Check that the term in the upper right hand side of the screen reflects the correct academic year for the case logs you intend to complete. If correct go to step 4.



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.

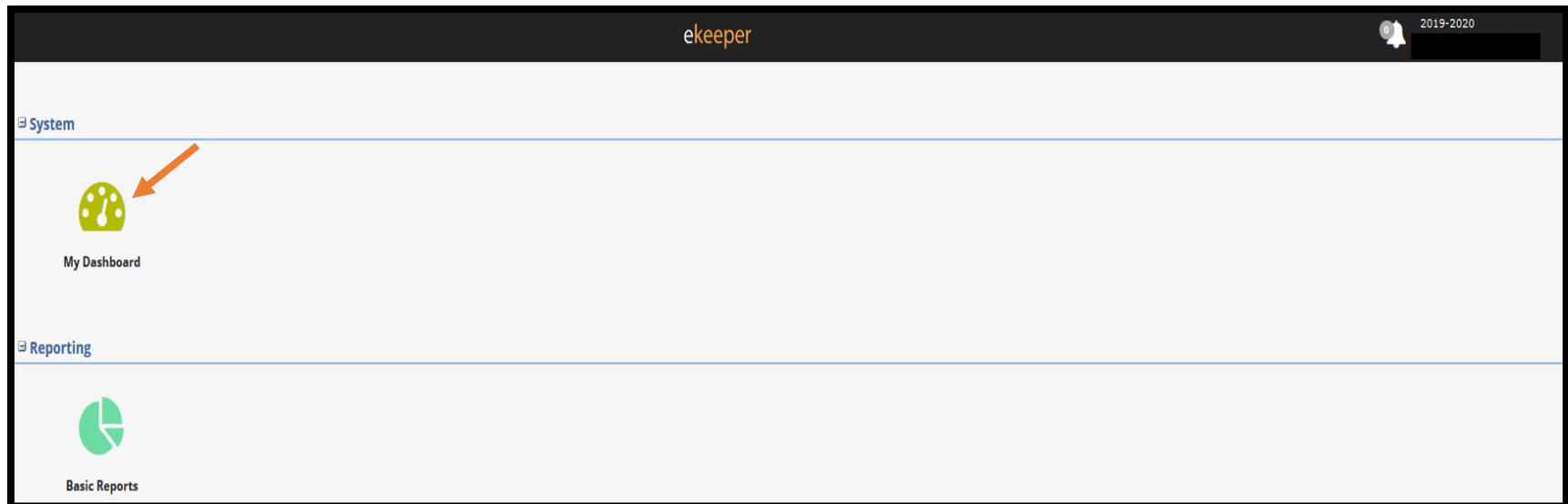


College and Term

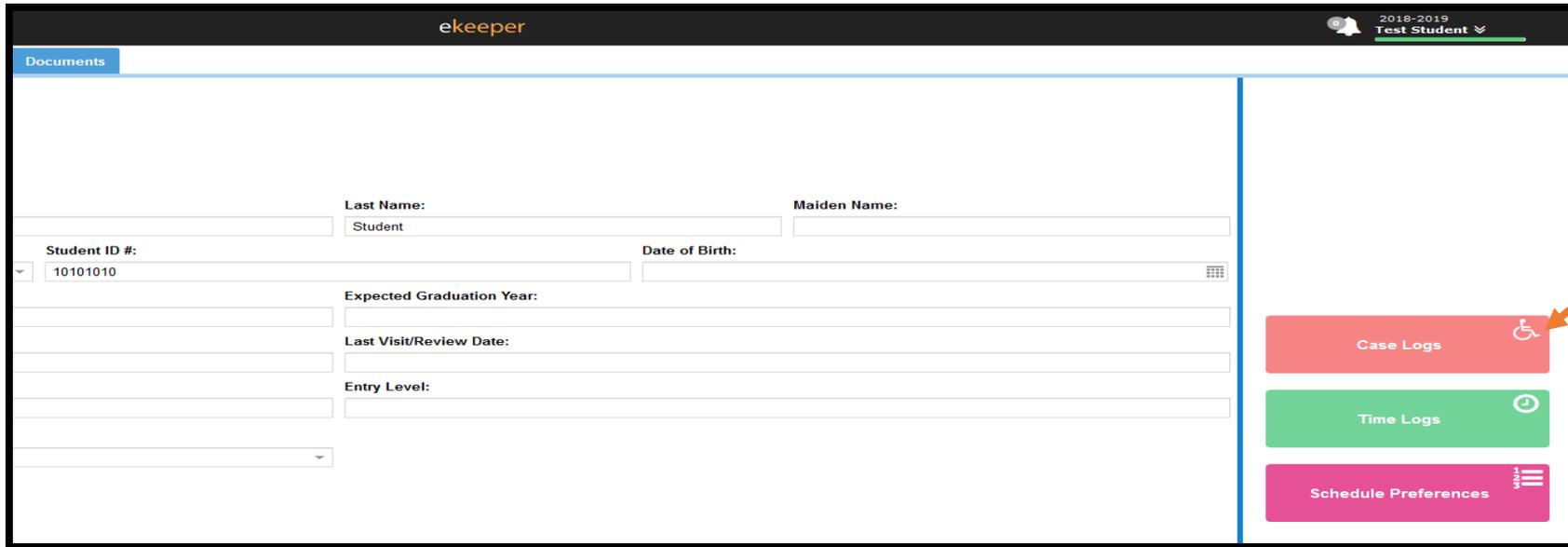
College: University of Tennessee Health Science Center College of Medicine

Term: 2019-2020  
2018-2019

5. Click the “My Dashboard” icon.

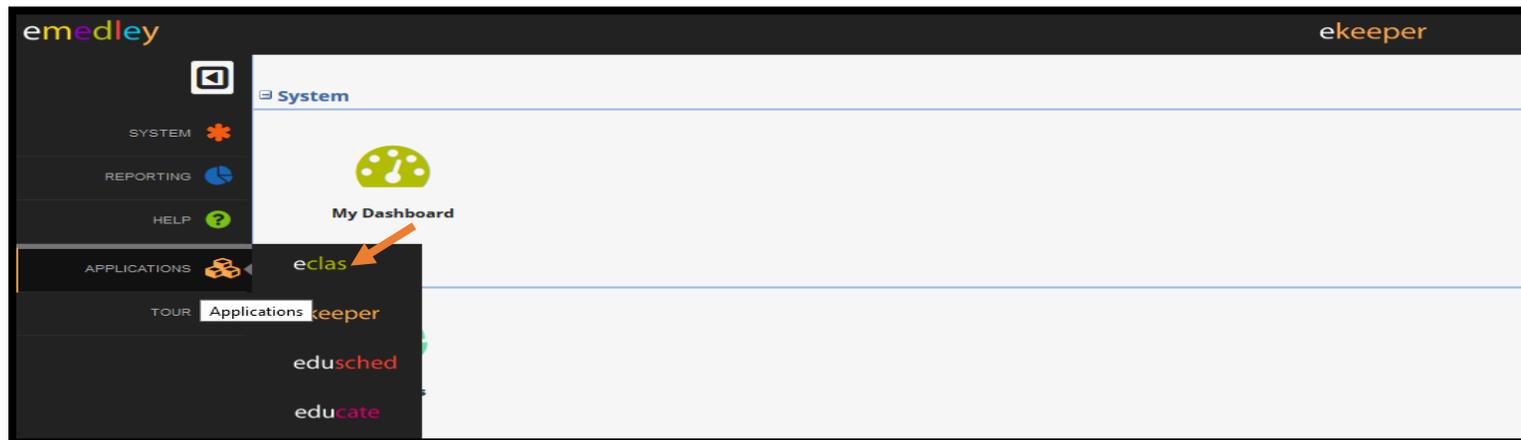


6. Click on the “Case Logs” link near lower right side on the screen.\*



The screenshot displays the ekeeper application interface. At the top, the logo "ekeeper" is visible on the left, and the user information "2019-2019 Test Student" is on the right. Below the header, there is a "Documents" tab. The main area contains a form for student information with fields for "Last Name:", "Maiden Name:", "Student ID #:", "Date of Birth:", "Expected Graduation Year:", "Last Visit/Review Date:", and "Entry Level:". On the right side, there is a vertical 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.



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

eclas - Case Logs: Student, Test

Case Logs - Listing

 Insert  Update  Copy  Link  Unlink  Delete  View  Print

Date	Case Log ID #	Clinical Site	Preceptor
05/01/2019	100022 	Baptist Memorial Hospital Memphis	Other, Attending
04/30/2019	100021 	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” 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.”

Pages	New
General Information	General Information
Patient Demographics	* Encounter Date May 06 2019
Clinical Information	* Block C * Rotation Core Clerkship in Family Medi... * Setting Type Outpatient
Competencies	* Clinical Site BMG Family Physicians Group * Preceptor Other, Attending
Notes	

BACK

← BACK SAVE NEXT →

## 9. Click “Add”

eLAS - Case Logs: Student, Test

Pages Case Log #1000021 (2019-04-30)

General Information Competencies

Patient Demographics ADD

Clinical Information

Competencies

Notes

BACK

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.”

Case Log #1000021 (2019-04-30)

← Search

**Required Clinical Experience - Family Medicine**

<input type="checkbox"/> Acute Presentation: Abdominal pain	<input type="checkbox"/> Acute Presentation: Back pain/joint pain	<input type="checkbox"/> Acute Presentation: Chest pain
<input type="checkbox"/> Acute Presentation: Cough/lower respiratory infection	<input type="checkbox"/> Acute Presentation: Dysuria	<input type="checkbox"/> Acute Presentation: Headache
<input type="checkbox"/> Acute Presentation: Skin Rash/Lesion	<input checked="" type="checkbox"/> Acute Presentation: Upper respiratory problem/infection	<input type="checkbox"/> Chronic Presentations: Adult preventive visit
<input type="checkbox"/> Chronic Presentations: Chronic respiratory illness	<input type="checkbox"/> Chronic Presentations: Diabetes	<input type="checkbox"/> Chronic Presentations: Heart failure
<input type="checkbox"/> Chronic Presentations: Hyperlipidemia	<input type="checkbox"/> Chronic Presentations: Hypertension	<input type="checkbox"/> Chronic Presentations: Mood disorder
<input type="checkbox"/> Chronic Presentations: Obesity		

**Required Clinical Experience - Internal Medicine**

<input type="checkbox"/> Abdominal pain or Gastrointestinal Bleed	<input type="checkbox"/> Anemia	<input type="checkbox"/> Autoimmune disease or Arthritis or Thyroid di
<input type="checkbox"/> Cancer/ Malignant Neoplasm	<input type="checkbox"/> Chest Pain	<input type="checkbox"/> Congestive Heart Failure
<input type="checkbox"/> COPD exacerbation	<input type="checkbox"/> Coronary Artery Disease or Acute Coronary Syndrome	<input type="checkbox"/> Delirium or Dementia or Stroke or Altered Mer
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Electrolyte or pH abnormality	<input type="checkbox"/> Headache or Back Pain or Pain Management
<input type="checkbox"/> Hyperlipidemia	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Infection may include HIV, STI, UTI

NEXT

**\*\*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.\*\***

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

Level of Student Participation

Required Clinical Experience - Family Medicine - Acute Presentation: Upper respiratory problem/infection

Observed  Assisted  Performed

FINISH

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

Competencies

ADD

Required Clinical Experience - Family Medicine - Acute Presentation: Upper respiratory problem/infection

Assisted

BACK SAVE NEXT

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

Notes

Clinical Notes: (Do not enter patient information that would violate HIPAA confidentiality)  
Test Note. This is a test only.

← BACK      SAVE      FINISH ✓

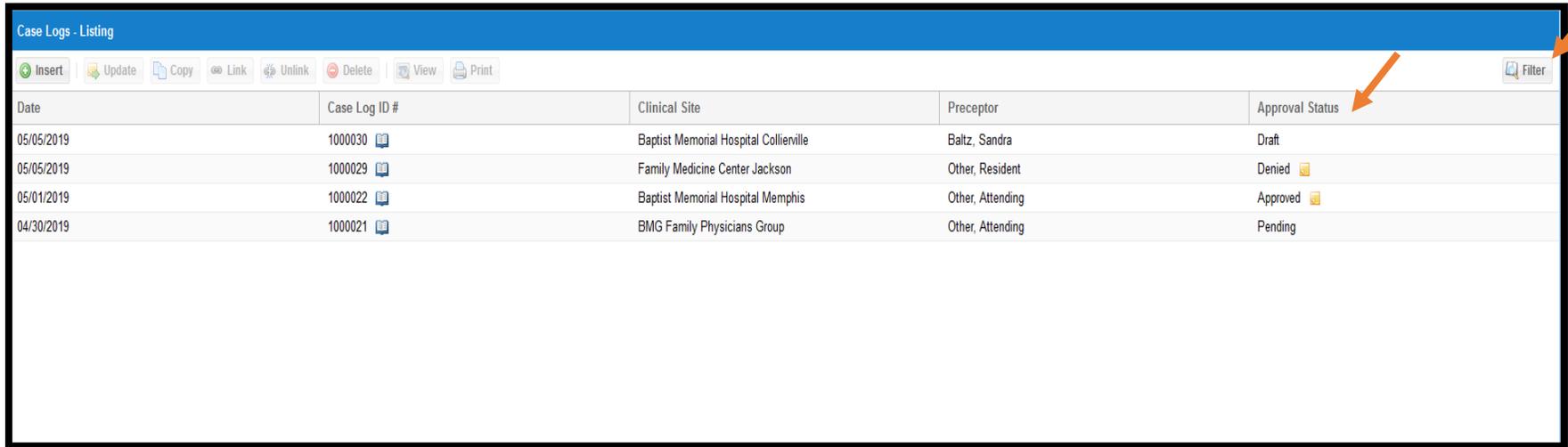
14. To submit the case log for approval, click “Yes.” Click “No,” to review or edit the case log before submitting for approval.

**Submit For Approval?**

Would you like to submit your case log for approval? The case log can still be edited until it is approved.

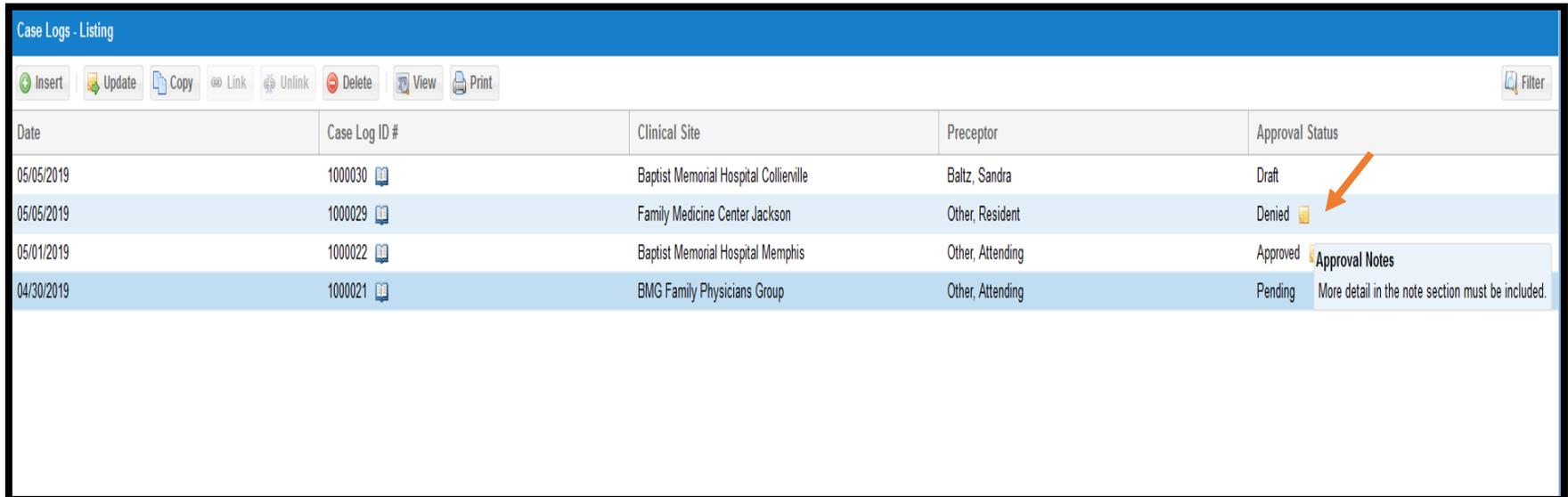
YES      NO

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.\*



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

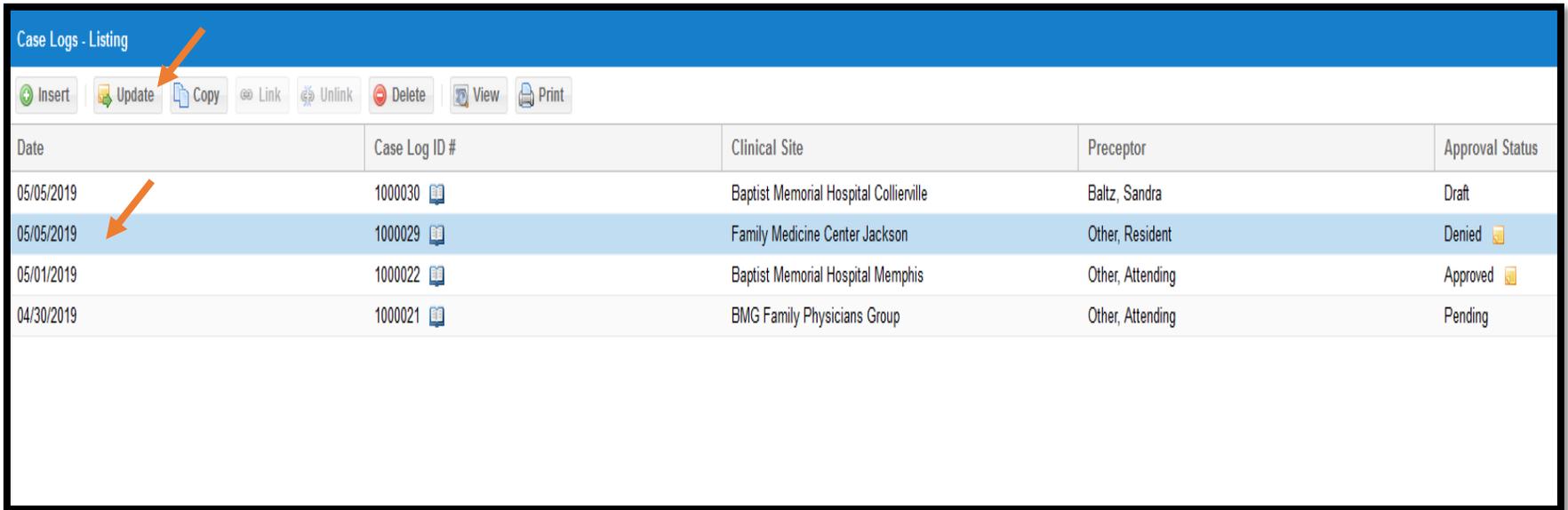
\*To view an administrator note on Approved or Denied case logs, hover over the note icon displayed next to approval status.



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.

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.”\*\*



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.\*\***