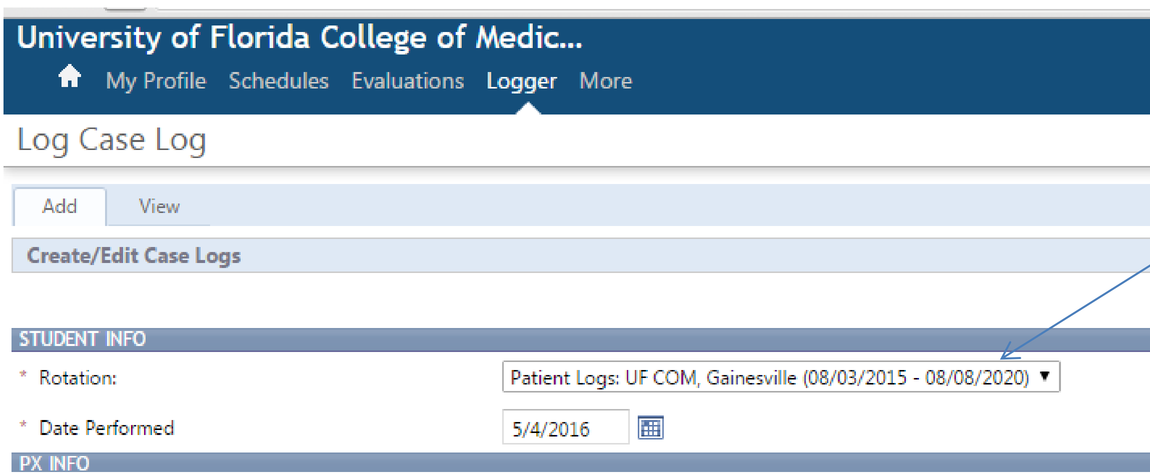
1. After logging into New Innovations, Go to *Logger > Log a Case*

2. Click the Add tab

3. **Student Info:**

Rotation: You must log a case under ‘Patient Logs: UF COM, Gainesville’ (could also say Patient Logs: UF COM, Medical School). If your course/clerkship requires you to fill out a different log form, make sure to choose that form from the drop-down menu and fill it out. Remember, you must always fill out the UF COM form in addition to any course specific form, since UF keeps a longitudinal record of all your patient logs.

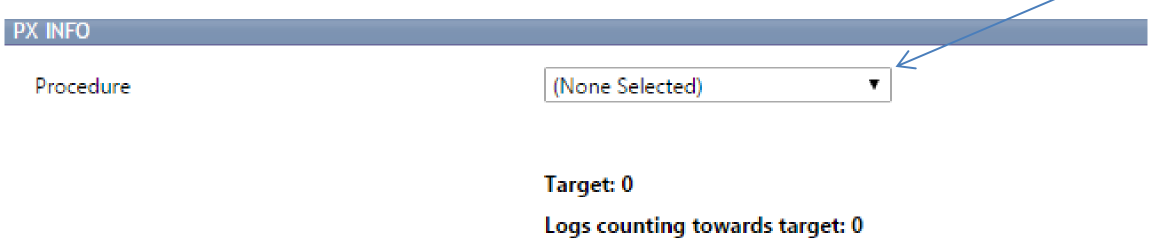
Date Performed: The current date will be displayed. If needed, select another date.



4. PX Info:

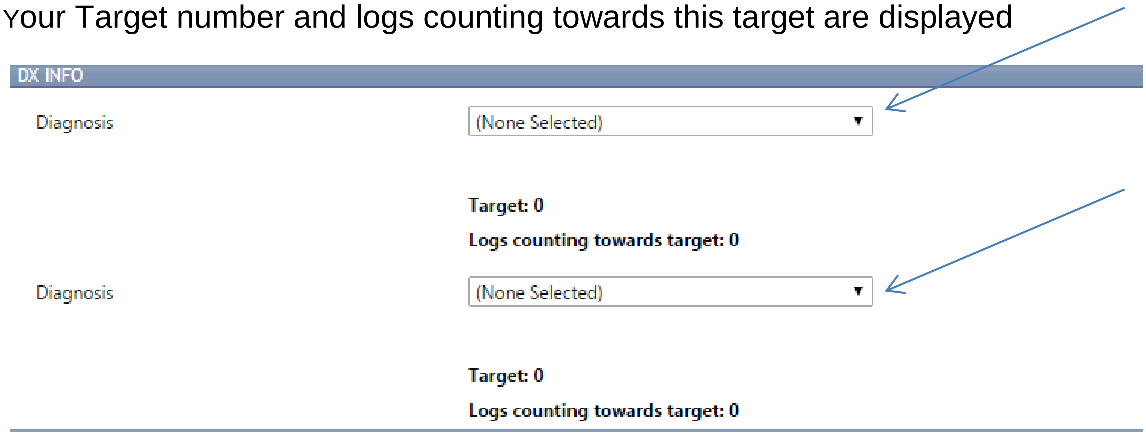
Procedure: Select a procedure from the dropdown list. You can only select one procedure per patient log. If you need to log multiple procedures, you will need to fill out and save multiple logs.

Your Target number and logs counting towards this target are displayed.



4. DX Info:

Diagnosis: Select a diagnosis from the dropdown list.
Your Target number and logs counting towards this target are displayed

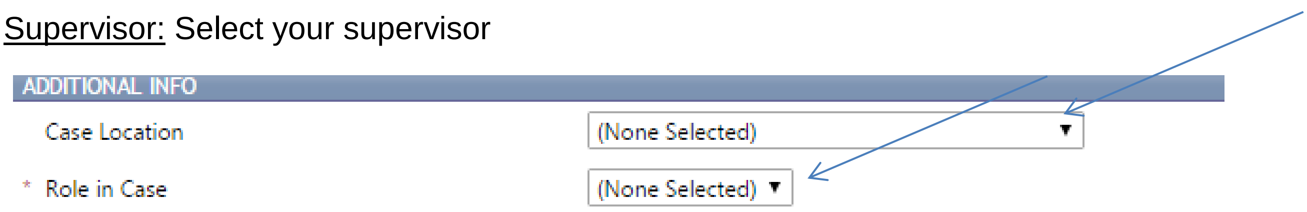


5. Additional Info:

Case Location: Select the location

Role in Case: Select your role in the case (Any field with an asterisk is a 'Required' field)

Supervisor: Select your supervisor



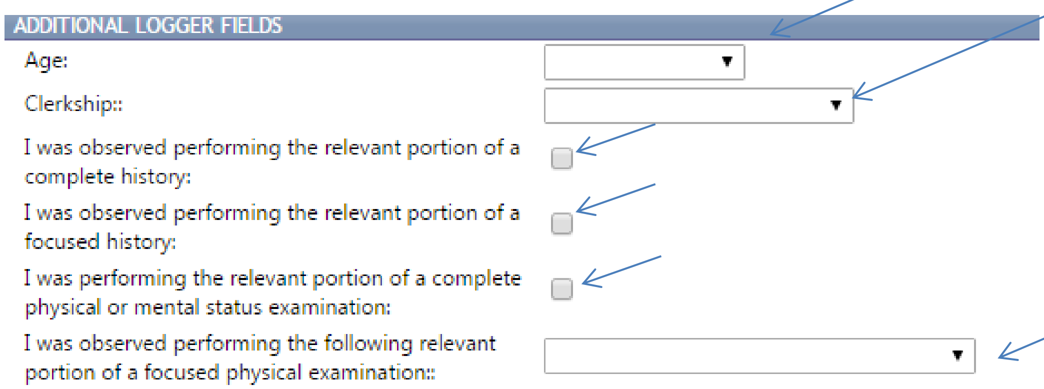
6. Additional Logger Fields:

Age: Select the age of the patient from the dropdown list

Clerkship: Select the clerkship you are completing the patient log for from the dropdown list

Check the following boxes if relevant:

I was observed performing the relevant portion of a complete history.
I was observed performing the relevant porting of a focused history.
I was performing the relevant portion of a complete physical or mental status examination.
I was observed performing the following relevant portion of a focused physical examination (choose the relevant areas from the dropdown list).



8. Click the Save and Retain link to save your patient log. If you would like to save your log and clear the form, click the Save and Clear link. To view your logs, click the View Log Listing link.