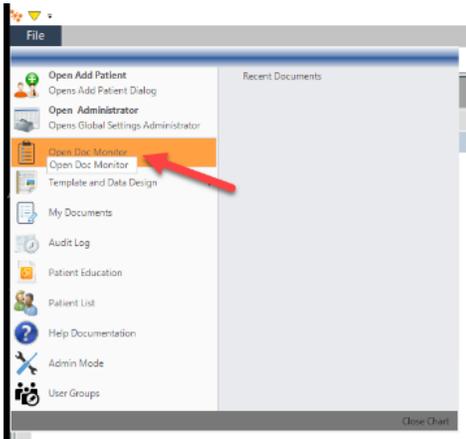


MEDAFFINITY EHR – DOC MONITOR – SETTING UP GROUPS

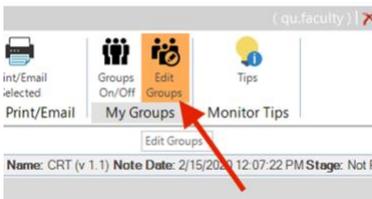
OPENING THE DOC MONITOR

After logging in, click on “File” in the upper left and select “Open Doc Monitor.”



SETTING UP YOUR GROUP

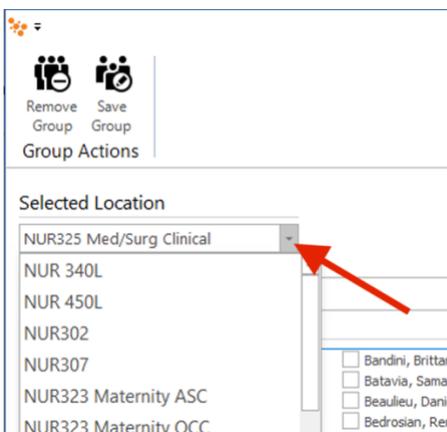
When the Doc Monitor opens go to the right side of your screen and click on “Edit Groups”.



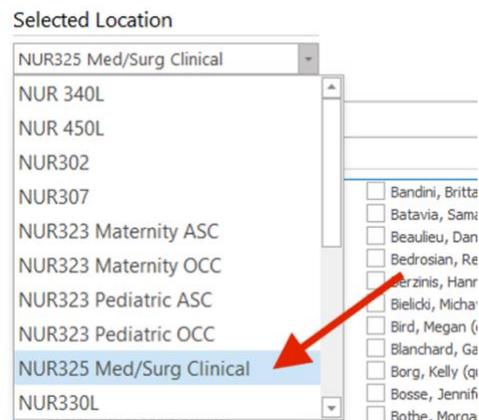
If you have more than one location, example NUR323 Pediatric OCC and NUR325 Med/Surg, then you can setup 1 group per location. Click the “Selected Location” (it will default to the location you logged into). If you only have one location, example NUR325 Med/Surg, but have 2 groups you will need to combine both groups into the one location.

*Note: You can only have 1 group per location

A)



B)

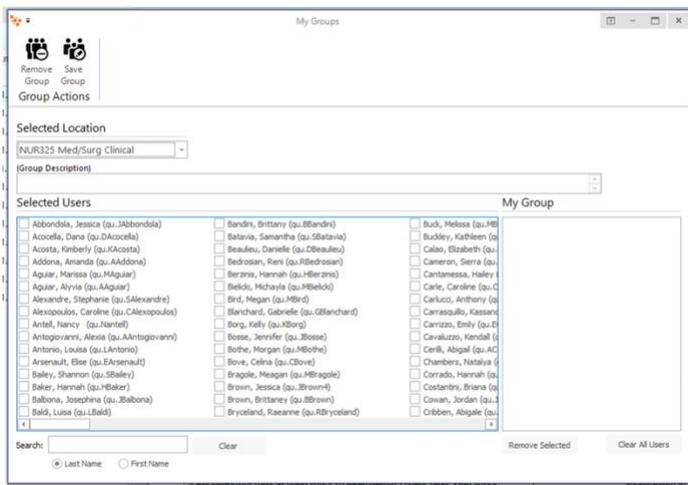


Once you've selected the location, then you need to select your learners. There are 2 different ways to select your learners.

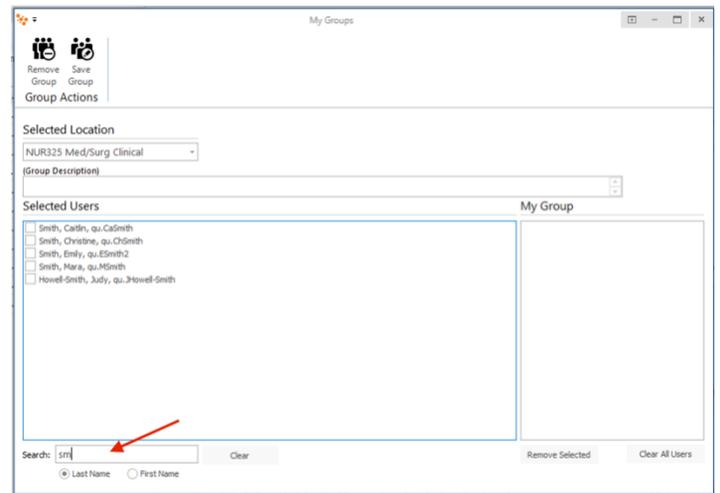
Option A: Go through the pick list and select each learners one by one.

Option B: Search by the learners last name to narrow down the list to pick from.

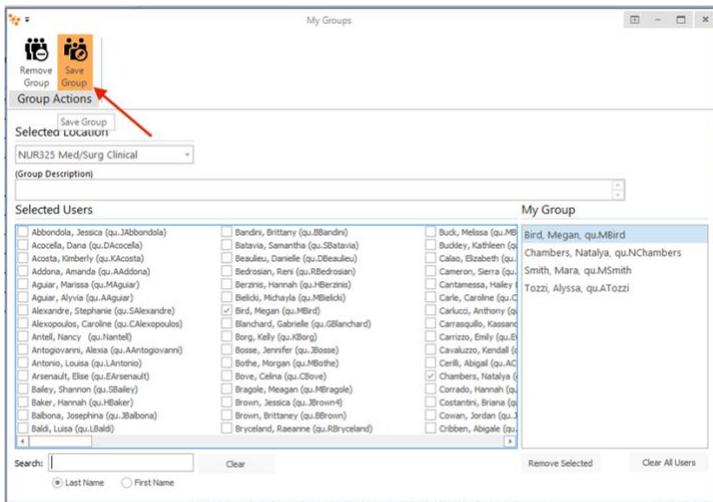
A)



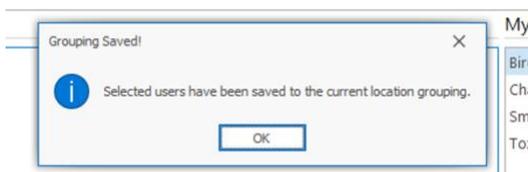
B)



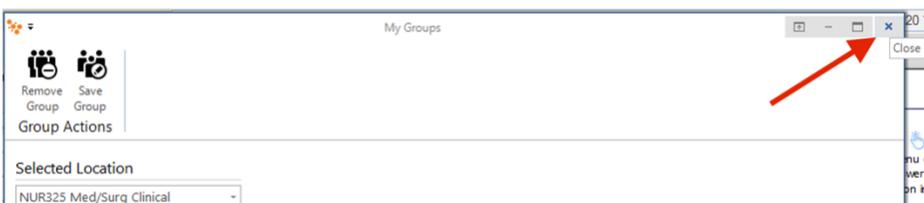
After you've selected your learners click "Save Group".



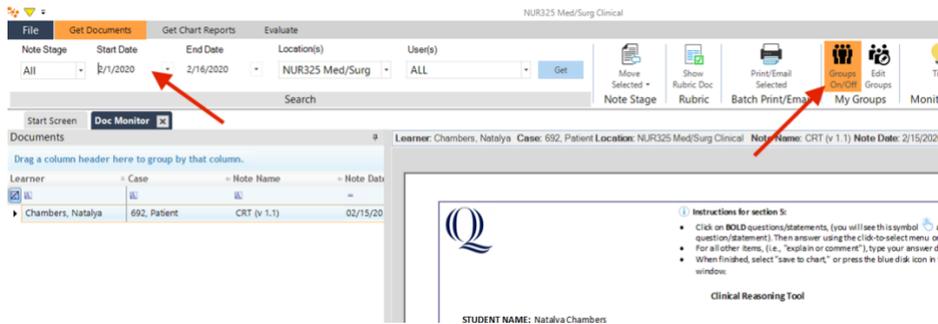
After you click "Save Group" a box will appear to let you know that "Selected users have been saved to the current location grouping". Just click "OK".



Then close the "My Groups" screen by clicking the "X".



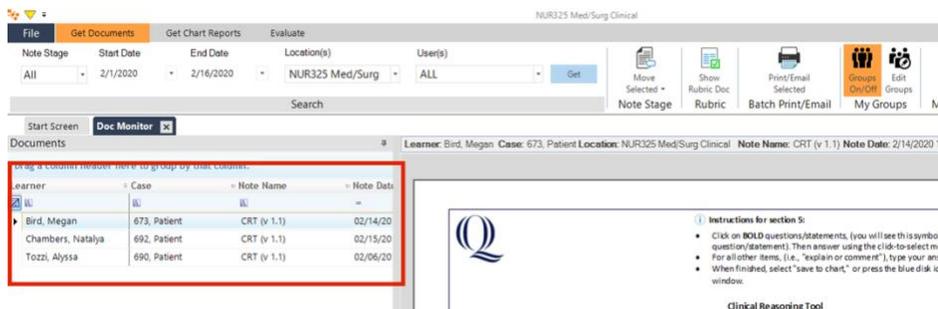
When you get back to the Doc Monitor screen, to turn on the group setting click “Groups On/Off”. Then go over to the “Start Date” (which goes by the date the learner started their note) and make sure you go back about 14 days to ensure that the search will pick up your learners work.



When Groups is turned on and you have the Start Date set, click Get.



The screen will refresh with the learners work that fits the search criteria that was setup.



Now you are ready to grade.

GOING BACK INTO DOC MONITOR AFTER GROUP IS SETUP

When you go back into the Doc Monitor after you have setup your groups you will need to activate your group by clicking the Groups On/Off button twice. Change the Start Date (make sure you go back about 14 days) and then click “Get”.

