

AY 2010-2011

E*Value Instruction Manual

For Block III Students

Instruction Manual Prepared by
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INTRODUCTION

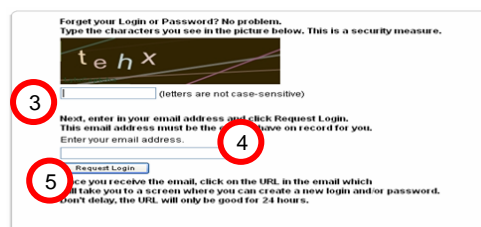
E*Value is a web-based evaluation system designed to help manage medical education programs. Being completely web-based, important information about evaluations, procedures and schedules is available to authorized users 24 hours a day from any computer with Internet access. MSU-CHM Block III students use the E*Value web-based evaluation system to:

- Evaluate the performance of clinical educators (preceptors)
- Complete end-of-clerkship evaluations regarding the clerkship program
- Check evaluations of their own clinical performance
- Record and track patient encounters

GETTING STARTED

Requesting a Login Name and Password

1. Open an internet browser on your computer and enter <https://www.e-value.net>. The E*Value login screen will appear on your computer.
2. Click the link just below the login boxes that says: **"Forgot Password?"** A screen showing a code in an image will appear.
3. Enter the *pass code* shown in the image. (Do not use the one in this example.)
4. Enter your *email address*.
5. Click **Request Password**.



Within minutes you will receive an email; click on the URL embedded in the email. Clicking on the URL takes you into E*Value to a screen where you can create a new login and password (see screen image below).

Don't delay; the URL is only good for 24 hours.

Password Change

Use this screen to change your login and/or your password. Please note that you do not have to change your login. You can use this screen to only change your password if you so choose.

Enter a unique string of letters and numbers at least six and no more than twenty characters in length. The password is not case sensitive.

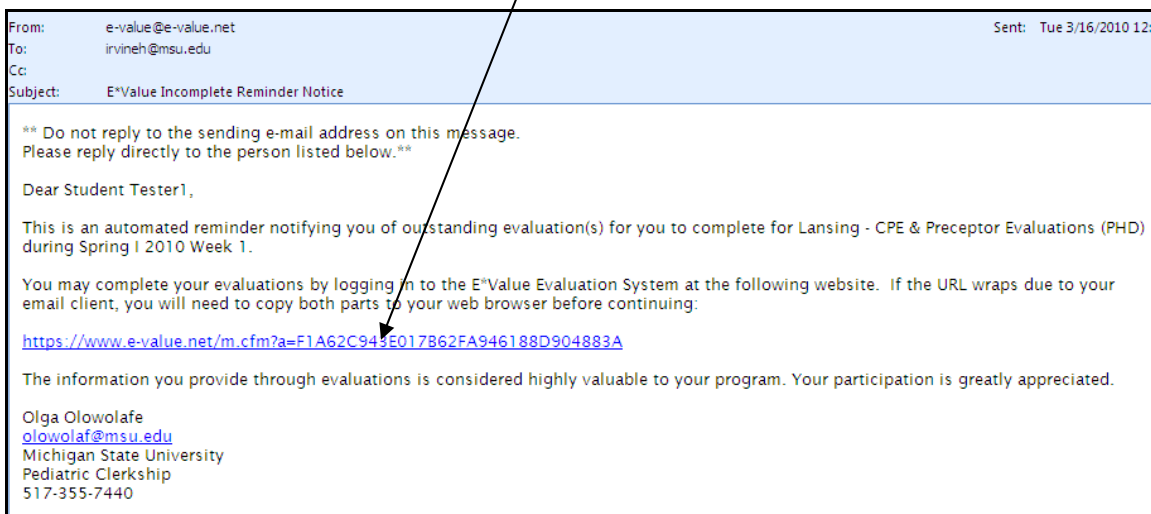
New Login: Confirm Login:

New Password: Confirm Password:

COMPLETING EVALUATIONS

At some point during a clerkship rotation, you will receive email notifications that you have been scheduled to complete evaluations (e.g., clinical educators, clerkship programs, lectures, etc.) You can complete these evaluations either by clicking on the link in the email notice, which takes you directly to the evaluation in E*Value or by logging into E*Value through the Internet web site.

Using a URL Link Imbedded in an Email Notice to Complete Evaluations



You will continue to receive Email notification reminders like the one above every week until you submit or suspend the evaluation.

1. Clicking on the link in your Email notice as shown in the example above takes you directly into E*Value to the evaluations screen.
2. Clicking on "Edit Evaluation" opens the evaluation form for completion.

Activity: Lansing - CPE & Preceptor Evaluations (PHD)				Site: Lansing campus		
Period: Spring I 2010 Week 1				Time Frame: 01/04/2010 through 02/26/2010		
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
Edit Evaluation	Suspend	Clinical Educator	Faculty Tester1	02/15/2010	Not available	View/Print

Activity: Lansing - CPE & Preceptor Evaluations (PHD) Site: Lansing campus
 Period: Spring I 2010 Week 1 Time Period: 01/04/2010 - 02/26/2010
 Request Date: 02/15/2010
 Evaluation Type: Clinical Educator
 Evaluator: Student Tester1
 Participation Dates: 01/04/2010 - 02/26/2010

Subject: Faculty Tester1, Community Physician
 Subject Participation Dates: 01/04/2010 - 02/26/2010

Do you want to use auto-scrolling on this evaluation? ☐ Yes ☒ No

[Click this link to mark this evaluation as not applicable: Suspend](#)

Evaluation information entered here will be made available to the evaluated person in anonymous and aggregated form only.

Faculty Preceptor Evaluation

Clear Questions (Question 1 of 13 - Mandatory)

Did the instructor ask you clear questions?

☐ N/A ☐ Never ☐ Rarely ☐ Sometimes ☐ Usually ☐ Always

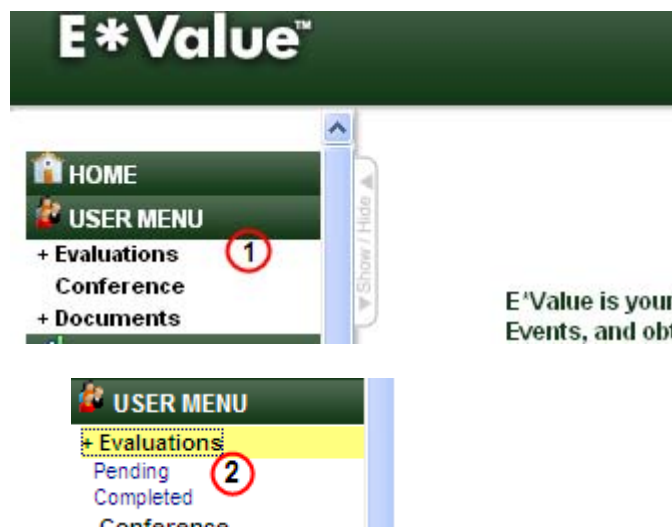
Listening Skills (Question 2 of 13 - Mandatory)

Did the instructor listen to you?

Completing Evaluations by Logging Directly Into E*Value

Once you are logged into E*Value (see “Getting Started” on page 2), follow these steps to complete pending evaluations:

1. Click on **User Menu** → **Evaluations** in the User Menu in the upper left hand corner of the screen.
2. Click on **Pending**. A list of pending evaluations is displayed, as shown below.
3. If there is more than one evaluation pending, look in the “**Subject**” column to find the name of the preceptor (or activity) you are scheduled to evaluate.
4. Click on Edit Evaluation in the leftmost column to open the evaluation.



Evaluations						
Activity: Lansing - CPE & Preceptor Evaluations (PHD)			Site: Lansing campus			
Period: Spring I 2010 Week 1			Time Frame: 01/04/2010 through 02/26/2010			
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
4 Edit Evaluation	Suspend	Clinical	Fac	02/15/2010	Not available	View/Print

Activity: Lansing - CPE & Preceptor Evaluations (PHD) Site: Lansing campus Period: Spring I 2010 Week 1 Time Period: 01/04/2010 - 02/26/2010 Request Date: 02/15/2010 Evaluation Type: Clinical Educator Evaluator: Student Tester1 Participation Dates: 01/04/2010 - 02/26/2010	Subject: Faculty Tester1, Community Physician Subject Participation Dates: 01/04/2010 - 02/26/2010
---	---

Do you want to use auto-scrolling on this evaluation? ☐ Yes ☒ No

Click this link to mark this evaluation as not applicable: [Suspend](#)

Evaluation information entered here will be made available to the evaluated person in anonymous and aggregated form only.

Faculty Preceptor Evaluation

Clear Questions (Question 1 of 13 - Mandatory)

Did the instructor ask you clear questions?

☐ N/A
 ☐ Never
 ☐ Rarely
 ☐ Sometimes
 ☐ Usually
 ☐ Always

Listening Skills (Question 2 of 13 - Mandatory)

Did the instructor listen to you?

SUSPENDING EVALUATIONS

If you receive an evaluation in error **or** you did not spend enough time with a clinical educator to adequately complete an evaluation, you can and should suspend the evaluation.

1. When the "Evaluations" screen appears, click on "**Suspend**" instead of "Edit Evaluation."
2. You will be prompted to give a reason for suspending the evaluation. You can use the default reason or type a reason in the text box, e.g., "I did not work with this clinical educator"

Activity: Lansing - CPE & Preceptor Evaluations (PHD)			Site:	
Period: Spring I 2010 Week 1			Time Fra	
Edit/Status	Suspend	Evaluation Type(s)	Subject	Req Da
Edit Evaluation	Suspend	Clinical Educator	Faculty Tester1	02/15

Suspend



Evaluator: Student Tester1
Time Frame: Spring I 2010 Week 1
 01/04/2010 to 02/26/2010
Activity: Lansing - CPE & Preceptor Evaluations (PHD)
Eval Type: Clinical Educator
Subject: Faculty Tester1

I want to use the default reason for suspension ("I did not work with this person"): ☐ Yes ☒ No

Reason For Suspension:

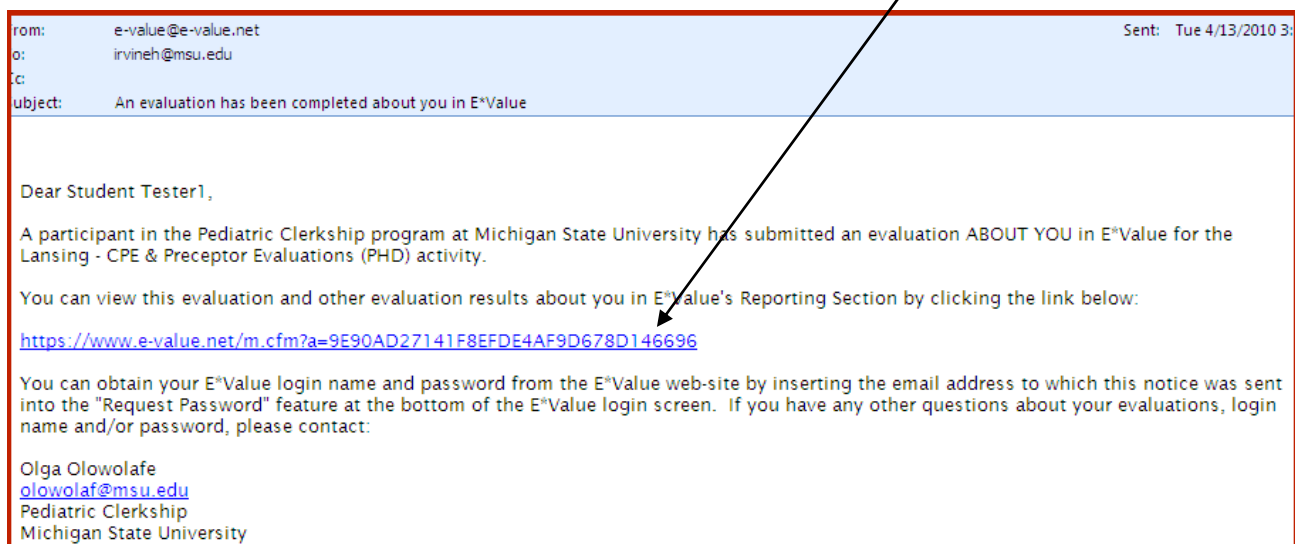
Suspend Evaluation

Cancel

NOTE: Evaluations completed by students are anonymous. Reports are completed in aggregate form only and clinical educator (preceptor) evaluation reports cannot be generated until at least three evaluations are in the system for a particular preceptor.

VIEWING EVALUATIONS ON YOUR PERFORMANCE

Students receive email notifications informing them when an evaluation has been completed on their performance. The simplest way to view an evaluation is to click on the URL imbedded in the email notice.



Alternatively, log into E*Value at www.e-value.net and follow the instructions given below:

1. Go to **User Menu → Reports → Evaluation → About Trainees**.
2. Then click **Next**. This will take you to the Trainee Evaluation Summary page containing a list of evaluations about you.

E*Value™

DEPARTMENT OF
Pediatrics & Human Development
Education - Research - Evaluation

Trainee Evaluation Summary

Use this report to review open and completed evaluations about you. Evaluations" or "Low Score Evaluations" parameter, you can filter the evaluations that had 100% passing scores, or those evaluations that I submitted.

Filter Template: (Select a Template)

Start Date: 12/22/2009 End Date: 03/22/2010

Date Type: Request Date

Site: (All Sites)

Activity Group: (All Activity Groups)

Activity Filter: (All Activities) Filter ?

Activity: (All Types)

Evaluation Type: Clinical Performance Evaluation (CPE)

Current Rank: (All Ranks)

Form Refresh: Refresh ?

Trainees: Tester1, Student

Evaluations: (All Evaluations)

Format Option: HTML

Save Template Next → 2

3. Look in the **Activity** and **Evaluator** columns to identify the evaluation you want to view.
4. Click **View Evaluation** in the right column to see the evaluation.
5. To get a copy of the evaluation, click on **Email Me this Report** at the top of the page.

The *Trainee Evaluation Report Request* will be displayed.

6. Click **Condensed View**.
7. Click **Submit Request**.

You will receive a condensed copy of the evaluation via email.

Michigan State University
Psych Clerkship

Trainee Evaluation Summary

Subject: Student Tester1
Time Period: 03/19/2007 to 06/19/2007
Time Period Type: Request Date
Report Date: 06/19/2007

Subject	Evaluation Type	Evaluator	Activity	Time Frame	Time Period	Completion Date	Viewed By	Link
Tester1, Student - MSC	Medical Student	Helen Irvine - Administrator	Licensing - Final Grade Memo (PSC)	Summer 1 2007 Week 1	05/07/2007 - 06/26/2007	06/07/2007	06/15/2007	View Evaluation
Tester1, Student - MSC	Medical Student	Helen Irvine - Administrator	Licensing - Final Grade Memo (PSC)	Summer 1 2007 Week 1	05/07/2007 - 06/26/2007	06/07/2007	06/15/2007	View Evaluation
Tester1, Student - MSC	Medical Student	Donna Muller - Administrator	Licensing - Final Grade Memo (PSC)	Spring 8 2007 Week 8	03/05/2007 - 04/27/2007	06/15/2007		View Evaluation
Tester1, Student - MSC	Medical Student	Donna Muller - Administrator	Licensing - Final Grade Memo (PSC)	Spring 8 2007 Week 8	03/05/2007 - 04/27/2007	Open		
Tester1, Student - MSC	Medical Student	Helen Irvine - Administrator	Licensing - Final Grade Memo (PSC)	Spring 8 2007 Week 8	03/05/2007 - 04/27/2007	06/15/2007		View Evaluation
Tester1, Student - MSC	Medical Student	Helen Irvine - Administrator	Licensing - Final Grade Memo (PSC)	Spring 8 2007 Week 8	03/05/2007 - 04/27/2007	Open		

Michigan State University
Psych Clerkship

Trainee Evaluation

Evaluation: Helen Irvine - Administrator Subject: Student Tester1 - MSC
Activity: Licensing - Final Grade Memo (PSC) Title: Licensing request
Evaluation Type: Medical Student Completion Date: 06/15/2007
Request Date: 06/02/2007
Period: Summer 1 2007 Week 1 Dates of Activity: 05/07/2007 to 06/26/2007
Subject Participation Dates: 05/07/2007 to 06/26/2007

OVERALL CLERKSHIP
This is a summary of your performance.

Pass with Honors
☒ Pass
☐ Conditional Pass
☐ No Pass

CLINICAL PERFORMANCE
Students must receive a professional behavior rating.

Trainee Evaluation Report Request

The report will be emailed to you shortly in an attached Adobe PDF file. You have to have [Adobe Acrobat Reader](#) installed on your computer.

You have two report view options:

☐ 1. Expanded View
☒ 2. Condensed View

(Note: If you do not have Adobe Acrobat Reader loaded on your computer and wish to [download](#) a free version of the program, go to [www.adobe.com](#). You will need to know your computer's operating system (e.g. Windows 98, Windows 2000, etc...) in order to download the correct version.)

EvPxDx PATIENT ENCOUNTER LOG

Block III students are required to keep an electronic log of patient encounters for all clerkships.

The E*Value logbook software (EvPxDx) is used in the Family Medicine, Pediatrics, Psychiatry, Ob/Gyn, Junior Surgery and Senior Surgery clerkships.

Each clerkship rotation has different requirements for the verification of diagnoses, procedures and student level of involvement. Refer to your clerkship syllabus (handbook) for details related to each clerkship rotation. The minimum requirements for diagnoses and procedures must be logged and verified by a supervising physician.

- Once you synchronize your patient encounter, an email is automatically generated and sent to the supervising physician asking he/she to verify the diagnosis and/or procedure.

- If the supervising physician agrees with the logged information, he/she deletes the email and the patient encounter is confirmed.
- If the supervising physician disagrees with the logged information or believes that you did not perform at an adequate level to receive credit for the procedure, he/she will inform the clerkship office and you will be notified.

Apple iPhone Setup and Synchronization

EvPx Dx is a set of software tools that extend the procedure and diagnosis tracking capabilities of E*Value and make these capabilities available on the iPhone and iPod Touch. This application also serves to communicate between the iPhone or iPod Touch and E*Value. Procedures and diagnoses recorded into EvPx Dx application on the iPhone or iPod Touch are sent to E*Value over the Internet during a synchronization. These items are treated the same way as if they had been entered into E*Value using the traditional web interface.

You will need an Apple iStore account from which to purchase the software and a data plan or wireless Internet access for the iPhone or iPod Touch.

You will also need your E*Value login ID and password.

Apple iPhone (iPod Touch) Installation

To install EvPx Dx directly from your device, connect to the Apple App Store and search for Evalue Px Dx. Make sure you have located EvPx Dx and not another E*Value application. Press the purchase button to install the App on your device.

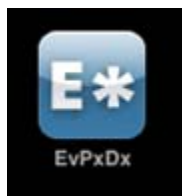
You can also install the software from your computer using iTunes. To do so, follow this link: [EvPx Dx from the iTunes App Store](#). Initial setup –

- ❖ Locate the EvPx Dx application on your device
- ❖ Launch the application by starting EvPx Dx on the iPhone or iPod Touch
- ❖ Enter your E*Value login and password and press synchronize. The E*Value lists will be downloaded to your iPhone or iPod Touch for the MSU-CHM Block III program.
- ❖ When the synchronization is complete, press Enter to start using EvPx Dx

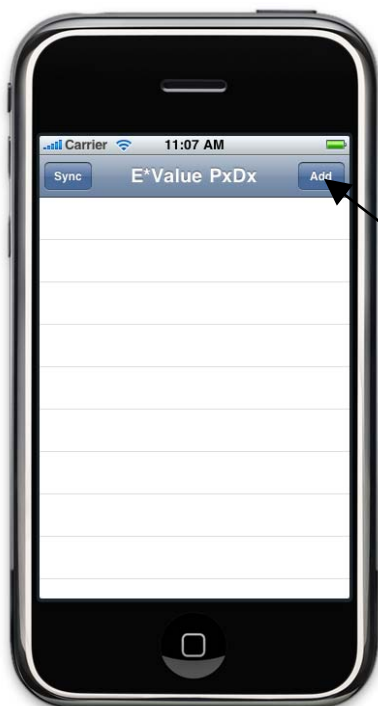
On subsequent launches, you will have to enter your password to start the program. This is to protect the data you enter.



iPhone (iPod Touch) -- Entering Procedures and/or Diagnoses



Open the application by pressing the EvPxDx icon



A screen that looks like this will appear.

To add a new diagnosis or procedure entry, press the "Add" button at the top of the screen.

Program is one of the fields you can select. Pressing the program field allows you to select your current program.

Once you save an entry, the program will remain the same for each added entry.

NOTE: If you accidentally save an entry into the wrong program, you will have to delete the current entry and start a new entry.

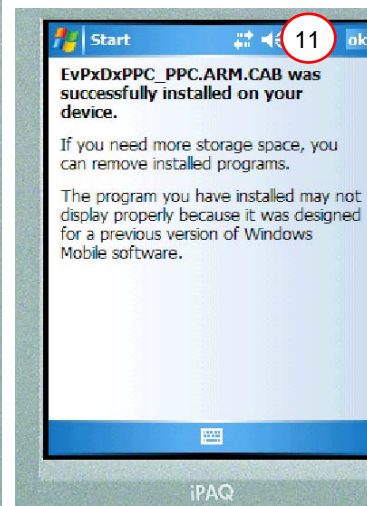
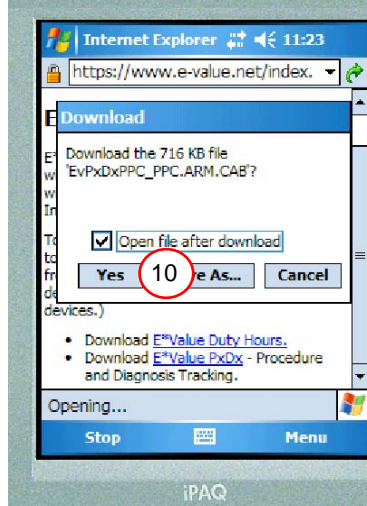
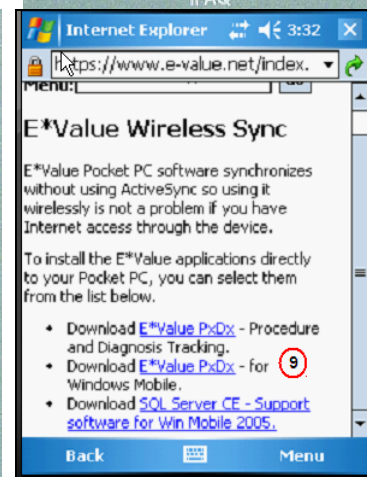
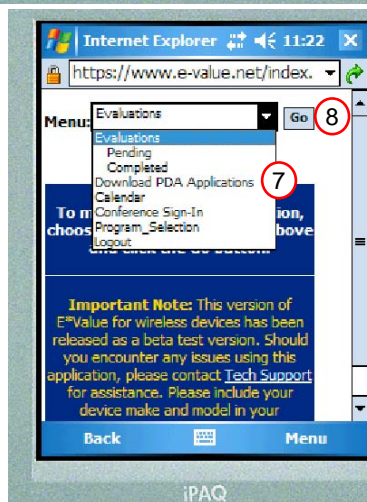
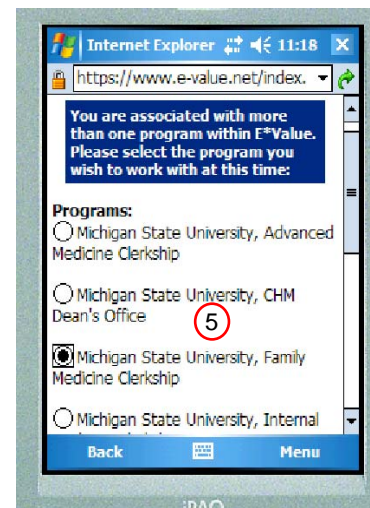
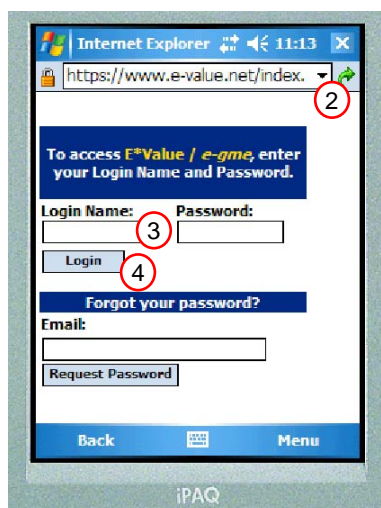


For additional iPhone instructions, refer to the EvPxDx for iPhone User Manual 5.3. Log into e-value.net and go to User Menu→PxDx→iPhone App).

Wireless Download of EvPxDx for Windows Mobile PDA and Smartphones

First get a Wireless internet connection (Start→Settings→Connections).

1. Open Internet Explorer on your PDA
2. Log in to E*Value at www.e-value.net
3. Enter your login name and password
4. Tap Login
5. Select the Michigan State University, Family Medicine clerkship
6. Scroll to the bottom and tap on **Continue Login**
7. In the Menu drop-down list select **Download PDA Applications**.
8. Tap **Go**.
9. Select **Download E*Value PxDx** – for Windows Mobile
10. Tap **Yes**. The program will begin downloading.
11. Once download is successful exit by tapping **OK**.

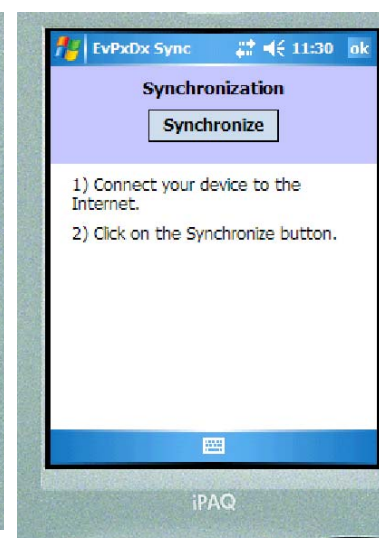
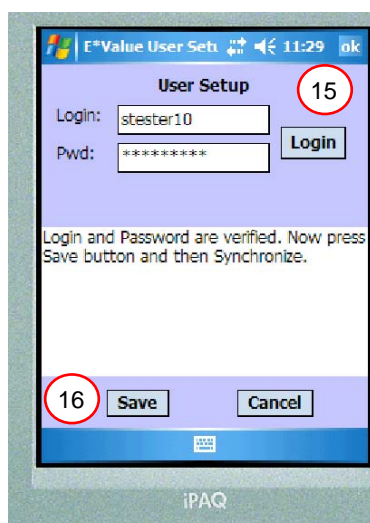
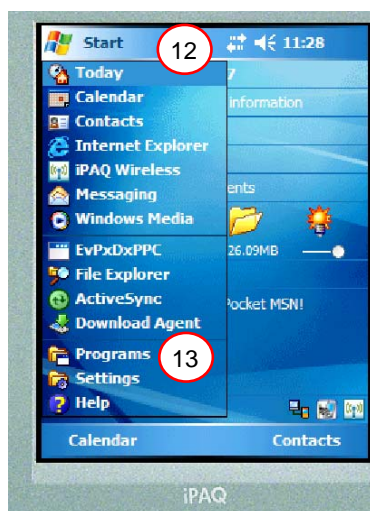


Launching EvPxDx

It is recommended that you launch the EvPxDx program during the initial download process. This will complete the process so that when you start your clinical experience, you will be ready to log patient encounters.

12. Tap the **Start** icon at the top left of the PDA screen. A dropdown menu will appear.
 13. Tap **Programs**
 14. Tap on **EvPxDxPPC** in the list of available programs.
 15. When prompted enter your E*Value **login name** and **password** on your PDA then tap **Login**
 16. Tap **Save**
 17. Tap **Synchronize**
1. Synchronization will begin and will take several minutes because the system is downloading the logs for all of the clerkship programs

NOTE: You need to synchronize your log at the beginning of each subsequent clerkship rotation.



Download of EvPxDx with PDAs or Smartphones attached to a PC

Windows Mobile 5 users may need to install additional software components from Microsoft (.Net Compact Framework Version 2 and SQL Server CE). Download of the additional software must be done with the PDA attached to the computer.

Important -- Fully charge your PDA according to the instructions that came with it (typically 4 hours) and set the date and time.

Attach your PDA to your computer and run Active Sync (either using the CD that came with your PDA or from Microsoft (<http://www.microsoft.com/windowsmobile/en-us/help/synchronize/activesync-download.msp>))

Open your computer's Internet browser and log into E*Value (<https://www.e-value.net>). If you don't remember your login ID or password, you can request it from E*Value (instructions on page 2).

1. Select your current clerkship from the **Programs** list and click on **Continue Login** →

Programs:

MSU, Advanced Medicine Clerkship
MSU, CHM Dean's Office
MSU, Family Medicine Clerkship
MSU, Internal Medicine Clerkship
MSU, Junior Surgery Clerkship
MSU, OB Clerkship

Continue Login -->

2. From the left menu, click on Px Dx and then click on Pocket PC Setup

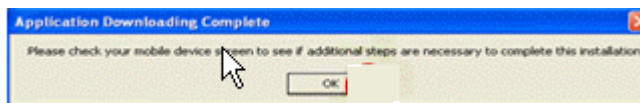


The following instructions will appear:

1. **Attach your PDA to the computer** with the ActiveSync cable.
2. (Windows Mobile 5 and some Windows Mobile 6) **Download [.Net Compact Framework Version 2](#)**. This will open in a new window or tab to maintain your connection to E*Value. When the download is complete, run the installer. You may be prompted on your PDA to accept the installation. It is best to install this software on the device rather than an external memory card.
3. (Windows Mobile 5 and some Windows Mobile 6) **Download [SQL Server CE](#)**. This is a customized installer of the Microsoft database software. When the download is complete, run the installer. You may be prompted on your PDA to accept the installation. It is best for this software to be installed on the device as well. Note, this installer requires .Net Framework from Microsoft (**Not Compact Framework**). The software will prompt you and help you to locate the software if you need it.
4. **Download [E*Value Px Dx Version 5.2](#)**. Run the installer to put the software on the PDA. This software can be on either the device or an external memory card but it will only be available when the card is inserted in the device.
5. Once installed, run the software (Start->Programs->EvPx Dx).
6. Enter your E*Value login ID and password. and press Login. If it does not validate, see the notes below on checking network connectivity.
7. Once the login and password are validated, press Save and then press Synchronize on the next screen to obtain the lists for your program.
8. **Vista users** will have to install Windows Mobile Device Center from Microsoft. It should be available [here](#).

EvPx Dx does **not** use ActiveSync to transfer data to E*Value. It must be done manually from within EvPx Dx by selecting **Synchronize** from the menu.

3. Your computer screen will display
4. Click on **OK**

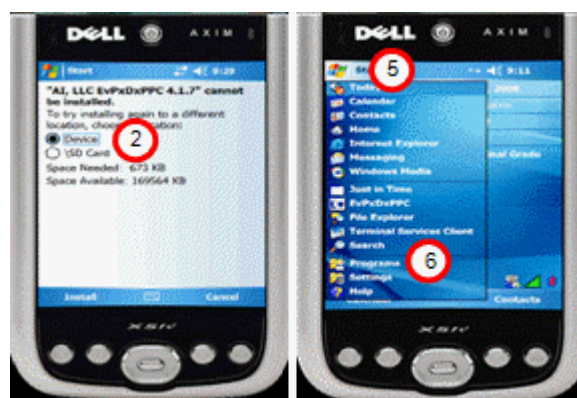


On Your Mobile Device

Your screen may display a box that says the program you want to open is from an unknown publisher and do you want to continue.

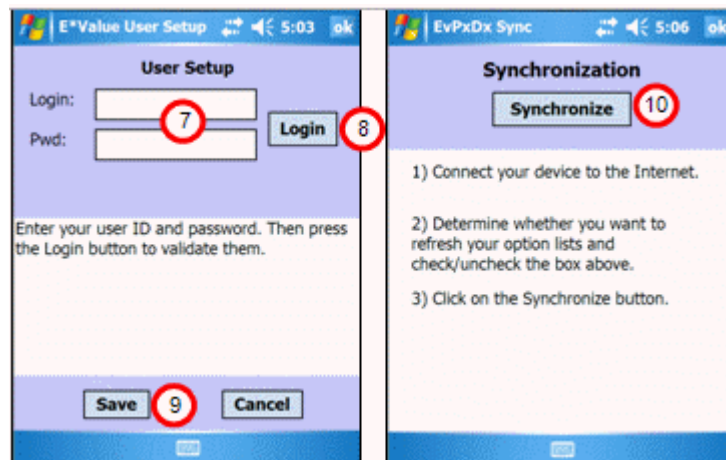
2. Tap **Yes**.
3. If prompted, save to your **device**, not to your SD Card.
4. Tap **Install**.
5. If installation was successful, tap **OK** in upper right-hand corner of the PDA.

It is recommended that you launch the Px Dx program during the initial download process. This will complete the process so that when you start your clinical experience, you will be ready to log patient encounters.



6. Tap the **Start** icon at the top left of the PDA screen. A dropdown menu will appear.
7. Tap **Programs → EvPx Dx PPC**.

8. When prompted enter your E*Value **login name** and **password**.
9. Tap **Login**.
10. Tap **Save**.
11. Tap **Synchronize**. Synchronization will take several minutes because the system is downloading the logs for all of the clerkship programs.



NOTE: You need to synchronize your log at the beginning of each of your subsequent clerkship rotations.

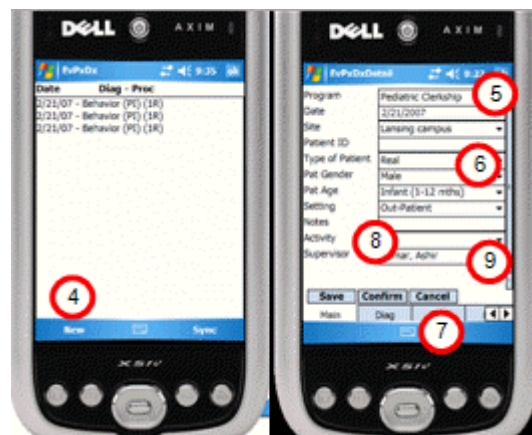
Entering Patient Encounters Using a PDA/Smartphone

To open the E*Value log on your mobile device:

1. Tap **Start**.
2. Tap **Programs**.
3. Tap the **EvPxDxPPC** icon to open the log. (After the first time you enter a patient encounter, EvPxDx will appear on your Start menu along with the icon).



4. Tap **New**.
5. Select the **Program** or **Clerkship**. (You only have to enter this once. It will stay the same until you change clerkships.)
6. Enter your *patient information* according to the pull-down menus.
7. Some clerkships use Notes fields. Tapping on the Notes field opens the **keyboard**, type your notes, then tap on the keyboard icon to close the Notes field.
8. Leave **Activity** blank or select **None**.



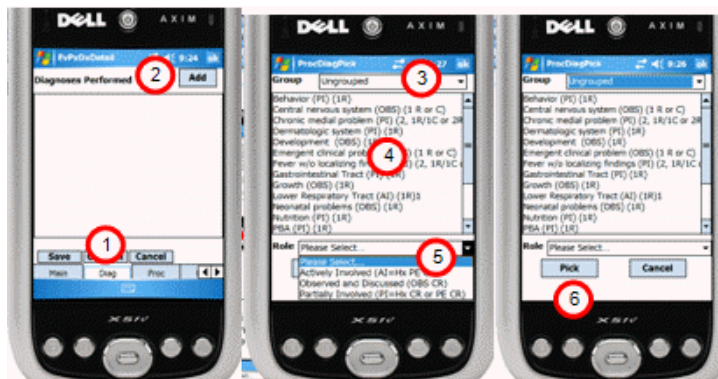
9. Select a **Supervisor** for all required entries. If a supervisor is not on the dropdown list, select **Admin_[clerkship], [community]** and **type the supervisor's name in the "Notes" field. (e.g., if you are a Flint student on Family Medicine, you would select Admin_FMP, Flint)** The Community Clerkship Assistant will automatically receive a notice from E*Value and will enter the supervisors name into E*Value. After synchronizing your patient encounters, you can go into the E*Value web site and add the supervisor's name to your patient encounter information.

NOTE: The general patient information and supervisor selected for your first patient entry will remain as the default for all future entries. You need to be sure to change fields as appropriate for the next patient (such as age, gender) and add the diagnoses and procedures appropriate to this new patient entry. The fields on the Main menu screen will default this way until you change clerkships.

Adding a Diagnosis to the Patient Encounter Information

Now add a diagnosis to the patient encounter information. The possible diagnoses are listed alphabetically and by groups. You can choose from either the group lists or the alphabetical lists.

1. Tap **Diag.**
2. Tap **Add**.
3. Select a diagnosis **Group**.
4. Select a **Diagnosis**.
5. Indicate your **Role** in the diagnosis.
6. Tap **Pick**.



If you wish to add another diagnosis, repeat from Step 2. Select as many diagnoses as appropriate for each patient encounter. You will be required to meet the log diagnoses minimum requirements as outlined in your clerkship syllabus.

Adding a Procedure to the Patient Encounter Information

Now add a procedure to the patient encounter information. Possible procedures are listed alphabetically and by groups. You can choose from either the group lists or alphabetical lists.

1. Tap **Proc.**
2. Tap **Add**.
3. Select a procedure **Group**.
4. Select a **Procedure**.
5. Indicate your **Role** in the procedure.
6. Tap **Pick**.



If you wish to add another procedure, repeat from Step 2 above. Select as many procedures as appropriate to each patient encounter. You will be required to meet the log procedures minimum requirements as outlined in your clerkship syllabus.

Preceptor Verification of Patient Encounters

Every clerkship rotation has different requirements for the verification of diagnoses, procedures and student level of involvement. Refer to your clerkship syllabus for details related to each clerkship rotation. The minimum requirements for diagnoses and procedures must be logged and **verified** by a supervising physician.

There are two ways in which verification can be done: 1) via email or 2) on the spot.

Email Verification

1. Tap Save.

Once you synchronize your patient encounter, an email is automatically sent to the supervising physician, asking that he/she verify the diagnosis and/or procedure. If the supervising physician agrees with the logged information, he/she deletes the email and the patient encounter is confirmed.

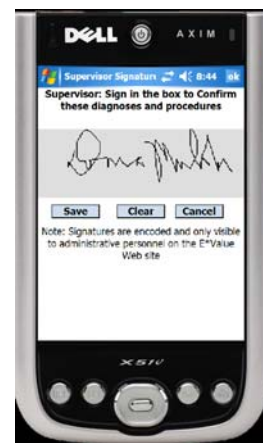
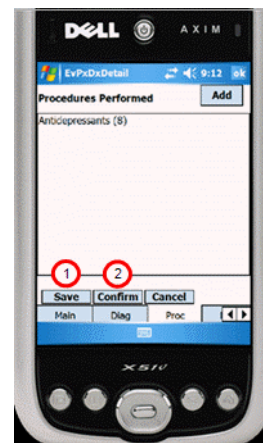
If the supervising physician disagrees with the logged information or believes that you did not perform at an adequate level to receive credit for the procedure, he/she can disagree with the procedure. If a supervising physician disagrees, you will be notified.

On-the-Spot Verification

2. Tap **Confirm**

Have the supervising physician sign his/her name on the PDA/Smartphone using the stylus.

Tap **Save** – the encounter will be saved and no email will be generated. The next time you synchronize your PDA/Smartphone, saved on the spot encounters will appear on your log report.



It is to your advantage to enter patient encounters as soon as possible. This way the supervisor will remember your involvement and there is less likelihood of a challenge occurring. You only get credit for what is documented in E*Value.

Synchronizing Patient Encounters

To lessen the risk of lost data, students should plan to synchronize logged patient encounters from their mobile devices with E*Value at the end of each day. This will save entries to the E*Value web site and download updated lists for your program.

Synchronizing with an iPhone/iPod Touch

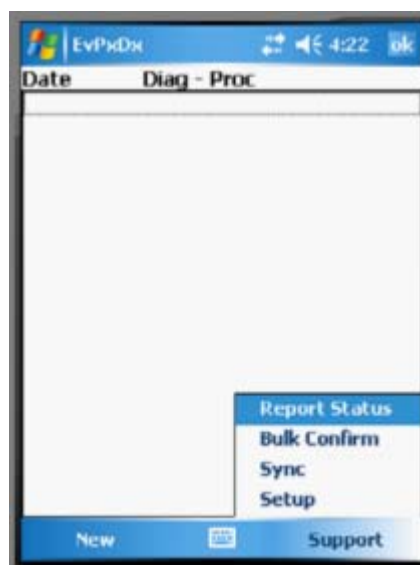
iPhone/iPod Touch – Press the Sync button at the top of the screen to start synchronization.

During the process, the screen will look something like this:



Synchronizing with a PDA/Smartphone

1. Connect to the Internet (wirelessly or attached to your computer)
2. Open EvPx Dx
3. Tap **Support** in the lower left corner
4. Tap **Sync**. Synchronization will take several minutes to complete.



Entering Patient Encounters Using the Web Interface

On Your Computer

1. Log into E*Value at www.e-value.net, and select your current clerkship then click **Next**.
2. Go to **User Menu**→**PxDx**→**Add New**.
3. Enter the initial patient information.
4. Select a **Supervising Physician**.
5. Activity = **None**
6. Click on the **Diagnoses** Tab or **Next**.

Entering Diagnoses and Procedures

1. Select the **Diagnoses** tab.
2. Select a Diagnosis Group
3. Select the diagnosis for this patient encounter.
4. Select your Role in the Diagnosis.
5. Click **Add**.

Repeat steps 2 through 4 as many times as needed, changing your role as appropriate.

6. Click Next to add a procedure (or the procedure tab) and follow the same steps used for entering a diagnosis
7. Click **Save Record** to save your information.

Diagnosis and Procedure Tracking

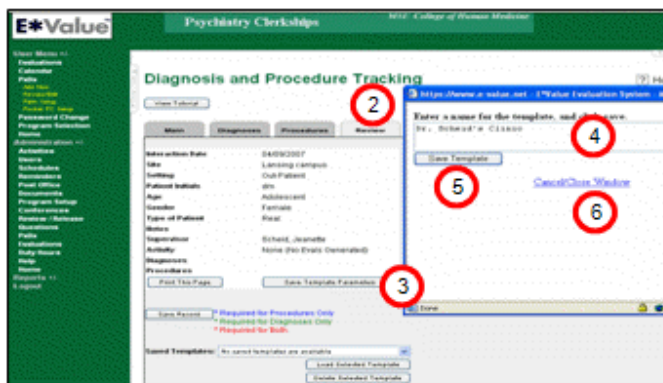
If you do not click Save Record, patient encounter entries will NOT be saved.

8. Click on the Review tab to review entries

Saving an Entry Template

If you want to save the “Main Screen” template (for different clinical settings) so that the fields will default to those you have set up, follow these steps.

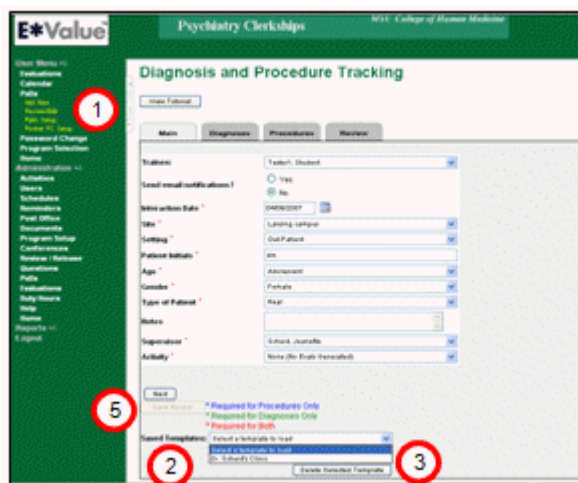
1. Fill in the “Main Screen” basic information such as Site, Type of Patient, Setting, Supervisor and Activity.
2. Click the **Review** tab.
3. Click **Save Template Parameters**.
4. Enter a name for the template
5. Click **Save Template**.
6. Click **Close Window**.



Using an Entry Template

After you save a template, you can use it for future entries. You will need to select and load that template prior to each entry.

1. Click **User Menu→Px/Dx→Add New**.
2. Click **Saved Templates** then select the template.
3. Click **Load Template** (under dropdown menu).
4. Add information appropriate for current encounter.
5. Click **Save Record**.



Mid-Clerkship Progress Check

During the fourth or fifth week of a clerkship rotation, the clerkship director will meet with each student to review progress on meeting the minimum requirements for diagnoses and procedures. You should notify your community clerkship director earlier if you are having difficulty finding the required experiences.

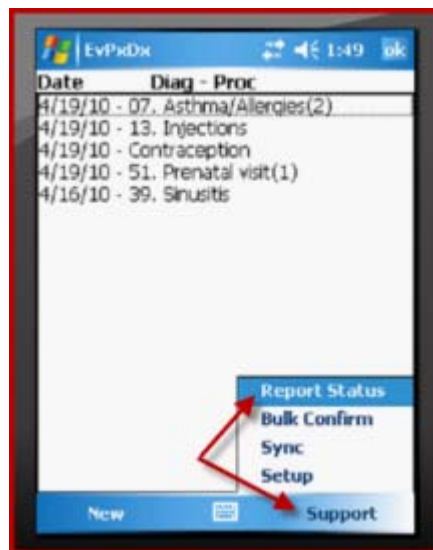
Viewing Procedure and Diagnosis Summary Reports

You can check your progress in meeting the minimum number of diagnoses and/or procedures on your mobile device or via the web. Some clerkship programs not only require that you meet a minimum number of diagnoses and procedures but may also require a minimum level of involvement. Be sure to check your clerkship syllabus regarding clerkship-specific minimum requirements and review your diagnoses and/or procedures log reports for a detailed summary of logged patient encounters.

On a Mobile Device

1. EvPx Dx keeps an ongoing list of all diagnoses and procedures
2. If you don't see a list, click on "Support" in the lower left corner of the screen and then click on "Report Status"

A log summary report will appear.



Viewing a Summary Report using the E*Value Web Interface

On a Computer

1. Go to <https://www.e-value.net>
2. Enter your E*Value user ID and password.
3. Choose your current clerkship program and click on **Continue Login** →
4. On the User Menu click on **Reports→Px Dx→ Procedure Summary** or **Diagnosis Summary**.
5. Using the drop-down arrow for either Procedure or Diagnosis Group click **All Active Procedures** or **All Active Diagnoses**.
6. Click **Next**
A summary report of the diagnoses or procedures you have logged is displayed (see next page).



- + Documents
- + Program Setup
- + Conferences
 - Review / Release
- + Questions
- + PxDx
- + Evaluations
- + Duty Hours
 - Enter Eval Answers
- + Help
- Home
- REPORTS**
- + Performance
- + Rankings
- + Evaluations
- + Miscellaneous
- + Schedules
- + Conferences
- + PxDx
 - Procedure Summary
 - Procedure Log
 - Procedure Counts
 - Procedure Download
 - Procedure Crosstab
 - Procedure Privileges
 - Diagnosis Summary
 - Diagnosis Log

Michigan State University Junior Surgery Clerkship Procedure Summary Report

Subject:
Time Period: 01/19/2010 to 04/19/2010
Report Date: 04/19/2010

Trainee's Role: All Roles
Status: All Entered Procedures

Procedure Name	Required	Total Completed	Remaining
Acute Abdomen: H & P (2P)	2	3	Requirement Met
Acute Abdomen: Scrub same patient as H&P when possible (2 P)	2	3	Requirement Met
Admit Orders: patient admitted via ED (2 P)	2	4	Requirement Met
BT: Preop H&P elective cholecystectomy (1 P)	1	1	Requirement Met
BT: Scrub laparoscopic cholecystectomy (2-0)	2	2	Requirement Met
Breast: Perform breast exam (1-0)	1	1	Requirement Met
Breast: Scrub breast surgery (2-0)	2	3	Requirement Met
Colectomy (1-0)	1	1	Requirement Met
Colon: H&P patient with colon pathology (1 P)	1	1	Requirement Met

Clicking the name of the procedure or diagnosis on the report will bring up a new screen with details of that particular procedure or diagnosis (see below).

Michigan State University Junior Surgery Clerkship

Procedure Log Report

Subject:
Time Period: 01/19/2010 to 04/19/2010
Report Date: 04/19/2010

Trainee's Role: All Roles
Status: All Entered Procedures

Name	Trainee Role	Procedure Name	Activity	Supervisor	Supervisor Signature	Date	Setting	Age	Gender	Status
	Performed with Supervision	Acute Abdomen: H & P (2P)		Razvan Opreanu	No Signature Available	03/03/2010	In-Patient	Pediatric	Male	Confirmed
	Performed with Supervision	Acute Abdomen: H & P (2P)		Nicholas Harms	No Signature Available	03/14/2010	In-Patient	Pediatric	Male	Confirmed
	Performed with Supervision	Acute Abdomen: H & P (2P)		David Henry	No Signature Available	04/03/2010	In-Patient	Adult	Female	Confirmed

NOTE: Since summary reports do not show level of involvement, it's a good idea to occasionally view your entire log so that you can be sure you are meeting any required levels of involvement. You can view your entire procedure or diagnosis logs by going to Reports → PxDx → Procedure Log or Diagnosis Log.

PROBLEMS/QUESTIONS

If you have trouble with downloading the logbook software, completing evaluations or receiving evaluation notices, please direct your questions to Helen Irvine by email at helen.irvine@hc.msu.edu or by telephone at 517.355.0264 (office) or 517.331.9298 (cell)

Below is a list of technical support personnel within each community campus who can assist with Internet access problems:

Flint	Michael Worrell, mworrell@msufame.msu.edu	(810) 232-7000
Grand Rapids	Rob Sisson, robsisson@hc.msu.edu or Josh Simpson, josh.simpson@hc.msu.edu	(616) 234-2640 (616) 234-2640
Kalamazoo	Helpdesk (KCMS), helpdesk@kcms.msu.edu	(269) 337-4409
Lansing	John Williamson (OMERAD) john.williamson@hc.msu.edu	(517) 355-9525
Saginaw	Don Ziehmer (Synergy)	(989) 583-6880
Traverse City	Meagan Polakowski, polakow1@msu.edu	(231) 392-8221
Upper Peninsula	Patti Copley, pcopley@mgh.org	(906) 338-7970