ONLINE PATIENT LOGS

We are using an online evaluation and patient log management system. The system can be accessed securely through the Internet at www.MyEvaluations.com.

Steps for Logging onto MyEvaluations.com and Accessing Patient Logs

Process for submitting and managing patient encounters.

1) Web address: www.MyEvaluations.com
2) Login: type in your username and password. If you do not know your username or password, go to www.MyEvaluations.com and select the option “Forgotten Your Username and Password”. You will be prompted for you registered email address, and your information will be promptly emailed to you.
   Select the login button in order to securely log into MyEvaluations.com.
3) Select the menu option Procedures
4) Select Submit New Patient Log: Click on the question mark 📌 for detailed information. Complete all sections to proceed:
   Section 1: General Case Information (Required)
   NOTE: For Shared Users within Linked Departments: An additional field, asking to specify Department Name, will supersede the above fields. Selecting the Department for which the Patient Log is being completed will generate Department-customized sets of Supervised By, Encounter Types, Locations, and Dx Classifications within these fields.
   Section 2: HIPAA Compliant Patient Data Log (Required)
   All patient data are collected with strict HIPAA compliance. Only the individuals directly involved in patient care will have access to this information.
   Section 3: Required: Diagnosis (Required)
   Diagnosis: At least one diagnosis is required. Click on “Diagnosis/ICD9 Lookup” in order to start the "Diagnosis Search Page" and to look-up the patient's diagnosis. Look-up any of three choices:
   - **Keyword Search**: Use Keyword Search to search all available diagnosis. Search for any part of the diagnosis, for example if you are searching for "heart failure" you can type "heart", "failure" or "heart failure" to find all possible diagnosis. Type the word you are looking for and click "Begin Search" to continue.
   - **Diagnosis Category Search**: (Select One)
     Use Diagnosis Category Search to search by diagnostic category. If you do not know the patient's specific diagnosis, then you can search broad categories. Select the category you are looking for and click "Begin Search" to continue.
   - **ICD-9 Universal Search Code**: Use ICD-9 Universal Search Code to search by diagnostic code. If you know the general code, then search for all possible diagnosis. For example, search for 250 in order to see all possible diagnosis related to diabetes. Type the code you are looking for and click "Begin Search" to continue.
   Section 4: Procedure Submission (Optional)
   The Procedure Submission section is optional. This allows the submission and tracking of multiple procedures for a single patient. Once all required and optional fields have been completed, select the Submit Patient Log button. An automatic reminder email will be sent to each procedure supervisor.
5) To review, modify or re-admit patients, go to the menu Procedures > **Modify/Track Patient Log**. Click on the question mark 📌 for this menu item for more detailed information.

If you have any questions, please call your department administrator.