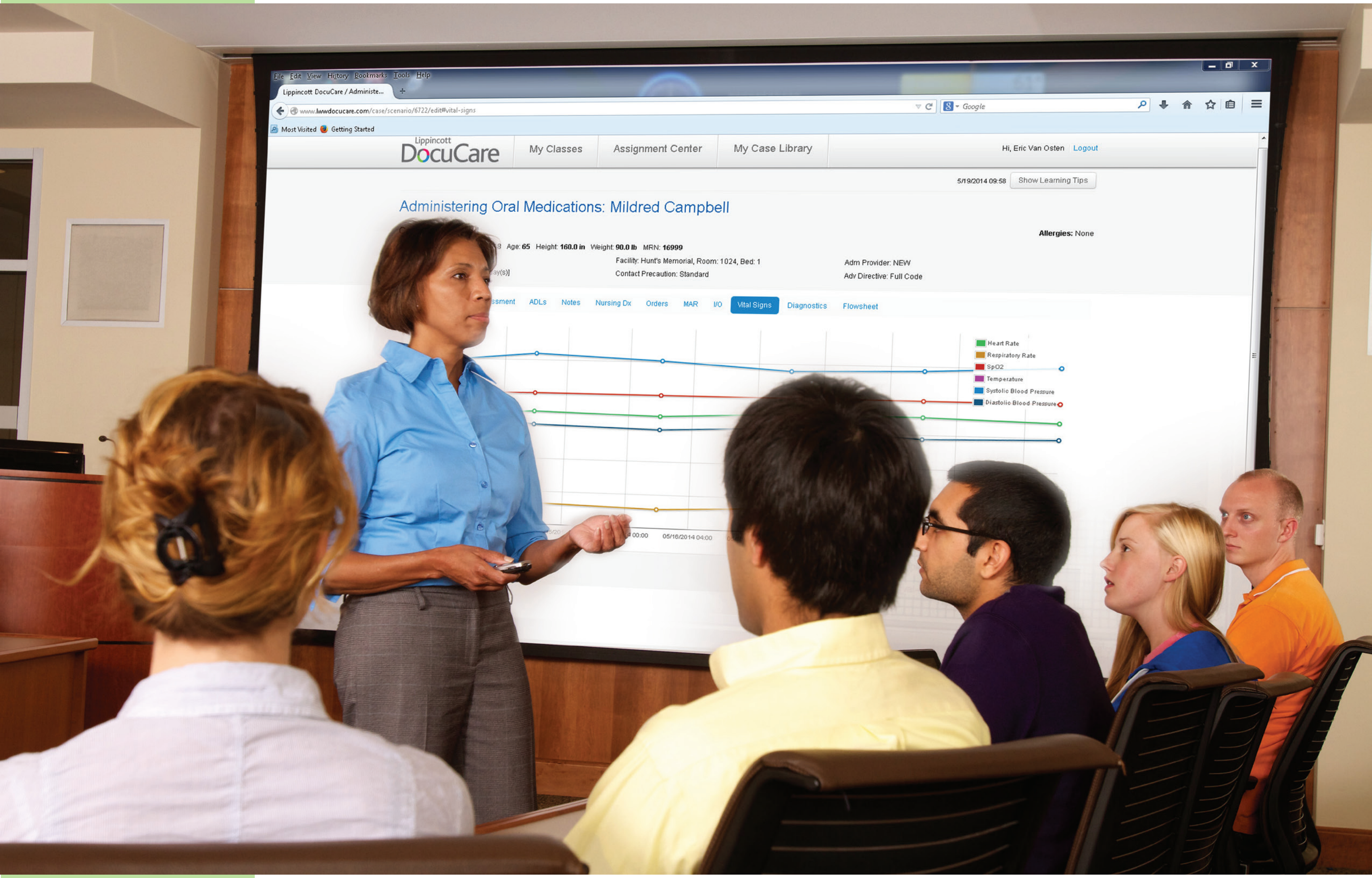
Lippincott

DocuCare

Student User's Guide

Fall Semester 2019



Wolters Kluwer

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Cover photo courtesy of the University of Tennessee, Knoxville, Center for Executive Education in the College of Business Administration.

Wolters Kluwer

Acknowledgments

Matt Bell, MSN, CRNA
Adjunct Faculty, College of Nursing
University of Tennessee, Knoxville

Xueping Li, Ph.D.
Director, iLab (The Ideation Laboratory)
Co-Director, HITS (Health Information Technology & Simulation) Lab
Associate Professor
Department of Industrial and Systems Engineering
University of Tennessee, Knoxville

Chayawat "Yo" Indranoi
The University of Tennessee Medical Center

Tami H Wyatt, PhD, RN, CNE, ANEF
RWJF Executive Nurse Fellow
Associate Professor | MSN Chair
Director, Graduate Studies
Chair, Educational Tech & Simulation
Co-Director, HITS Lab
University of TN-Knoxville | Nursing

Introduction

Thank you for adopting Lippincott DocuCare, a comprehensive EHR solution built by educators specifically for the academic setting. We thank you for inviting us into your classroom, simulation lab or clinical practice and we welcome your feedback.

About Lippincott DocuCare

Lippincott DocuCare teaches students to think critically about documentation. This innovative digital solution integrates over 200 patient scenarios with web-based academic EHR simulation software, allowing students to learn how to use an EHR in a safe, true-to-life setting, while enabling instructors to measure their progress. Lippincott DocuCare's non-linear solution works well in the classroom, simulation lab, and clinical practice.

Lippincott DocuCare is:

- Ready to use: Lippincott DocuCare comes pre-populated with over 200 patient records that include course-related learning activities.
- Easy to navigate: User-friendly navigation allows students to explore the web-based patient charts at their own pace, with tabbed navigation that provides anywhere, anytime access to the entire patient chart.
- A curriculum solution: Rather than just teaching documentation, Lippincott DocuCare teaches nursing content in the context of a patient record for a richer, real-world experience. Patient charts cover the entire nursing curriculum with a variety of diseases, conditions, and demographics.
- Customizable: Create your own patient records to further integrate Lippincott DocuCare into your curriculum. Students can also create privacy-protected records as a follow-up to clinical practice.
- Just-in-time Learning: Students are immersed in an engaging environment where key information is just a click away. Patient records include SmartSense links to evidence-based content used every day by practicing nurses.
- An ideal teaching tool: Lippincott DocuCare lets you interact with students, track their progress, and focus your teaching strategy using evaluation tools, pre-populated cases, and a unified simulation experience.

The process for enrolling in courses and accessing and submitting assignments is shown below.

Registration

- Students purchase access and receive an access code either through their bookstore or electronically.
- Students activate their DocuCare code on thePoint, creating an account if necessary, and are granted access to the system.

Enrollment

- Students self-enroll in a class using the class code that the instructor provided.
- Students enroll in the course using the 8-digit class code via the "Register for a Class" button (available from the DocuCare home page).

Assignments

- Assignments appear (organized by class) on the student's home page and on the class details page.
- Students complete and submit assignments by a deadline.

Evaluations

- Instructor evaluates student submissions.
- Students receive notifications of evaluations.
- Students review instructor feedback and correct/add to the chart, if necessary.

Student Resources

- Access multiple tools to help you get started with and implement Lippincott DocuCare including:
  - User Support
  - Training Resources
  - Printable clinical patient record forms

Technical Resources

Systems Requirements

By integrating clinical scenarios with web-based EHR simulation software, Lippincott DocuCare teaches students to think critically about documentation while enabling instructors to measure their progress. Our non-linear EHR solution works well in the classroom, simulation lab, and clinical practice. With Lippincott DocuCare, an EHR can easily be integrated into a curriculum to prepare students for real-world practice.

To use this online product, you must have access to the Internet and an up-to-date browser.

Browser	Version	Operating System
Internet Explorer	9	Windows 7, Vista SP2
	10	Windows 7 SP1+, Windows 8
	11	Windows 8.1
Mozilla Firefox	24+	Windows XP SP2, Windows Vista, Windows 7, Windows 8, Windows 8.1, OS X 10.6-10.9 (Mac)
Google Chrome	32+	Windows 8, Windows 7, Windows XP SP2+, Windows Vista, OS X 10.6 (Mac)
Apple Safari	6+	OS X v10.7.4+ (Mac)

Optimized for Tablet Devices

- iPad 2
- iPad 3
- iPad 4
- iPad Mini
- Samsung Galaxy Nexus 10
- Amazon Kindle Fire HD 8.9
- Surface Pro
- Surface RT
- iPad Air
- Google Nexus 10

Screen Resolution Display Results

- 1024 x 768 pixels for standard display
- A screen resolution lower than 1024 x 786 pixels will cause the program to dynamically adjust to fit
- Most tablet devices do not allow users to change the screen resolution.

To Figure out Your Screen Resolution for Windows:

- **Method 1:**
  Click Start > Run/Search > type "desk.cpl" in the open text box.
- **Method 2:**
  Click Start > Control Panel > Click on "Adjust screen resolution" located under "Appearance and Personalization"

To Figure out Your Screen Resolution for Mac OS:

- **Method 1:**
  1. Click on the Apple logo in the upper-left corner of your display.
  2. Click "System Preferences" then click "Displays."
  3. Click "Display" if it is not already selected
  4. Select a resolution from the list of available resolutions (User may have to check the Scaled check box).
  5. Mac OS X immediately applies the new setting.
- **Method 2:**
  1. Click the magnifying glass (spotlight search) in the top right of the screen.
  2. Search for keyword "Display."

Cookies

If you filter cookies, you must allow session cookies. JavaScript must also be enabled (in most browsers, cookies and JavaScript are enabled by default).

- Instructions to enable Javascript (which is generally enabled by default with most browsers) can be found at: https://support.google.com/accounts/answer/23852?rd=1
- To learn how to enable cookies on your browser, visit: http://www.wikihow.com/Enable-Cookies-in-Your-Internet-Web-Browser#Steps

You must also have a recent version Adobe Flash on your computer.

- You can check your Flash compatibility via the Adobe Flash system check at: http://helpx.adobe.com/flash-player.html

- Flash downloads are available for both Windows and Mac systems at: http://www.adobe.com/support/flashplayer/downloads.html

To contact Tech Support, please see Technical Support later in this guide.

Domain White List

White Lists are used frequently with e-mail applications to ensure that communications are safely delivered to students and instructors instead of filtered out as spam. Please turn this list over to your IT administrator for implementation to ensure optimal performance of Lippincott DocuCare.

The following domains need unrestricted http communication by network routers, firewalls, proxy servers, and local security software such as Antivirus, Security Suites, Network or Personal Firewalls (Norton, McAfee, Windows Firewall, Windows Defender, etc).

Domain Names to Allow/Trust:

1. .lww.com or specifically:
    - thepoint.lww.com
    - nursingconcepts.lww.com
    - www.lww.com
    - securedownloads.lww.com
    - securedownload.lww.com
    - downloads.lww.com
    - download.lww.com
    - procedures.lww.com
    - advisor.lww.com
2. .wkhpe.com (this is the service domain for WK Health) or specifically at least:
    - sso.wkhpe.com
    - images.thepoint.wkhpe.com
    - lnareference.wkhpe.com
3. simadviser.com (WK SimAdviser Product)
4. .lwwdocucare.com (LWW DocuCare Product)
5. .ipublishcentral.net and . ipublishcentral.com (ebook Platform)
    - wk-trusted-auth.ipublishcentral.com
    - wdn.ipublishcentral.net
6. www.prep-u.com - PrepU

Other Domains that Lippincott DocuCare uses for web analytics or other runtime resources:

1. wolterskluwerhealth.d2.sc.omtrdc.net (Omniture - Web Analytics package)
2. Google - Uses various fonts and libraries
    - fonts.googleapi.com
    - www.google.com/recaptcha/api/i
    - themes.googleusercontent.com
    - ajax.googleapi.com

User's Guide Objectives

This User Guide will help you:

- Get started with Lippincott DocuCare
- Understand the components and features of this product
- Use Lippincott DocuCare to submit your work and review your instructors' feedback

Getting Started

Before registering for thePoint, you must have purchased a 12-digit activation code (that enables you to access DocuCare).

Note: Student access codes can be found on purchased access cards. You may also receive an electronic code from your instructor.

Procedure Follow these steps to register for thePoint.

1. Go to http://thepoint.lww.com/activate.
2. Enter <*your 12-digit access code*> and click "Submit Code."

   Note: Student access codes can be located on purchased access cards or obtained electronically from your instructor.
3. Enter <*your e-mail address*>.
4. Select the appropriate button to indicate if you have a password.

   Do you have a password?

   - No, I am new.
   - I'm not sure. Please check for me.
   - Yes, I have a password.
5. Click on the checkbox if you want the website to remember you the next time you visit.
6. Click "Next."
7. Select I'm A Student to indicate your status.
8. Click "Next."
9. Follow prompts to fill out the required fields.

   Note: The e-mail address and password you choose during registration will be your log-in name and password for Lippincott DocuCare. Passwords are case sensitive, must contain 6-20 alphanumeric characters, and contain no spaces.
10. Click the Opt Out of E-mails checkbox if you do not want to receive promotional and marketing e-mails from Wolters Kluwer.
11. Read the Terms & Conditions and agree to them by clicking on the check box .
12. Click "Continue."

Result: You have successfully redeemed your access code and now have access to Lippincott DocuCare. You will receive an e-mail confirming your registration with thePoint from Customer Service.

13. Click "My Content."

14. Click "Launch DocuCare" to enter Lippincott DocuCare.

Note: The first time you launch Lippincott DocuCare, you will need to complete an initial account set-up. You will have the option to do this only once.

Reference: See Initial Account Set-up below.

Navigating Lippincott DocuCare

Initial Account Set-Up

TIP! Before you set up your account, you must register with thePoint and create an account. (See Getting Started earlier in this guide.)

Procedure Follow these steps to set up your account.

1. Log in to Lippincott DocuCare. You can log into the program in two different ways:

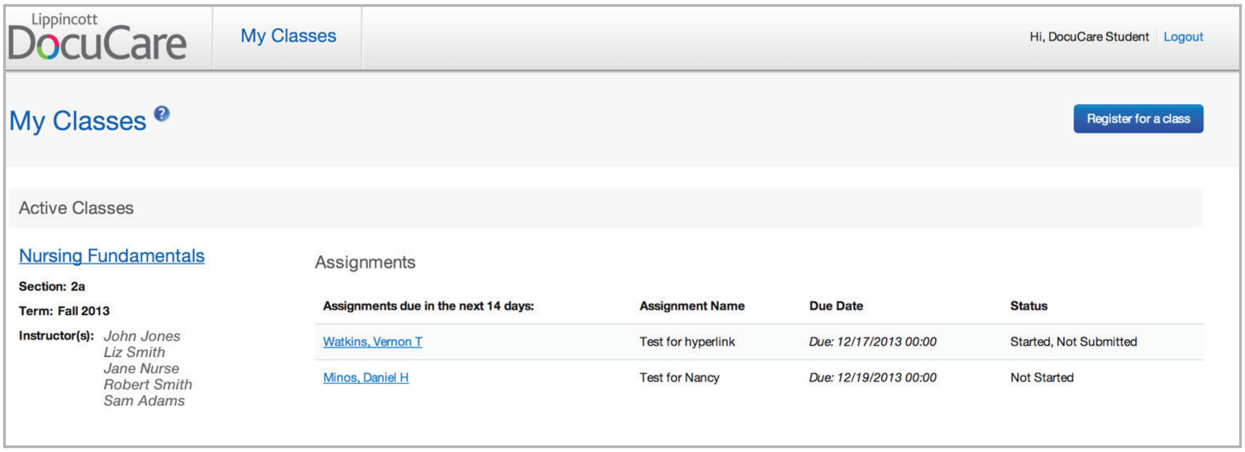
Go to http://thepoint.lww.com	■ Click "My Content."
	■ Click "Launch DocuCare" to enter Lippincott DocuCare.
	■ Enter:
	  ▪ <your e-mail address>
	  ▪ <the password you selected during Registration>.

Go to http://www.lwwdocucare.com	■ Enter:
	  ▪ <your e-mail address>
	  ▪ <the password you selected during Registration>.

2. The orientation page will appear with a series of links to training documents and other helpful information.

3. Locate and select the Register for a class button on the top right corner of the screen to enroll in your instructor's specific class and to access his/her specific assignments.

Navigation Overview



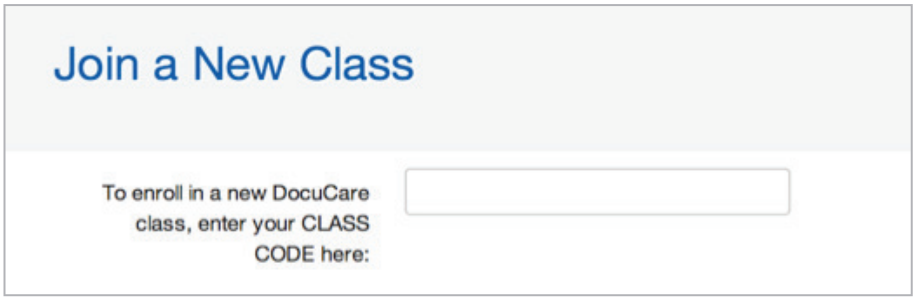
Click...	To...
Register for a class (button)	■ Register for your instructor's class so that you can see his/her assignments and announcements. You will need an 8-digital class code in order to do this.
My Classes home page	■ View all of your DocuCare classes ■ View and open assignments due in the next 14 days ■ View new instructor feedback for submitted assignments
<*class name*> hyperlink (e.g., Nursing Fundamentals)	■ Access all of your assignments (all due dates) ■ Add a new clinical patient chart ■ Review instructor feedback ■ Edit your existing charts/cases

Managing My Classes

TIP! Before you can enroll in a new course you must set up your account. (See Initial Account Set-Up earlier in this guide.)

Procedure To register for a new class, you must have the 8-digit class code provided by your instructor. The class code allows you to see your instructor's specific assignments and instructions. Follow these steps to enroll in a new class:

1. Click "Register for a class" in "My Classes." You will be taken to a new page where you can enroll in your specific DocuCare class.
2. You should have received an 8-digit class code from your instructor. Enter it in the Class Code textbox provided.



3. Click "Enroll."

Result: You will be taken your course home page. From here, you can see your instructor's class instructions and open assignments.

You can also begin charting (using a blank chart) via the "Add new patient" button.

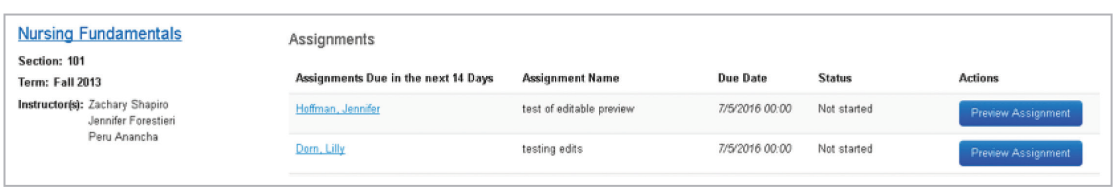
Managing My Assignments

Completing an Assignment (Non-Clinical)

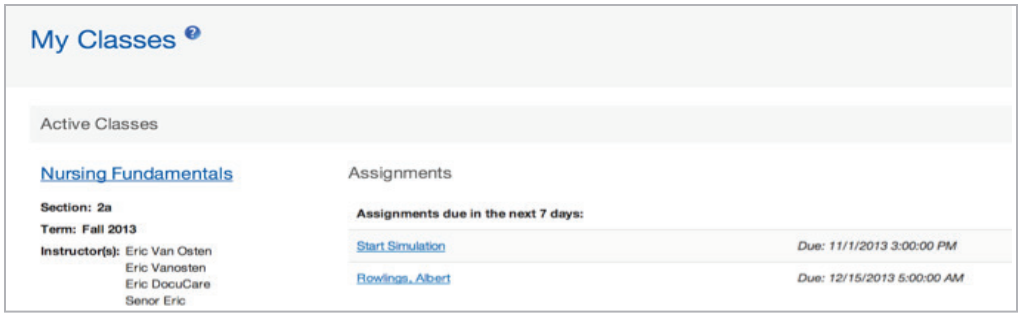
TIP! Before you can view and complete assignments, you must be enrolled in your instructor's class (See Navigation Overview). This topic pertains to completing an assignment based on fictitious clinical data (completed in classrooms, simulation labs, and/or at home). If you would like information on completing an assignment with actual patients (completed at a medical facility), see Creating and Submitting a Clinical Chart later in this guide.

Procedure Follow the below steps to complete an assignment.

1. Click <*course name*> on the home page. A page with a list of assignments related to the course will display ("Census/Active Assignments"). Locate and select the specific <*assignment name*> you want to complete.

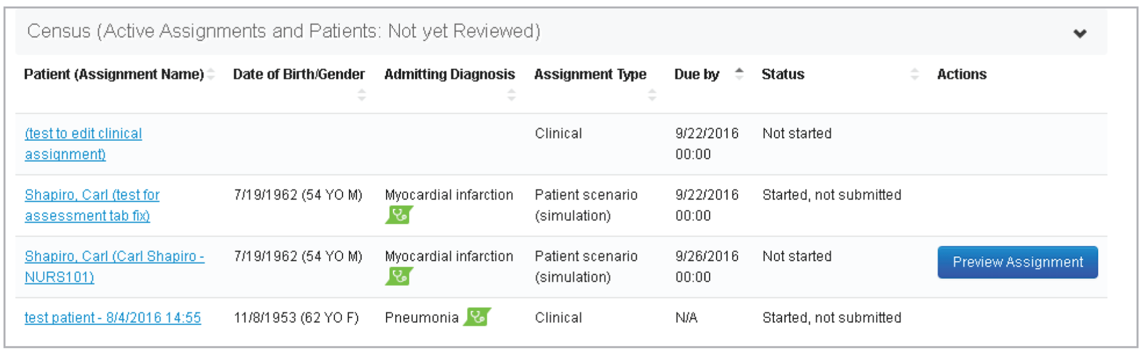


You can also click directly into the <assignment name> from the "My Classes" page as long as it is due within the next 14 days. (Assignments due in the next 14 days are visible from your My Classes home page.)

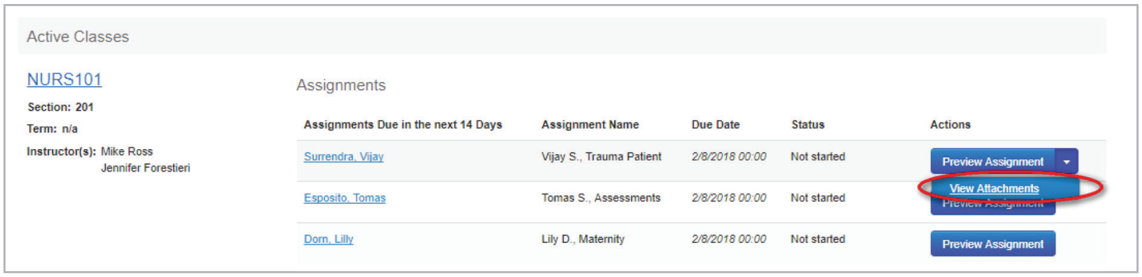


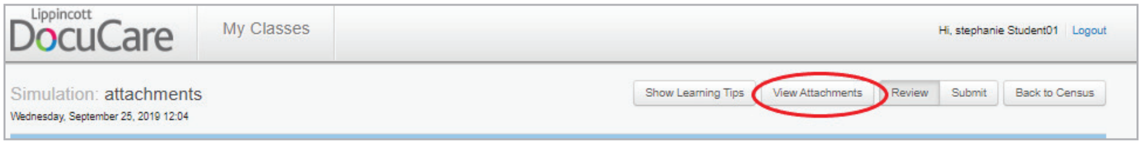
Result: A page displaying DocuCare's simulated chart appears. From here, you can begin reviewing and adding content to the patient chart.

Preview an Assignment If you want to look at an assignment before you begin working on it, go to the Census/Active Assignments screen under "My Classes." Click the "Preview Assignment" button next to the assignment name. You can view a read-only version of the assigned case. Note: If you want to begin the assignment after preview it, you can do so from the Preview screen. Click the "Launch Assignment" button, which takes you right into the case without having to return to the census.

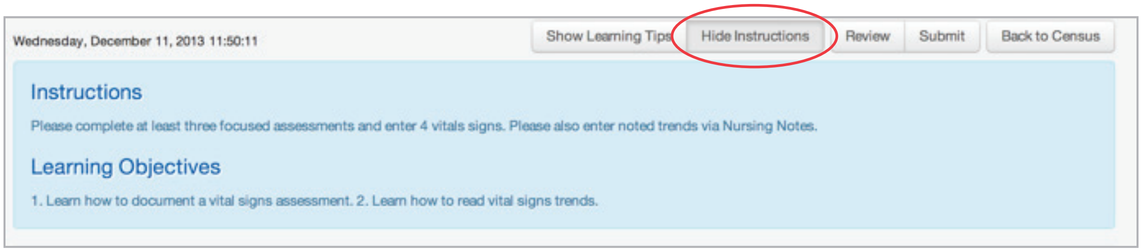


View an Attachment Sometimes an instructor will attach a file to a new or existing assignment. You can view and download assignment attachments by selecting View Attachments located in the "Actions" column shown on your class dashboards, or located at the top of the screen while in simulation mode.



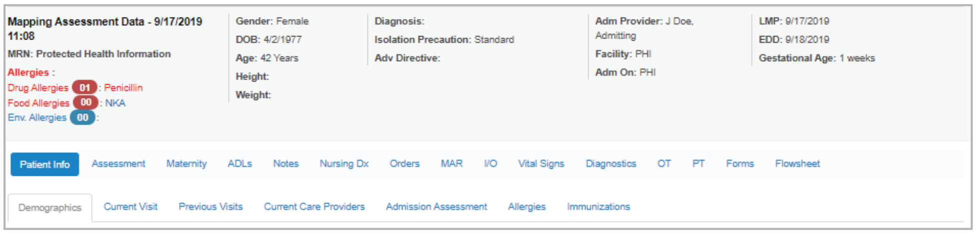


2. Click on "Show Instructions" on the top of the chart to read the instructions from your instructor (if s/he has created any specific instructions or learning objectives for your assignment). To remove the instructions, click the "Hide Instructions" button, as shown below.



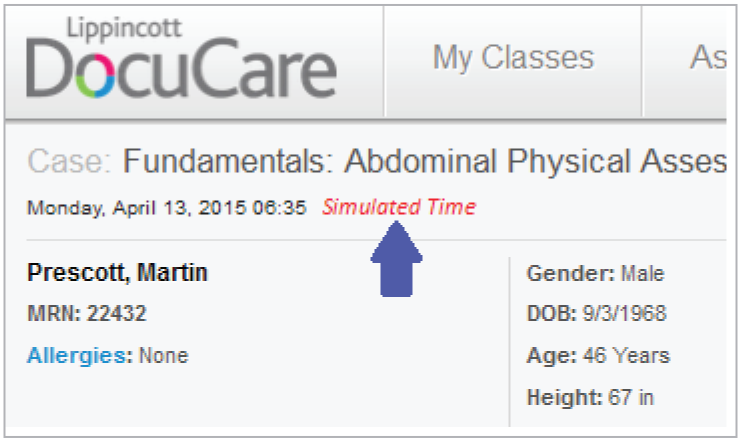
Click on "Back to Census" to return to your main assignments page for the class.

3. Click on any of the patient chart tabs to review and complete requested case data. The main tabs (Patient Information, Assessment, ADLs, Notes, Nursing Dx, Orders, MAR, I/O, Vital Signs, Diagnostics, Flowsheet) are visible at the top. You can also access sub-tabs within specific tabs that include more screens for data review/entry.



Note: You can click on "Show Learning Tips" to enable helpful medical/nursing explanations for specific material within each screen on the patient chart. You can hide these at any time by clicking on the same button. This is always visible at the top right corner of your screen. (Note learning tips below in parentheses).

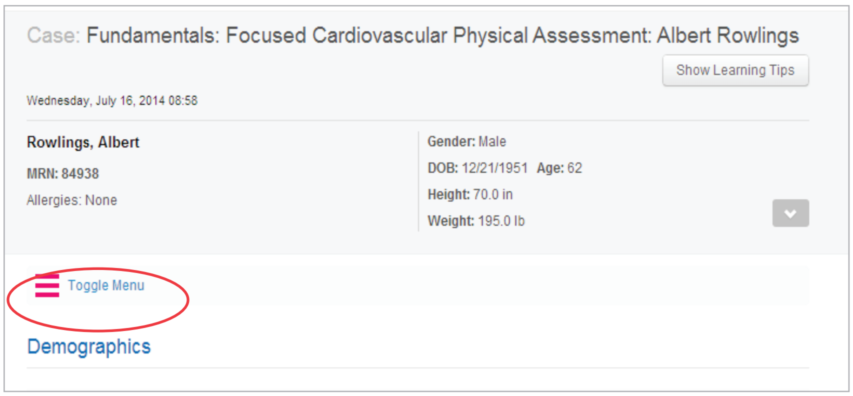
SimMode Note that your instructor may set up your assignment to run either in real time or in SimMode. SimMode allows for the assignment to run using a simulated clock, starting at a fixed time of the instructor's choosing regardless of the actual time when the assignment is started. If your assignment is running in SimMode, a notation will appear next to the date/time at the upper left corner of the screen to indicate this.

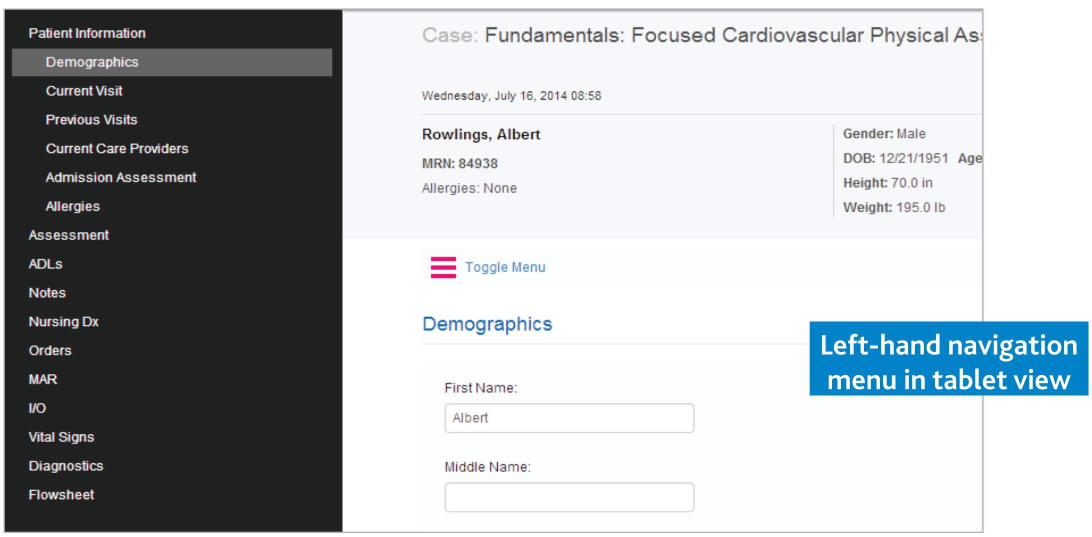


As you work through an assigned case in SimMode, document time as needed according to the simulated clock at the upper left of the screen.

Note: If you attempt to document an action at a time that is before patient admission or in the future relative to the SimMode clock, an error message will display indicating that you have entered an invalid time.

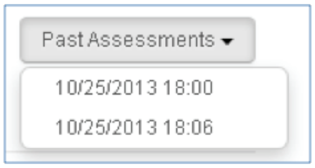
Tablet View Depending on the device you use to view DocuCare AND your screen resolution, the screen appearance will vary. The chart adapts automatically to work with tablet devices so the content is easier to review on a smaller screen. **Even if you are on a regular laptop/desktop, if your screen resolution is under 1024 x 768, DocuCare tabs will display vertically.**





4. Review and enter new data as you proceed through the chart by clicking the appropriate save or sign button.

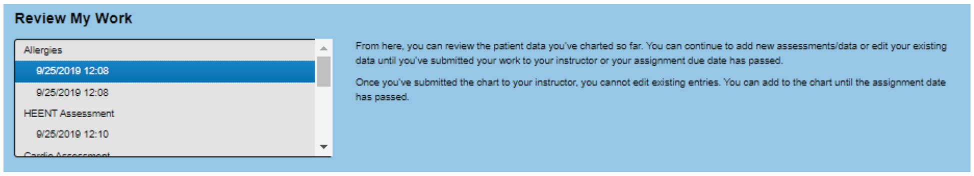
Alert! You will not be asked to save the chart as a whole; rather, you will be saving new data/edits screen-by-screen. It is crucial that you remember to sign or save each individual screen as you progress through your assignment and patient chart.



Access and edit previously saved assessment entries via the "Past Assessments" drop-down menu on the right of each screen (listed with timestamps). Simply click on the entry's data/timestamp to edit or delete it.

Once you've submitted your assignment to the instructor, you cannot edit the data again unless the instructor asks you to revise your chart. Previously saved entries will be read-only, though you can add to the chart until your assignment due date has passed.)

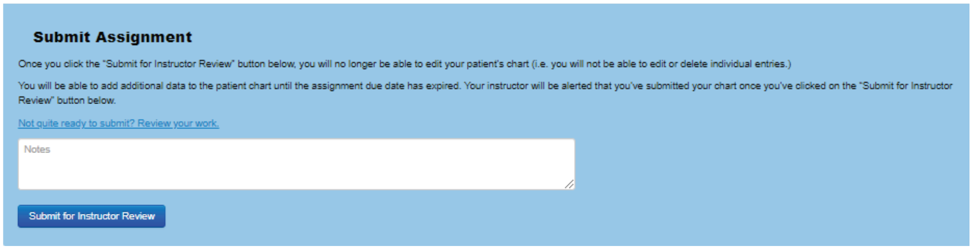
5. Click "Review" (located on the top right corner of the screen) to review any work you completed. The blue Review My Work interface will appear. Form here, you can click on individual timestamps to review and edit the work you've completed so far. You can continue to add to the chart until you are ready to submit or re-submit your assignment to your instructor.



Here, you'll also be able to review feedback from your instructor.

6. When you are ready to submit your assignment to your instructor, select the "Submit" button (located at the top right corner of the screen). The blue Submit Assignment interface will appear. From here, you can add a note for your instructor, elect to review your chart one last time, or submit your work for your instructor's review.

Alert! Once submitted, you cannot edit any of your entries (though you can add to the chart until the assignment due date has passed).



Creating and Submitting a Clinical Chart

TIP! Before you create a clinical case you must enroll in a class. (See Navigation Overview.)

Note: This topic pertains to creating a clinical chart based on actual patient data (completed at a medical facility), though some instructors may use this template for simulated patient assignments as well. The "Add New Patient" function allows students to document any patient data in a completely blank chart.

Note: Lippincott DocuCare will not allow students to enter Protected Health Information (PHI), including:

- specific patient name
- social security number
- occupation or employer
- insurance
- patient addresses or phone numbers
- next of kin
- any biological identifiers (e.g., finger print, retina scan), or
- age (students will be directed to select patient age from a range of ages and the system will generate a false birthdate).

Procedure Follow these steps to create a new patient chart (blank).

1. Click <*Class Name*> on the DocuCare home page (My Classes).

   Result: A page with a list of all active assignments related to your class will display.

2. Determine the type of clinical case you want to create:

If you want to create a clinical case...	Then ...
For an assignment an instructor has given you	■ Go to Step 3a
To add your own patient from scratch	■ Go to Step 3b

3a. **If you are completing an assignment an instructor has given you (a clinical assignment):**

- Click <*assignment name*> under the **Census (Active Assignments)** list to begin.

Result: A page displaying the clinical record input screen will display. If your instructor has provided instructions for the clinical assignment, you will be able to view them by clicking on the "Show Instructions" button on the top right corner of the screen.

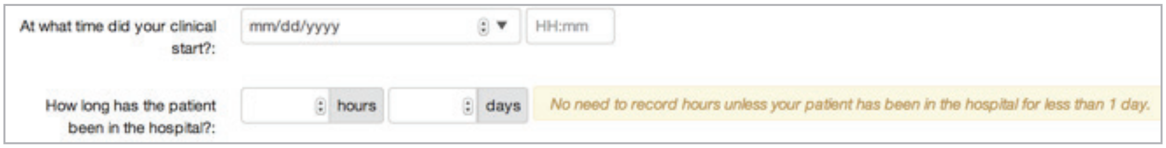
3b. **If you are adding a patient chart on your own:** Click "Add new patient."

Result: A page displaying the clinical record input screen will display and will be available for your case creation.

4. Enter the <*clinical descriptor*>. **Note:** You should NOT use the actual patient's name. Instead, use a generic description (41yo Male, COPD).

5. Enter the date and time of the clinical, and how long the patient has been in the hospital. You can enter a previous date (so you can document a clinical rotation completed earlier in the week/month).

   You will also be asked to document the patient's length of stay in the hospital.



6. Select the range of patient age from the Age drop-down menu. The system will automatically assign a (false) birthdate to the patient within the designated range.

7. Select patient gender from the Gender drop-down menu.

8. If the patient is a maternity patient, + declaration details, resting tone (mother and child), contraction intensity, MVU check the Treat as maternity patient box, and enter the date of last menstrual period, expected due date, and gestational age (in weeks).

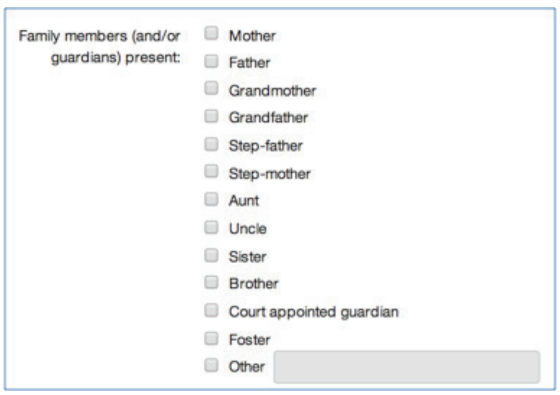
9. Click "Save." You will be taken to a new, blank clinical chart, where you can begin charting, including Patient Information Demographic and Current visit data. The word "Clinical" will appear before the name of the chart, differentiating this chart from your instructor's assignments Note that certain information will simply be listed as Protected Health Information.

   Alert! Once saved, you will not be able to alter the clinical descriptor, the length of time the patient has been in the hospital, the patient's age and gender, nor whether the patient should be be treated as a maternity patient.

10. You can now add Demographic and Current Visit information using the Patient Info Tab.

11. Located in Demographics, a Patient Info screen, you can add the patient's height and weight:

12. If the patient is under 18 years of age, you will be asked to designate any present guardians.



13. If the patient is aged 0-18 months, enter the patient's Head Circumference.

14. Select patient's marital status from the Marital Status drop-down menu.

15. Select the patient's religion from the Religion drop-down menu.

    Alert! Remember to save the data you have charted before moving to the next screen.

16. To select an Advance Directive, navigate to the Current Visit screen and select the appropriate option from the Advance Directive drop-down menu.

17. Select the appropriate Isolation Precaution option from the Isolation Precaution drop-down menu.

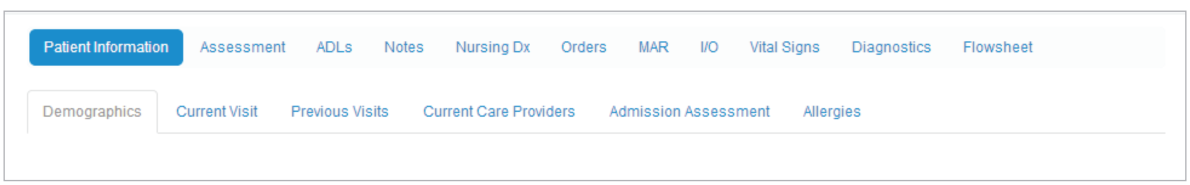
18. Select the <*source of the patient's primary admitting diagnosis*> from drop-down list

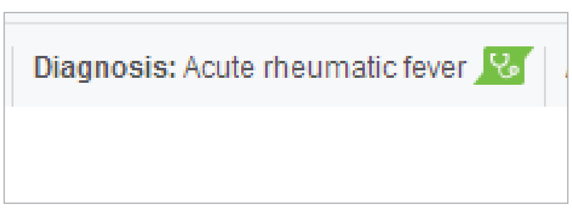
If you want the source of the diagnosis to be…	Then select…
Lippincott Advisor	■ **Search** and enter keywords to search Lippincott DocuCare's library of Diseases and Conditions. ■ Click on the <*name of the Disease or Condition*>.
	■ **Browse by Category** to browse Lippincott DocuCare's library of Diseases and Conditions. ■ Click on the <*name of the Disease or Condition*>.
Your own	■ Create your own. ■ Enter <*a diagnosis*>. ■ Enter <*a URL for the source of the diagnosis*> (if applicable).

19. If desired, you can also add up to six secondary diagnoses. To do this, check the box next to 'Add Secondary Diagnosis." You can then add additional diagnoses using the same methods as you did when creating the primary admitting diagnosis (outlined in step 18).

Alert! Remember, you must save the chart before moving to a new screen/tab.

20. Click on each tab within the chart to document your patient's information and care.





Tip! You will notice green stethoscope logos are available in both clinical and simulated case charts in DocuCare. These are called "SmartSense" links and they offer you robust and regularly updated clinical reference content. By selecting the SmartSense logo, you can access more information on a disease, condition, skill, or medication. Clicking on the SmartSense logo will open a new page. It will not close the chart or screen you are working on.

21. Click the "Save Assessment," "Save," or "Sign" buttons as you complete the information required in each tab. **Modifications that are not saved in each tab will be lost.**

22. Click "Review" at the top to review any previously completed work.

23. When you are ready to submit your completed patient chart to your instructor, select the "Submit" button (located at the top right corner of the screen). From here, you can add a note for your instructor, elect to review your chart one last time, or submit your work for your instructor's review.

    Alert! For case/patient scenario assignments, once submitted you will not be able to alter or add new data. For clinical assignments, you can add and submit charted data up until the assignment is "Under Review."

Administering Medications: Scanning Patient and Medication Barcodes

Whether you are working in a non-clinical assignment or a clinical chart that you created, you'll need to scan a patient barcode and then scan individual medication barcodes to administer ordered medications. This is done in the MAR tab.

Procedure Follow these steps to scan a patient's barcode and medication barcodes.

TIP! To administer more than one medication, you only need to scan the patient barcode once.

1. Go to the assigned case in an active assignment.

2. Click the "MAR" tab. The Medication Orders appear on the screen.
   Note: Depending on how the order is set up, you may have to click the "Orders" tab on the top navigation to acknowledge any pending orders.

3. Click on the first medication you want to administer. The "Verify and Administer" screen appears for the chosen medication.

4. Click the "Scan the Patient Barcode" button, then scan the barcode. A checkmark appears to indicate the correct patient barcode was scanned.

5. Click the "Scan the Medication Barcode" button, then scan the medication.

6. Check the three boxes to confirm the correct route, dose, and time of administration. Complete any other required information (including the box indicating that you've done the three checks).

7. Click the "Administer" button.

8. To administer other medications concurrently, click the next medication and repeat steps 6 and 7 until all medications to be administered at that time are completed.

Editing Your Charts/Assignments

> ***TIP!*** Before you can edit an assignment or clinical case/chart, you must have created it or be able to access a chart created by your instructor. (See Completing an Assignment (Non-Clinical) and Creating and Submitting a Clinical Chart earlier in this guide.)

Note: You cannot edit a chart after you submit it UNLESS your instructor has asked you to revise and re-submit your work.. For case/patient scenario assignments, once your work is submitted, it will become read-only and you will not be able to change it. For clinical assignments, you can revise, add, and submit new data until your work is noted as "Under Review" (i.e., until your instructor begins their evaluation).

Procedure Follow these steps to edit an assignment or clinical case.

1. Click <*class name*> on the My Classes home page.

   Result: A page with a list of assignments related to the class will display.

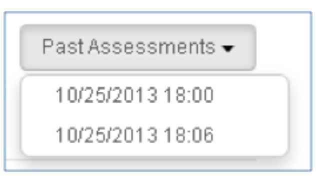
2. Click <*assignment or chart name*> under the Census (Active Assignments) list to open your assignment or patient chart.

   Result: A page displaying your patient's chart will display.

3. Click on your chart and modify data as necessary. You can edit and delete patient data as you see fit.

4. Save data as you complete the information required in **each tab** by clicking the appropriate save or sign button.

   Past saved info will be accessible via the "Past Assessments" drop-down menu on the right, which summons timestamps. Clicking on them allows you to edit and re-save information. (Note: once work is submitted to the instructor, it cannot be edited; it will be read-only.)



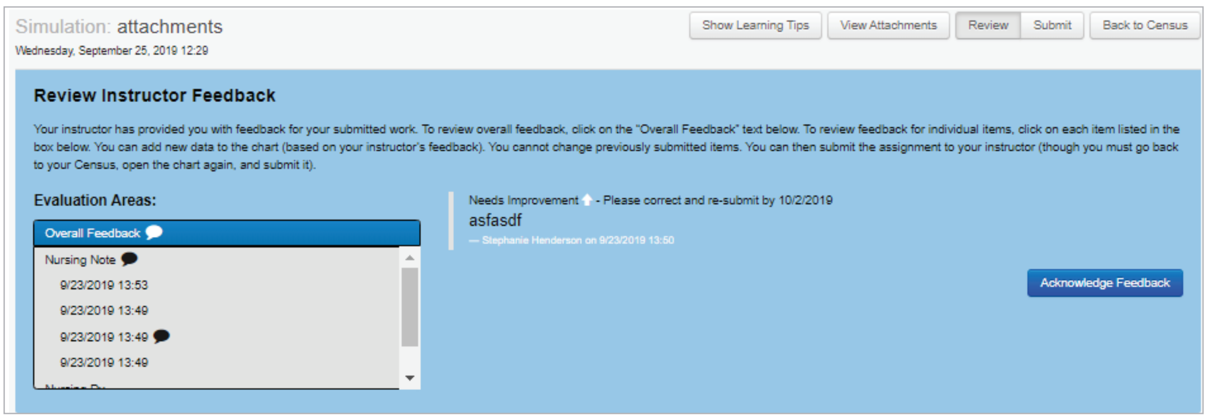
Reviewing Instructor Feedback and Revising Your Charts

TIP! Before you can review feedback from your instructor you must submit an assignment or clinical case. (See Completing an Assignment (Non-Clinical) or Creating and Submitting a Clinical Chart earlier in this guide.)

After an instructor submits his or her evaluation of your completed assignment, you'll receive an automated email telling you that an instructor has given feedback for you to review. The subject of the email is "Feedback on your DocuCare assignment is ready," and the email contains the assignment name and class name. (The email will be sent to your email address that's associated with your DocuCare account.)

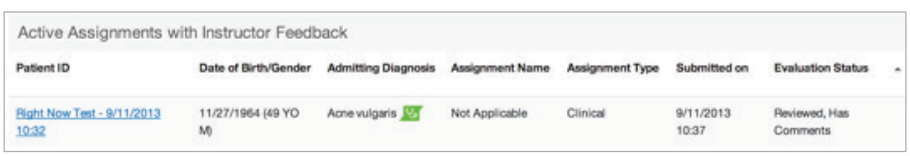
Procedure Follow these steps to review feedback from your instructor.

1. **Access instructor feedback.** When you log in to review the feedback, click Review to display the Review Instructor Feedback interface.



- **Your instructor can mark the chart as "Satisfactory" or "Needs Improvement."** You'll also be able to see if s/he has added comments.
- **Your instructor can ask you to revise and re-submit the chart.** If this is noted, you will be expected to open the chart, make any recommended revisions, and re-submit it to your instructor for his/her review.

Click on the Assignment/Patient Name to review your instructor's evaluation and, if necessary, to update and revise your chart.



Active Assignments with Instructor Feedback

Patient ID	Date of Birth/Gender	Admitting Diagnosis	Assignment Name	Assignment Type	Submitted on	Evaluation Status
Right Now Test - 9/11/2013 10:32	11/27/1964 (49 YO M)	Acne vulgaris	Not Applicable	Clinical	9/11/2013 10:37	Reviewed, Has Comments

2. In the Evaluation Areas box, click on "Overall Feedback" or a Timestamp for an individual item. The screen will display the instructor's current and previous evaluation and notes for the entire assignment or on individual items, if any.

   If your instructor has asked you to correct and re-submit your work, you can edit the chart and re-submit it as soon as you've made all of the required edits/revisions.

3. Review the status options.

   - Your instructor can mark the chart as "Satisfactory" or "Needs Improvement." You'll also be able to see if he or she has added comments.
   - Your instructor also can ask you to revise and re-submit your work, and will have checked the box next to "Please correct and re-submit." If this is noted, you'll be expected to open the chart, make any recommended revisions, and re-submit to your instructor for another review.

4. **Acknowledging Feedback.** Instructors also may want to confirm that students received his or her feedback. This can be requested regardless of whether a student was graded satisfactory or needing improvement.

   To acknowledge that you've received the feedback, click the "Acknowledge Feedback" button.

Note: You can acknowledge the feedback before re-submitting a corrected assignment to an instructor.

Technical Support

Questions/comments? Need support? Please contact our Technical Support group!

Phone: 800-468-1128 • email: techsupp@lww.com

Hours: Mon-Thu: 8:00 a.m.-12:00 a.m. (Eastern)
Fri: 8:00 a.m.-7:00 p.m. (Eastern)
Sun: 4:00 p.m.-12:00 a.m. (Eastern)