



American University of the Caribbean
School of Medicine

E*Value Clinical Student Guide

Version 3.0

June 2017

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I. E*VALUE™

1.1 INTRODUCTION

E*Value is the leading web and smart phone based healthcare education management solution to help manage one's medical education program. It will help to enhance the patient log process, automate the evaluation process and reporting; improving academic oversight and coordination to ensure program quality and consistency.

1.2 LOGGING IN

E*Value is accessible at www.e-value.net using your **computer** or **mobile device**.

A. **Login** to E*Value per the steps below:

1. In the address bar of your internet browser type <https://www.e-value.net/>
2. The E*Value Healthcare Solutions page will appear
3. Enter your **Username** (see Fig. 1-1)
 - Test Student Login: auctestaccount
4. Enter your **Password** (see Fig. 1-1)
 - Test Student Password: Auctpw
5. Click **Login** (see Fig. 1-1)

NOTE: Your unique login name and password will be delivered to your AUC email account.

Fig. 1-1

E*VALUE™
a medhub product

Username

Password

Institutional Code
Not required unless provided by Program

Login

< VISIT THE MEDHUB SITE

FORGOT YOUR PASSWORD?

2.1 CASE LOGS

2.1.1 LAUNCHING CASE LOGS

- A. Perform the following steps to launch the PxDx Case Logger:
1. Click the **Case Logs** tab located on the top menu (see Fig. 2-1)
 2. Click the “**Log New Case**” link to open your Case Logs (see Fig. 2-2)

Fig. 2-1



Fig. 2-2



Case Log Management

Manage Case Logs

[Log New Case](#)

[Review & Manage Submitted Case Logs](#)

2.1.2 RECORDING A PATIENT ENCOUNTER (CASE LOG)

Under the main section you will record the date of the interaction, patient demographics, supervisor information. The notes section is optional and may be used to record additional comments.

- A. Follow the steps below to populate the **Main** section of the Case Log: (see Fig. 2-3)
1. Type in the **Interaction Date** or click on the calendar icon next to the Interaction Date to apply the appropriate date. Please note that cases may only be logged up to 30 days after the encounter.
 2. Select **Core Rotation**
 3. Select **Site**
 4. Select the **Age** of the patient
 5. Select the **Gender** of the patient
 6. Select the **Ethnicity** of the patient
 7. Select the **Clinical Setting** of the encounter
 8. The **Notes** field is optional and may be used to record additional information or comments related to the patient encounter
 9. Continue to scroll down to the diagnoses section

Fig. 2-3

The screenshot displays the E*VALUE interface for Case Log Management. At the top, the E*VALUE logo is shown as a medhub product, alongside the American University of the Caribbean AUC Clinical Sciences logo with Program ID:7208. A navigation bar contains buttons for Home, Evaluations, Case Logs (highlighted in green), and Reports. Below this is a blue header for Case Log Management. The main form area is titled 'Main' and contains several required fields marked with an asterisk: Interaction Date (with a calendar icon and the value 5/30/2017), Rotation, Elective Sub-specialty (with a funnel icon), Site, Patient Age, Gender, and Clinical Setting. Each field is a dropdown menu.

- B. Follow the steps below to populate the **Diagnosis** section of the Case Log: (see Fig. 2-4)
1. Select a **Diagnosis Group**; associated diagnoses for that group will populate below
 2. Select the **Diagnosis** from the populated list OR auto-filter by typing in the first few letters of the diagnosis. Please note that 'OTHER' should only be used as a diagnosis if no appropriate option is available.
 3. Select your **Role in the diagnosis** by clicking on the drop-down arrow
 4. The **Notes** field is optional and may be used to record additional information or comments related to the patient diagnosis. If 'OTHER' is selected, information about the diagnosis must be listed in the **Notes** field.
 5. Click **Add Diagnosis**

Fig. 2-4

Case Log Management

Diag

Group:

All Groups

Diag: *

Filter:

Abdominal pain
Abnormal mammogram
Abnormal pap smear
Abnormal vaginal bleeding
Accident prevention
Acute abdomen
Acute coronary syndrome (ACS)
Acute lymphoblastic leukemia
Acute renal failure

Role: *

Notes:

Add Diagnosis


- C. Follow the steps below to populate the **Procedures** section of the PxDx record: (see Fig. 2-5)
 1. Select a **Procedure Group**; associated procedures for that group will populate below
 2. Select the **Procedure** from the populated list OR auto-filter by typing in the first few letters of the procedure
 3. Select your **Role in the procedure** by clicking on the drop-down arrow
 4. The **Notes** field is optional and may be used to record additional information or comments related to the patient procedures
 5. Click **Add Procedure**
 6. Click **Save Record**

Fig. 2-5

Home Evaluations **Case Logs** Reports

Case Log Management

Procedures

Group:
All Groups 

Procedure: * **Filter:**

Abdominal examination for fetal presentation and lie
Arterial blood draw for ABG
Assist other operative procedures
Auscultation of fetal heart tones
Breast examination/instruction in self-breast examination
Central line insertion
Closure of operative wounds
Dressing changes/removal of staples and sutures
Evaluate fetal heart tracing

Role: *

Notes:

Add Procedure

2.1.3 SAVING/LOADING A CUSTOMIZED CASE LOG TEMPLATE

Case Logs has a feature, which enables you to save a customized patient log template. The template feature is less time consuming and simplifies the logging process. Once set up and saved, the template will save you time when you have numerous encounters to log at the same site.

- A. Follow the steps below to set up, save and upload a saved Case Log template: (see Fig. 2-6)
1. First click on the **“Add New”** link under the **User Menu** to refresh the PxDx Case Logger
 2. Populate the desired fields under the **Main** section (i.e. Date of Interaction, Site)

3. Click **Save as Template** at the bottom of the screen, and a pop up window will appear prompting you to enter a name for your template
4. Type in the desired name and click **Save**
5. When you return to add a new patient encounter, select the desired template from the **Template** drop down menu at the bottom of the screen, and you're desired settings will populate accordingly

Tip: To delete a saved Case Log template, select the template you wish to delete from the drop down **Template** menu and click **Delete Template**.

Fig. 2-6



2.1.4 REVIEWING/EDITING/DELETING CASE LOGS

- A. To review, edit or delete patient logs from the Review/Edit tab perform the following steps:
 1. Click the **Case Logs** tab located on the top menu (see Fig. 2-7)
 2. Click the **“Review & Manage Submitted Case Logs”** link to open the Diagnosis and Procedure Tracking Summary. (see Fig. 2-7)
 3. Customize the view by selecting the desired options as needed (see Figs. 2-7 and 2-8)
 4. Click **“Next”** to return the results.

Fig. 2-7



Case Log Management

Manage Case Logs














[Log New Case](#)

[Review & Manage Submitted](#)

[Case Logs](#)

Fig. 2-8

Review & Manage Submitted Case Logs

Filter Template:	{Select a Template} 
Start Date:	04/30/2017  End Date: 05/30/2017 
Site Filter:	<input type="text"/> {Active Sites}  Filter 
Site:	{All Sites} 
Rotation Group:	{All Rotation Groups} 
Rotation Filter:	<input type="text"/> {Active Rotations}  Filter 
Rotation:	{All Rotations} 
Procedure Group:	{Select a Procedure Group} 
Procedures:	<div style="border: 1px solid #ccc; padding: 5px;"> {All Procedures} Abdominal examination for fetal presentation and lie Arterial blood draw for ABG Assist other operative procedures </div>
Trainee's Role:	{All Roles} 
Diagnosis Group:	{All Diagnoses} 
Diagnoses:	<div style="border: 1px solid #ccc; padding: 5px;"> {All Diagnoses} Abdominal pain </div>

2.1.5 Installing Cute PDF Writer

Students will be required to save patient logs (Diagnosis Log Report) and submit it to the Office of the Registrar within 30 days of completing a clerkship. Before generating a report from E*Value, if you do not have a PDF converter install on your PC, you can download CutePDF. CutePDF is a free version of commercial PDF converter software. CutePDF installs itself as a “printer subsystem”. This enables virtually any application (on a device that can print) to convert to a professional quality PDF document with just the push of a button.

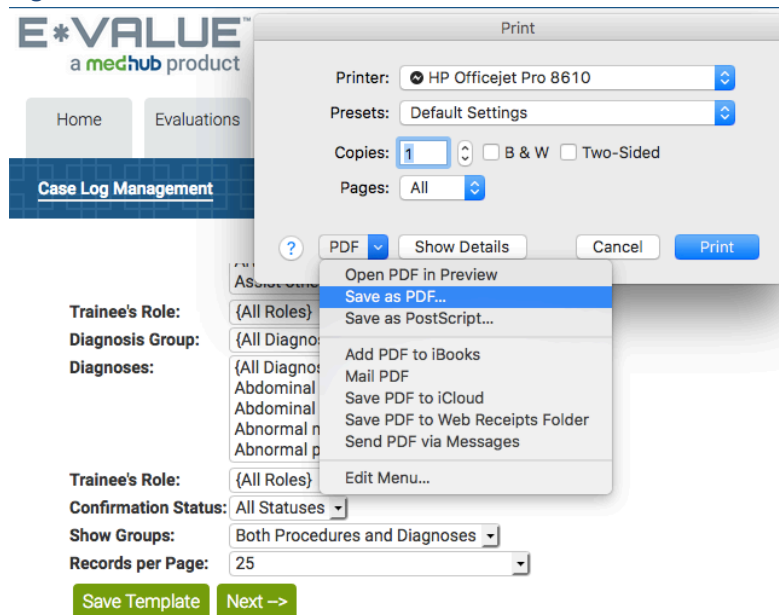
Note: Macs have capability to save as PDF without installing any software (see Fig. 2-9).

Please follow these instructions to install CutePDF

1. Go to <http://cutepdf.com/Products/CutePDF/writer.asp> and click on **Free Download**
2. Click **Run** or **Save** to download the CuteWriter.exe file (Select Allow for any warnings that may pop up due to your browser’s security settings).

3. Select the location to save the CuteWriter.exe file.
4. Once the download is complete, click **Run**.
5. If any Windows security warnings pop up simply click **Run**.
6. The CutePDF Writer installation will begin. Click **Next** to continue the install.
7. Select “**I accept the agreement**” on the License Agreement screen and click **Next**.
8. Once CutePDF Writer reaches the Ready to Install window, click **Install**.
9. An installation progress bar will appear. Once the bar reaches 100%, a CutePDF Writer setup window will open. This window will allow CutePDF Writer to download a small program that is vital for CutePDF Writer to function properly. Click **YES**.
10. The CutePDF Writer setup program will download and install the required files.
11. The installation is now complete and the CutePDF Writer has been installed as a printer on your PC.
12. This is now ready to save any document and print as PDF.

Fig. 2-9



2.1.6 GENERATING A DIAGNOSIS LOG REPORT

The **Diagnosis Log** report allows you to report all encounters logged in E*Value by a student. This report should be submitted within 30 days of completing a clerkship. The saved PDF should then be emailed to the Office of the Registrar at AUCregistrar@aucmed.edu.

- A. Create a **Diagnosis Log** report from logged patient encounters by performing the following steps:
 1. Select the **Reports** tab
 2. Select **Reports** sub tab
 3. Select **Diagnosis Logs by Trainee** under **Case Log Reports** (see Fig. 2-10)
 4. Customize the **Diagnosis Logs by Trainee** report by selecting the desired options as needed (see Fig. 2-11). Corresponding start and end dates for the clerkship should be selected.
 5. Click “**Next**” to run the report.
 6. Click the **Printer icon** to save the report as PDF (see Fig. 2-12 for a sample of the report).

7. Select Cute PDF Writer (or other PDF Writer if you have any already installed) and save the file. Note: to generate a report you must be logged into E*Value using a PC or Mac. You cannot generate a report using a hand-held device.

Fig. 2-10

E*VALUE™
a medhub product

Home Evaluations Case Logs **Reports**

Reports | Recently Viewed Reports

Reports

Search

All

Case Log Reports

- [Diagnosis Count](#)
- [Diagnosis Crosstab](#)
- [Diagnosis Download](#)
- [Diagnosis Logs by Trainee](#)

Evaluation Trainee Reports

- [Aggregate Comments about Trainees](#)
- [Aggregate Trainee Performance](#)
- [Completed Evaluations about](#)

Reports | Recently Viewed Reports

Diagnosis Logs by Trainee

Filter Template:

Start Date: **End Date:**

Site Group:

Site Filter:

Site:

Rotation Filter:

Rotation:

Subject Current Rank:

Then Rank:

Form Refresh:

Trainees:

Diagnosis Group:

Diaanoses:

Fig. 2-11

Fig. 2-12

E*VALUE™
a medhub product

Home Evaluations Case Logs **Reports**

Reports | Recently Viewed Reports

American University of the Caribbean
AUC Clinical Sciences

Diagnosis Log Report

Subject: AUC StudentTestAccount
Time Period: 02/01/2015 to 05/30/2017
Report Date: 05/30/2017

Trainee's Role: All Roles
Age Group: All Ages
Ethnicity Group: All Ethnicities
Gender Group: All Genders
Status: All Entered Diagnoses

Name	Rank	Trainee Role	Record ID	Diagnosis Name	Rotation	Supervisor
AUC	Clinical	Actual				or Re

III. Evaluations

Click the Evaluations tab to complete evaluations assigned to you (for Core Clerkships), generate Ad Hoc (for Family Medicine and Electives) evaluations, print forms and view performance and compliance reports.

3.1 To Complete Evaluations – FOR CORE CLERKSHIPS

1. Click Evaluations >Complete Pending Evaluations (Fig. 3.1)
2. Click Edit Evaluation (Fig. 3.2)
3. Turn on auto scrolling to automatically jump to the next question after entering an answer
4. If question is labeled Mandatory then it must be answered before you can submit the evaluation
5. You may save a partially complete evaluation for later. The saved evaluation will remain in the queue until you click Submit.
6. Click the Submit button once you have completed the evaluation

Fig. 3.1



Evaluation Management

Manage Evaluations

[Complete Pending Evaluations](#)

[Initiate Ad hoc Evaluations](#)

Fig. 3.2

Home

Evaluations

Case Logs

Reports

Evaluation Management

Complete Pending Evaluations

Rotation: ELECTIVE_Other		Site:	
Period: May Semester [6wk, 5-25-2015 Start]		Time Fram	
Edit/Status	Suspend	Evaluation Type(s)	Subject
Edit Evaluation	Suspend	Mid-Clerkship Self-Assessment Form - Elective	AUC StudentTestAccount

DO NOT SUSPEND – this should only be selected if an evaluation is incorrectly assigned to you. This will notify an administrator that you have suspended an evaluation.

3.2 To Complete 'On-the-Fly' Evaluations – FOR FAMILY MEDICINE ELECTIVES AND OTHER ELECTIVES

The Mid Clerkship Self-Assessment Form – Elective and Clinical Clerkship Evaluation Form – Elective are to be completed and submitted at the end of each rotation.

1. Click Evaluations > Click Initiate Ad Hoc Evaluations (Fig. 3.1)
2. **Select an evaluation type:** Select respective evaluation (Fig. 3.3)
3. **Who would you like to evaluate?:** For Mid-Clerkship Self-Assessment, select your name; For Clinical Clerkship Evaluation Form, leave as Not Applicable
4. **Rotation:** Select ELECTIVE_Family Medicine OR ELECTIVE_Other
5. **Site:** Select ELECTIVE_Family Medicine Site OR ELECTIVE_Other_Site
6. **Time Frame:** Select the rotation start and end dates
7. Click **Next** to complete and submit the evaluation. You will receive a notice that the evaluation was completed successfully.

Fig. 3.3

Home

Evaluations

Case Logs

Reports

Evaluation Management

Initiate Ad hoc Evaluations

Select an evaluation type:	<input type="text" value="{Select an Evaluation Type}"/>
Who would you like to evaluate?	<input type="text" value="{Select a Subject}"/>
Rotation:	<input type="text" value="{Select Rotation}"/>
Site:	<input type="text" value="{Select a Site}"/>
Time Frame:	<input type="text" value="{Select a Time Frame}"/>

Next ->