Instructions for adding Procedures to the Student Log

Add all procedures through the Academic Affairs Department

Adding a single procedure:
Submit New Procedure
1. Add student name
2. Choose department name: UI – COM At Urbana-Academic Affairs
3. Procedure: Choose from drop-down menu
4. Supervised by: Choose from drop-down menu
5. Patient name: Not mandatory   MRN#: Not mandatory
6. Date Completed: Put in procedure completed date
7. Diagnosis: Click “Diagnosis/ICD9 Look-up”, under key word search type “Model”
   Begin search, click “No Diagnosis on Model” box,
   Click “Submit Diagnosis”, Click “Continue Patient Log”
   Indications: Type “None” Complications: Type “None”
   Click “Submit Procedure”

Can Be Used to Submit Single or Multiple Procedures
Submit New Patient Log
1. Add student name
2. Supervised by: (Attending or designated person)
3. Encounter Type: Choose Graduation Requirement
4. Location: Choose your year from drop down menu
5. Diagnosis Classification: Choose Clinical Skill
6. Choose “New Patient”.
7. Patient Name: Type in “Model”
8. MRN#: Make up number if needed
9. DOB: Make up one     Gender: Choose one
10. Date of First Log: Choose date of procedure
11. Date of Last Log: will populate with today’s date
12. Diagnosis: Use same steps from above #7
13. Procedure: Choose from drop down menu
14. Supervised by: Choose from drop down or under certain circumstances, choose an educator (designated person) from the College of Medicine (Diane Corsaro, Carol Packard, Linda Moore)
15. Click the “Add Procedure” button (you will see the procedure populate to the right)
   You can add additional procedures and supervisors at this point by repeating steps 13-15.
16. Click “Discharge Patient”.

Creating a Procedure Report
“View Procedures Details” will give you a report on an individual procedure.
“View Procedure Summary” will give you a complete report of all procedures.