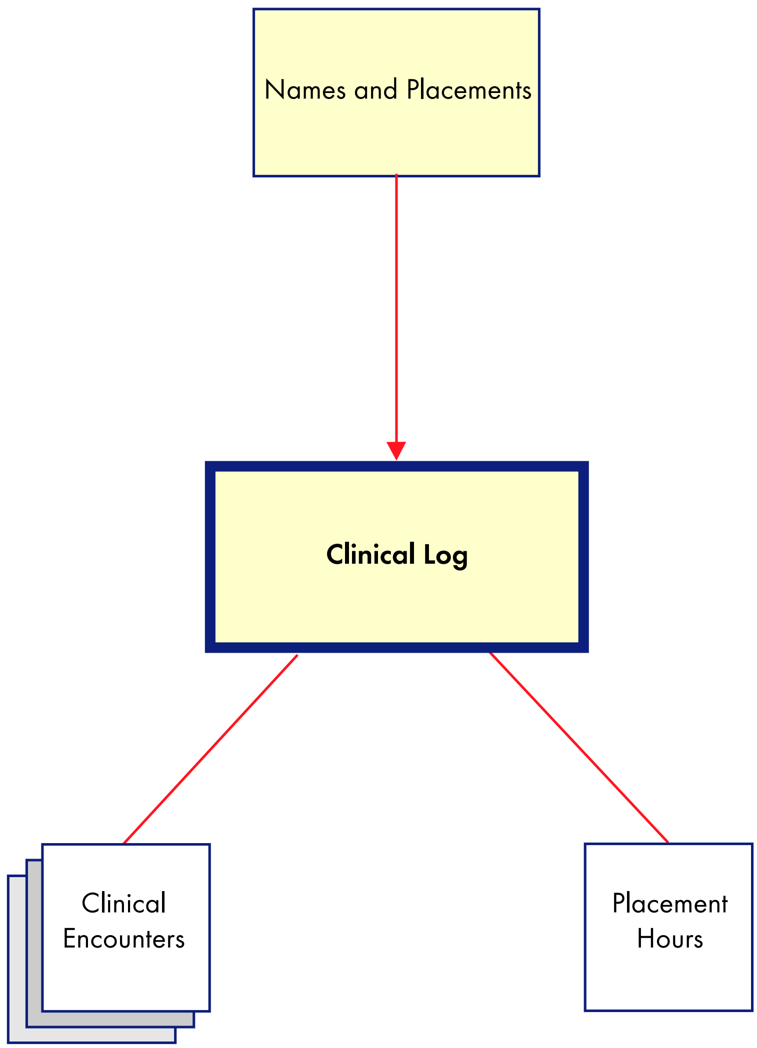
The Clinical Log Module Table of Contents

The Clinical Log Module Overview

The Clinical Log Module enables students to enter details about their clinical encounter for each of their clinical placements. Within this module a student can enter the hours for each day of their placement and the specifics (procedures, ICD-9 codes, etc.) for each encounter with a patient.



The Clinical Log Module General Procedures

How to open the Clinical Log Module and retrieve placement records.

Note: Please review the Reading Central documentation before using this manual. Reading Central can be printed or viewed from the Avelino website, www.avelino.com/USC-CON/docs.HTM. Click on the Reading Central Link.

Opening the Module

1. To logon enter "Clinical Student" with the password of "logs".
2. Click on the Clinical Log Icon on the desktop.
3. A form will appear similar to Figure 1.

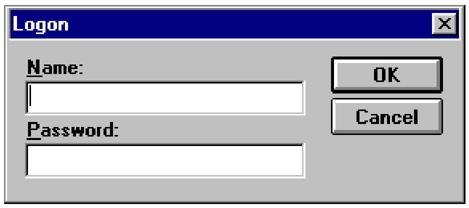


Figure 1

4. Enter "Clinical Student" in the name field.
5. Enter "logs" in the password field.
6. The Clinical Log database will load and a Main Menu similar to Figure 2 will appear.

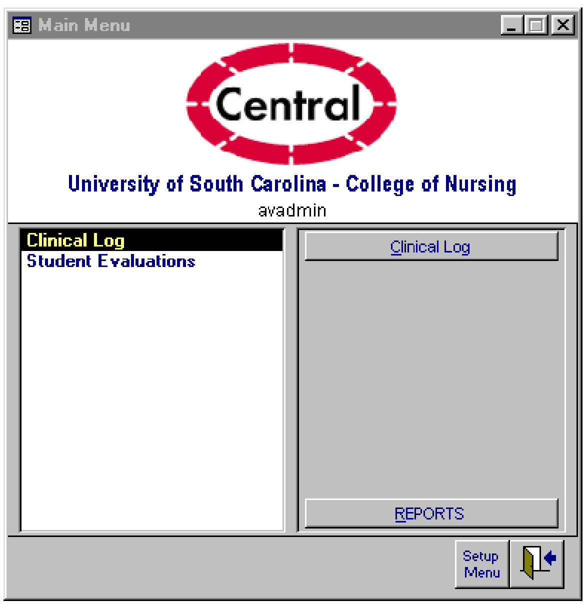


Figure 2

7. Select the Clinical Log button in the submenu to the right of the Main Menu choices.
8. The Clinical Log Module will open onto the General Page. See Figure 3, page 4.

The Clinical Log Module General Procedures

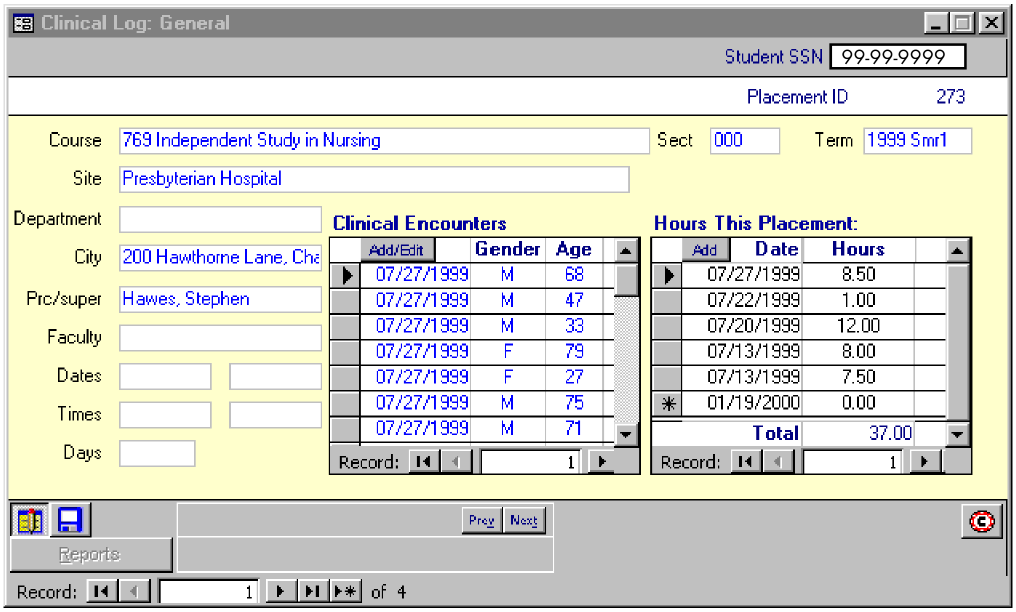


Figure 3

Retrieving Your Placement Records

1. **Turn edit on by clicking [Edit] or pressing <Alt> + <E>.**

2. Enter your social security number in the field at the top of the form.

4. Press <Enter>. The Module will retrieve all of your placement records.

5. All of the fields in blue are non-editable.

Note: If there is more than one placement record you will see the total number of placements on the right of the record bar at the bottom of the module. The placement that you are on is on the left side of the record bar at the bottom of the module. To move from one placement record to the next use the left and right arrows in the record bar. In the example in Figure 4 there are three placements and the information showing is for the third placement.

Make sure that the proper preceptor is displayed on the record prior to entering encounters.

Note: If you don't find a placement, contact Student Services.

The Clinical Log Module Clinical Encounters

The Clinical Encounter Browse Window contains one record for each patient interaction and details relating to that encounter (procedures, ICD9-Codes, etc.)

How to add, edit and delete clinical encounter information.

Adding Clincal Encounters

1. **First, find the appropriate placement record using the Record Selector at the bottom left of the Module Bar.** (Figure 3, page 4)
2. Click [Add/Edit] in the top left of the Clinical Encounter Browse Window. (Figure 3, page 4)
3. A form similar to Figure 4 will appear.

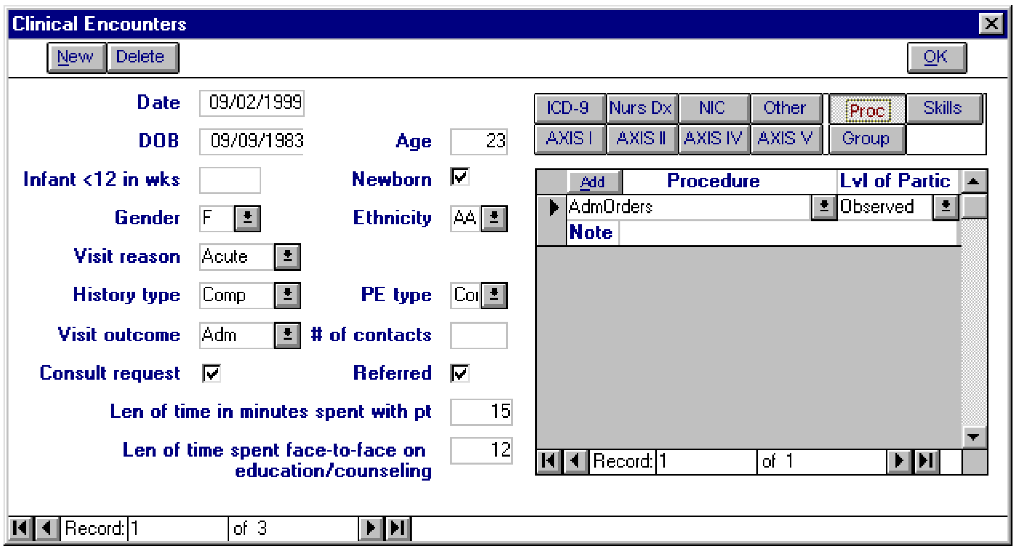


Figure 4

4. Click [New].
5. Enter the information, in the main body of the form, for all appropriate fields based on the encounter.
6. After you enter the unique data for this encounter you can add as many diagnoses, procedures codes, etc. as you need.
7. Click on the appropriate button in the upper right corner of the form (i.e ICD-9 for ICD-9 codes, etc.). You are now able to enter either code or descriptions for ICD-9 and procedures.

Note: Undergraduates should only need the Nursing Diagnosis (Nurs Dx) and Skills buttons.

Note: The small Browse Window will change depending on which button you click. In Figure 6 the Procedures button is clicked and the Browse Window shows procedure information.

8. Click [Add] in the top left of the small Browse Windows to add information.
9. When you have finished entering **all** the encounters click [OK] or press <Alt> + O.

Note: Between encounters, click the New button to create a new record for the next patient. Click Okay only when you have entered all patient records.

The Clinical Log Module Clinical Encounters

Editing Clinical Encounters

1. Find the appropriate placement record.
2. In the Clinical Encounters Browse window highlight the record selector for the encounter you would like to edit.
3. Click [Add/Edit] in the top left of the Clinical Encounter Browse Window.
4. A form similar to Figure 4 will appear. (See Page 5).
5. Edit the information.
6. Click [OK] or press <Alt> + <O> when you are finished.

Deleting Clinical Encounters

1. Find the appropriate placement record. (Figure 3, page 4)
2. In the Clinical Encounters Browse window highlight the record selector for the encounter you would like to delete. (Figure 3, page 4)
3. Click [Add/Edit] in the top left of the Clinical Encounter Browse Window.
4. A form similar to Figure 4, page 5 will appear.
5. Find the encounter you would like to delete.
6. Click [Delete].
7. A form similar to Figure 5 will appear.

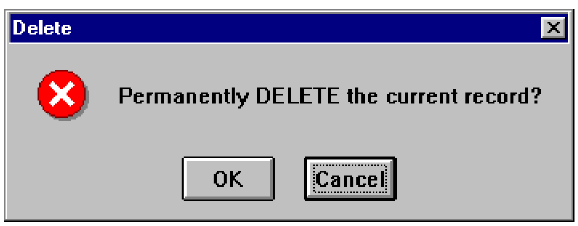


Figure 5

8. Click [OK] or press <Alt> + <O>.

Note: This will permanently delete this record and the information will not be able to be retrieved.

The Clinical Log Module Clinical Encounters

Deleting Encounter Details

1. Find the appropriate placement record. (Figure 3, page 4)
2. In the Clinical Encounters Browse window highlight the record selector for the encounter you would like to edit. (Figure 3, page 4)
3. Click [Add/Edit] in the top left of the Clinical Encounter Browse Window.
4. A form similar to Figure 4, page 5 will appear.
5. Find the appropriate encounter.
6. Click the appropriate button for the detail that you would like to delete (i.e. ICD-9, Procedure).
7. Find the detail in the small Browse Window that you would like to delete.
8. Highlight that details record selector (the gray box with the black arrow to the left of the information).
9. Press <Delete> on your keyboard.
10. A form similar to Figure 6 will appear.

Figure 6

11. Click [OK] to delete this record or [Cancel] to undo the delete.

The Clinical Log Module Placement Hours

The Hours This Placement Browse Window contains the number of clinical hours that a student recieves credit hours for per day.

Adding Placement Hours

1. **First, find the placement you want to add hours for.** (Figure 3, page 4)
2. Click [Add] in the top left of the Hours This Placement Browse Window.
3. Enter the date.

Note: The Date field will automatically default to the current date. You can overwrite this.

4. Enter the number of hours.

Editing Placement Hours

1. Find the placement whose hours you want to edit. (Figure 3, page 4)
2. Turn Edit on.
3. Edit the record.

Deleting Placement Hours

1. Find the placement whose hours you want to delete
2. In the Hours This Placement Browse window highlight the record selector for the encounter you would like to delete. (Figure 3, page 4)
3. Press <Delete>.
4. A form similar to Figure 5, page 6 will appear.
5. Click [OK] to delete this record or [Cancel] to undo the delete.