2025

Logger Module FAQ's

MMCGME

Metro MN Council on Graduate Medical Education

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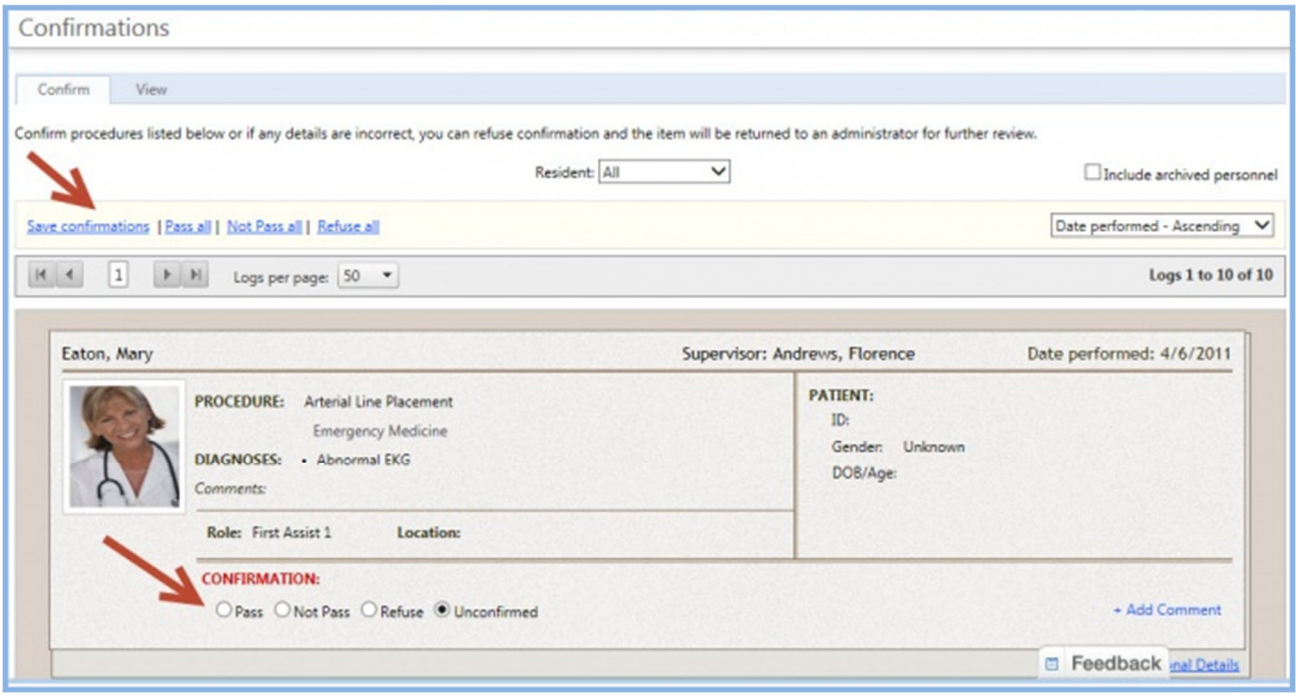
This module tracks information about procedures performed by learners in your program. Procedure Logger, Log Books and Continuity Clinic are all included in this module.

FAQ: WHAT IS THE DIFFERENCE BETWEEN PASS, NOT PASS AND REFUSING A PROCEDURE?

When confirming a procedure, a faculty member has the following choices:

- Pass = the supervisor observed the procedure and approved the resident's performance
- Not Pass = supervisor observed the procedure but will not approve the resident's performance
- Refuse = usually used when the supervisor's name is selected in error



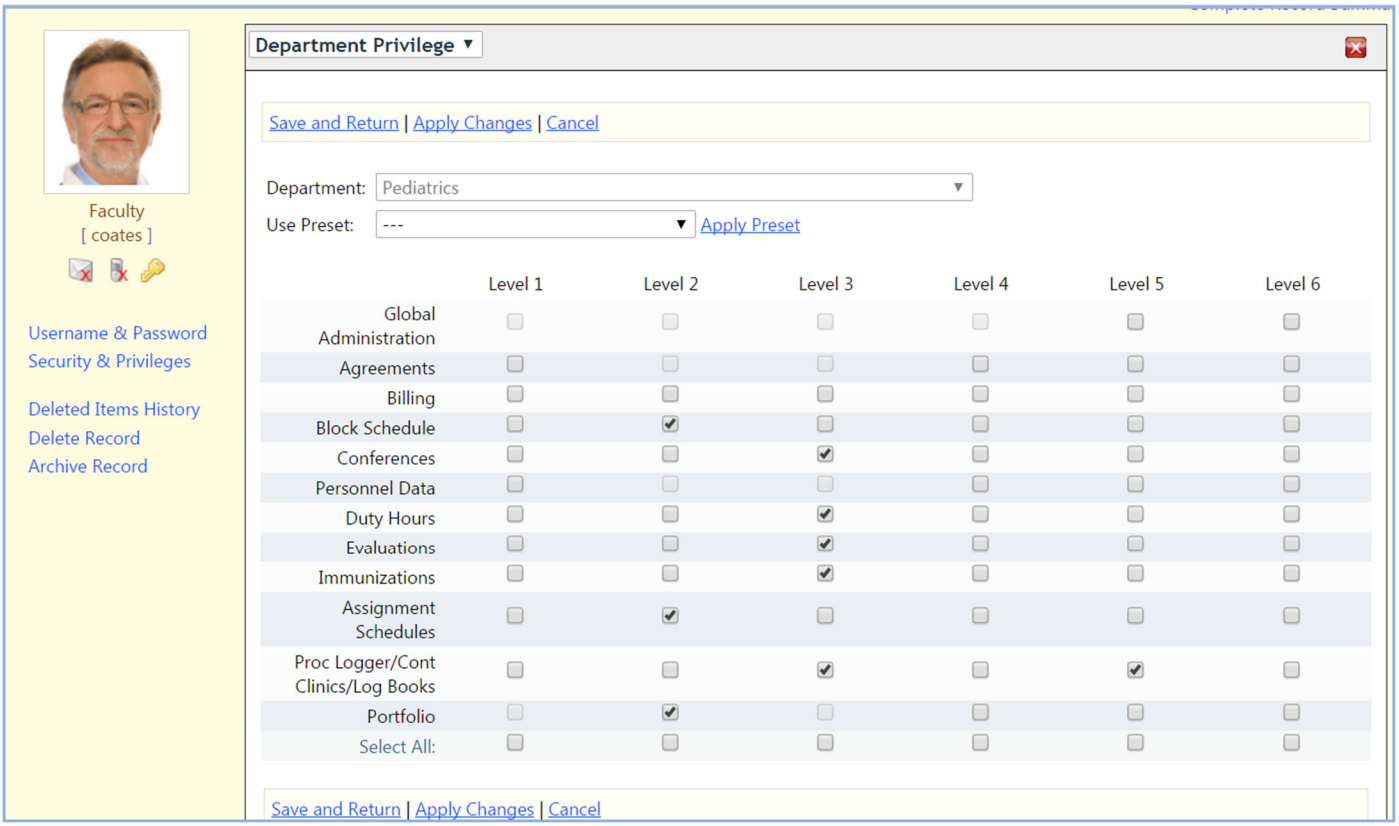
FAQ: WHAT IF MY RESIDENTS PERFORMED PROCEDURES BEFORE WE USED NI?

Procedures already performed can be added to the system as 'offsets'.

FAQ: MY PD HAS LEVEL 5 PRIVILEGES IN PROCEDURE LOGGER. WHY ISN'T HIS NAME IN THE SUPERVISOR DROPDOWN LIST?

Your Program Director must have level 3 privileges in Procedure Logger, in addition to the level 5 privileges, for his name to appear in the supervisor list.

1. Go to *Personnel* > *Personnel Records*
2. Select your Program Director's record
3. Click **Security and Privileges**
4. Click **Edit**
5. Check the box for Level 3 for Procedure Logger
6. Click **Save and Return**



The different privilege levels in Procedure Logger do different things. They can be used in combination. The higher privilege level **does not** cancel out a lower level of privileges.

- Level 1 - View the Who's Privileged Report from the Home Page
- Level 2 - Log Procedures, view own procedure logs
- Level 3 - Appear in supervisor dropdown list for all procedures in the department
- Level 4 - View procedure logs for everyone in the department
- Level 5 - Configure the module, view procedure logs for everyone in the department
- Level 6 - Manage Procedure Logger in all programs. Allow L5 administrators to modify or prevent modifying privileging options

FAQ: A FACULTY MEMBER IS NOT APPEARING ON THE SUPERVISOR LIST. HOW CAN I GET HER NAME TO SHOW UP?

There are several reasons a person's name may not be appearing on the Supervisor list:

1. The person needs to have a Level 3 privilege in Procedure Logger in their Personnel file. (Go to **Personnel** > **Personnel Records**. Click **Security & Privileges** on the person's record and adjust the privilege levels.) If it is your PD who you cannot find, they may have level 5 in Procedure Logger, so you will need to add level 3, as this is one time when having two different levels is necessary.
2. The person needs to have a Work Role of Faculty. (Go to **Personnel** > **Personnel Records**. Click **Basic Information** on the person's record and edit the work role.)
3. If the person is from an outside department, be sure to include that department in your configuration. (Go to **Logger** > Under Setup: **Procedure Logger** > **General** tab. Click **Enabled** for 'Use supervisors from other departments' and add the outside department.)

FAQ: MY PROCEDURES ARE NOT APPEARING ON THE PORTFOLIO REVIEWS OR PROCEDURE LOGGER REPORTS. I'M USING THE AUTOMATIC PRIVILEGING SYSTEM, BUT IT'S NOT WORKING. WHAT AM I DOING WRONG?

To use the automatic privileging system, be sure to have the following options configured in your setup:

1. The 'Role in Procedure' field is marked as 'Required'
2. The 'Supervisor' field is marked as 'Required'
3. For each procedure, the 'Oversight' box must have a target number.

FAQ: DO I HAVE TO HAVE A DIAGNOSIS LIST?

Yes, the diagnosis list is needed in order to accurately report on the data. The report, Visit Totals, require that the entries have a diagnosis listed.

FAQ: CAN I MAKE CHANGES TO A PROCEDURE LOG THAT HAS ALREADY BEEN CONFIRMED BY THE SUPERVISOR?

Once a log has been confirmed by a supervisor, no changes can be made to that log. The solution is to delete the log and then either have the resident re-enter it or an administrator would need to re-enter it on their behalf. The supervisor would then need to confirm the new log that reflects the changes.

FAQ: CAN I MAKE CHANGES TO A PROCEDURE LOG THAT HAS ALREADY BEEN CONFIRMED BY THE SUPERVISOR?

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FAQ: CAN I GET REPORTS ON THE DATA COLLECTED IN THE LOG BOOKS?

You can see a count of how many entries a person has logged or view the details of each entry. The reports do not tabulate the data in the entries.

FAQ: CAN I SET REQUIREMENTS FOR THE NUMBER OF PATIENTS?

Currently there is not feature available to set the number of patients that residents are required to see.

FAQ - HOW CAN I ENABLE SENIOR RESIDENTS TO CONFIRM PROCEDURES FOR OTHER RESIDENTS?

There are several different ways that this can be accomplished depending on your precise need.

If you want residents who are already privileged for a procedure to be able to confirm that same procedure for others:

1. Go to Logger>Procedure Logger
2. Under Supervisor Options, Click **Enabled** to the right of the option labeled **Allow residents to supervise procedure they are privileged to perform**
3. Click **Save Configuration**

If you only want specific senior residents to be able to confirm any procedures for other residents:

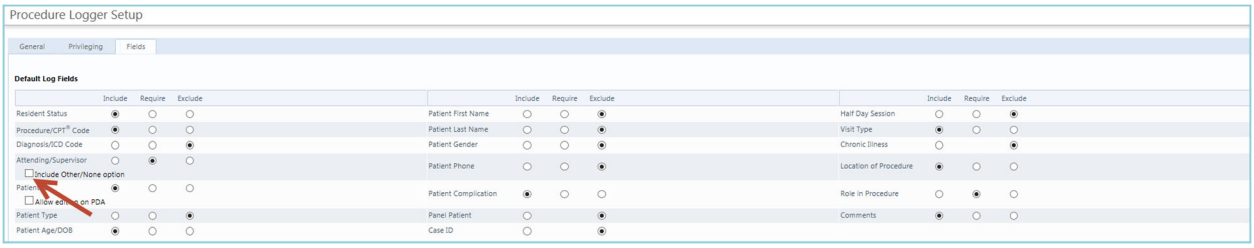
1. Go to Personnel>Personnel Records
2. Select the name of the resident
3. Click the link located under the photo holder labeled **Security and Privileges**
4. Click **Edit**
5. Place a check in the Level 3 column in the row labeled **Proc Logger/Continuity Clinics/Log Books** (note: do not uncheck level 2 or the resident will lose the ability to log and view their own procedures)
6. Click **Save and Return**

If you only want specific senior residents to be able to confirm specific procedures for other residents:

1. Go to Logger>Setup Supervisors
2. Select the name of the resident
3. Place a check in the column labeled **Assigned** for those procedures you wish them to be able to confirm
4. Click **Save Selections**

FAQ: HOW DO I GET THE OPTION OF 'OTHER/NONE' TO APPEAR IN THE SUPERVISOR DROPDOWN LIST WHEN RESIDENTS LOG PROCEDURES?

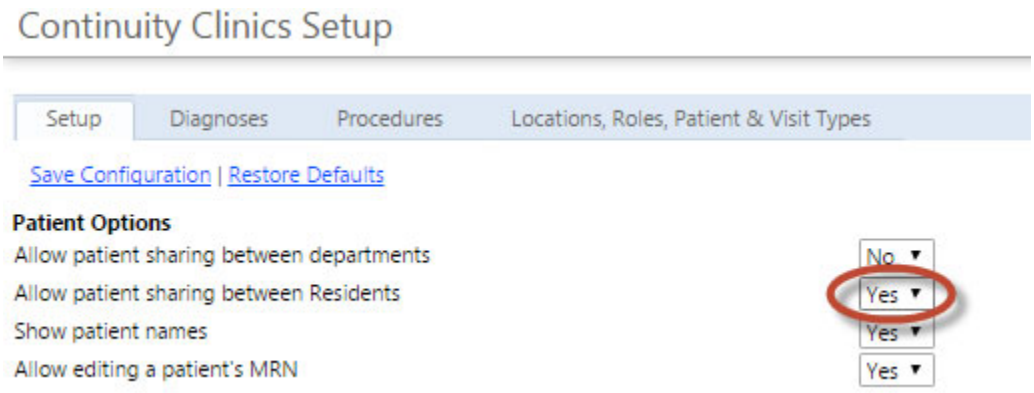
1. Go to *Logger* > *Setup* > *Configuration*
2. Click the **Fields** tab
3. In the Default Log Fields section, under 'Attending/Supervisor,' check the box for **Include Other/None option**
4. Click **Save Configuration**



FAQ - MY RESIDENT IS TRYING TO LOG A VISIT AND I GET A MESSAGE SAYING THE MRN ALREADY EXISTS. THE MRN NUMBER IS CORRECT, SO HOW CAN I RESOLVE THIS?

It is likely that the patient has already had visits entered by a different resident but you have the option configured **not** to share patients between residents. Here is how you can turn on sharing:

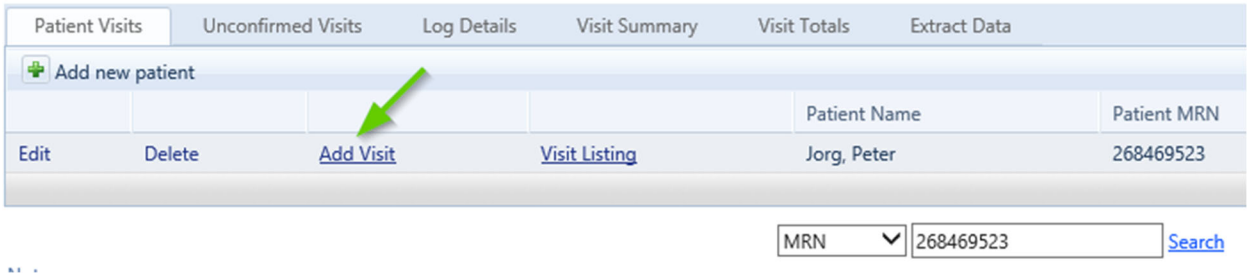
1. Go to *Logger>Continuity Clinics>Setup*
2. Change the answer to "**Yes**" for the question "Allow patient sharing between Residents"
3. Click **Save Configuration**



There is a way to resolve the situation if the setting is correct (there may be an archived resident who "owns" the patient).

To continue to enter the Patient Visit, follow these steps:

1. *Logger* > *Continuity Clinics* > *Patient Visits*
2. Scroll to the bottom of the page
3. Choose **MRN** from the dropdown
4. Enter the **MRN** in the box, **Search**
5. When the search result comes up, click **Add Visit** to add a visit to this Patient



If the MRN still is not available, check the personnel record for the archived resident who "owns" the patient. The archived resident must still have Level 2 privileges in Procedure Logger/Continuity Clinics in order for the MRN to be available for other residents.

FAQ: WHY DO MY RESIDENTS SEE 0 LOGGED ON THE LOGGING PAGE?

When the resident logs a procedure and they select the procedure name, it says they have 0 logged below the procedure name field. The reason this is happening is that there are no Roles created or are excluding them from the form. There must be a Role recorded for each logged procedure to make the procedure numbers on the logging form display correctly.

FAQ - HOW CAN I GENERATE A REPORT FOR A RESIDENT WHO IS ARCHIVED?

In Procedure Logger, the Trainee Summary report is generated for those people who are currently in your program or were in your program previously. The academic year filter does not look at the status of the trainee, only that they had an active training record during the selected academic year.

Here are the steps to generate this report for those whose records are archived or have moved to a different program:

1. Go to **Logger** > **Resident Reports**
2. Click **Trainee Summary**
3. In the Current Trainee box, select the academic year that the trainee was in your program
4. Click **Go**
5. Click on the name of the trainee