

Logger Module Training Outline

Section	Page	Recommended Webinar
Intro to Procedure Logger <ul style="list-style-type: none"> • Privileging • Levels of Supervision • Finding Personnel with the Right Procedure Privileges • Who Can Do What in Procedure Logger • Glossary 	Pages 4-5	Help>tutorial videos>[10.1] Procedure Logger-Overview
Creating a Diagnosis List <ul style="list-style-type: none"> • Create a Diagnosis Group • Create a Diagnosis 	Page 6	Help>tutorial videos>[10.2] Procedure Logger-Lists
Adding Procedures & Setting Procedure Targets <ul style="list-style-type: none"> • Create Procedure Groups • Create Procedure • Copy a procedure list to another department 	Pages 7-8	Help>tutorial videos>[10.2] Procedure Logger-Lists
Creating Custom or Confirmation Logger Fields <ul style="list-style-type: none"> • Creating Custom Fields • Use custom fields as confirmation fields 	Page 10	
Creating & Editing Logger Locations	Page 11	Help>tutorial videos>[10.2] Procedure Logger-Lists
Creating & Editing Logger Roles <ul style="list-style-type: none"> • Create • Edit • Delete 	Pages 11-12	Help>tutorial videos>[10.2] Procedure Logger-Lists
Creating & Archiving Logger Patient Types <ul style="list-style-type: none"> • Create a Patient Type • Archive a Patient Type 	Page 13	Help>tutorial videos>[10.2] Procedure Logger-Lists
Creating & Archiving Logger Visit Types <ul style="list-style-type: none"> • Creating a Visit Type • Archive a Visit Type 	Pages 14-15	Help>tutorial videos>[10.2] Procedure Logger-Lists
Configuring Procedure Logger <ul style="list-style-type: none"> • General Tab • Supervisor Options • Privileging Tab • Fields Tab 	Pages 15-18	Help>tutorial videos> [10.3] Procedure Logger-Configure Module
Checking Privileges in Privilege Reports <ul style="list-style-type: none"> • Search by name • Search by procedures • Search by CPT code • Search by Department 	Pages 18-19	

Procedure Logger Reports <ul style="list-style-type: none"> • Trainee Summary • Advisee Report • Supervisor Reports • Extract Data • Other Resident Reports 	Pages 20-26	Help>tutorial videos>[10.5] Procedure Logger-Report
Importing Logs from ACGME Resident Case Log System	Page 27	Help>tutorial videos>[10.6] Procedure Logger-Import Logs from the ACGME
Enabling Procedure Logger Auto Login Links	Page 28	
Manually Adding Procedure Privileges <ul style="list-style-type: none"> • Adding a Privilege • Adding Privileges to Multiple Learners • Remove a set of Privileges 	Pages 28-30	Help>tutorial videos>[10.4] Procedure Logger-Privileges, Supervisors & Offsets
Adding Procedure Offsets <ul style="list-style-type: none"> • Current Residents • Past Residents 	Pages 30-31	
Making Someone a Supervisor <ul style="list-style-type: none"> • For any procedure • For specific procedures 	Pages 31-32	
Granting staff access to Learners Procedure Privileges <ul style="list-style-type: none"> • Individual Records • Generic Records 	Pages 33-34	
Direct Observations <ul style="list-style-type: none"> • How to turn it on • Report • ACGME DOCC 	Pages 35-37	
Importing ACGME DOCC Data <ul style="list-style-type: none"> • Report of DOCC Data 	Page 38	
Intro to Log Books <ul style="list-style-type: none"> • Access 	Page 38	
Creating Log Books	Page 39	
Managing Log Books <ul style="list-style-type: none"> • Add an entry • View Log Book Entries • Delete an Entry • Archive a Log Book 	Pages 40-42	
Adding Log Book Custom Fields <ul style="list-style-type: none"> • Create a custom field • Multi-select items • Adding Custom fields to log book forms 	Page 42	
Reporting on Log Books <ul style="list-style-type: none"> • Generate a Report 	Page 43	