

# MEDAFFINITY EHR - DOC MONITOR

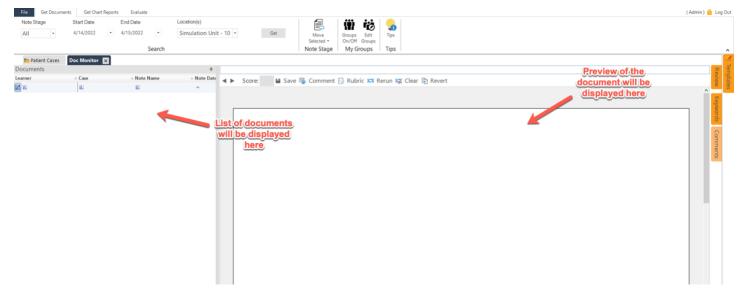
### OPENING THE DOC MONITOR

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

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	Open Doc Monitor Open Doc Monitor Templete and Data Design	
	My Documents Audit Log Patient Education	
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# UNDERSTANDING THE DOC MONITOR

You will then be taken to the Doc Monitor, which allows you to comment on students' work. You will see a list of all the documents within your course on the left. In the main window, you will see a preview of the document that is selected in that list.

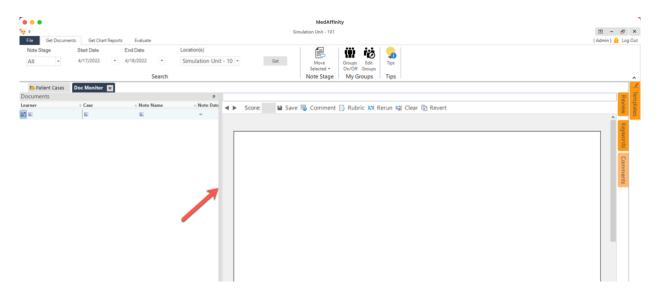


#### ADJUSTING VIEWS

• Pin or unpin the Documents window

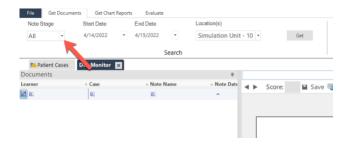
∻e ∓ File Get Docur	ments Get Chart R	leports Evaluate		
Note Stage	Start Date	End Date	Location(s)	
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Documents		_		д
Learner	Case	Note Nan	ne 👳 👳 Nor	Date A b
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• Slide the center divider to the left or right to give a bigger view of the monitor.



# REFINING THE DOCUMENT LIST

• To narrow or change the range of documents that appear listed on your screen, in the far upper left corner, you can change the selections under Note Stage (All, Not Ready, Ready, Reviewed or N/A), Start Date, End Date and Location. Then click "Get" to refresh the screen.



• When the screen refreshes, the document list will be repopulated to reflect the criteria you selected.

Note Stage	Start Date End	Date Locatio	on(s)		前前	
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Five, Learner	Bellemy, Randal A	Initial (EX)	03/19/22			
Five, Learner	Sugamoto, Keegan A	SBAR (Form)	03/24/22			
Four, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22			
man Annual	and the second s					
One, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22			
One, Learner One, Learner	Sponagle, Sam Mellem, Edythe	Focused Soap (R) TELEPHONIC NURSING	03/16/22 03/18/22	*MedAffin	nityEHR	
One, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22			
One, Learner One, Learner	Mellem, Edythe Bellemy, Randal A	TELEPHONIC NURSING Assessment (V1) - under	03/18/22 03/20/22	Rame: Bellemy,Randal		<b>DOB:</b> 5/7/1949
One, Learner One, Learner Six, Learner	Mellem, Edythe Bellemy, Randal A Bellemy, Randal A	TELEPHONIC NURSING Assessment (V1) - under SOAP Note (EX3) Abd Pa	03/18/22 03/20/22 03/19/22	for Educa		
One, Learner One, Learner Six, Learner Three, Learner	Mellem, Edythe Bellemy, Randal A Bellemy, Randal A Sponagle, Sam	TELEPHONIC NURSING Assessment (V1) - under SOAP Note (EX3) Abd Pa Focused Soap (R)	03/18/22 03/20/22 03/19/22 03/16/22	for Educa		
One, Learner One, Learner Six, Learner Three, Learner Three, Learner	Mellem, Edythe Bellemy, Randal A Bellemy, Randal A Sponagle, Sam Mellem, Edythe	TELEPHONIC NURSING Assessment (V1) - under SOAP Note (EX3) Abd Pa Focused Soap (R) TELEPHONIC NURSING	03/18/22 03/20/22 03/19/22 03/16/22 03/18/22	for Educa		
One, Learner One, Learner Sik, Learner Three, Learner Three, Learner Two, Learner	Mellem, Edythe Bellemy, Randal A Bellemy, Randal A Sponagle, Sam Mellem, Edythe Sponagle, Sam	TELEPHONIC NURSING Assessment (V1) - under SOAP Note (EX3) Abd Pa Focused Soap (R) TELEPHONIC NURSING Focused Soap (R)	03/18/22 03/20/22 03/19/22 03/16/22 03/18/22 03/16/22	for Educa	ation	DOB: 5/7/1949

### SELECTING THE DOCUMENT FOR GRADING

• From the list of documents on the left, you can select the document you wish to grade. To do so, click on the document name, and a preview of the document will appear in the main window.

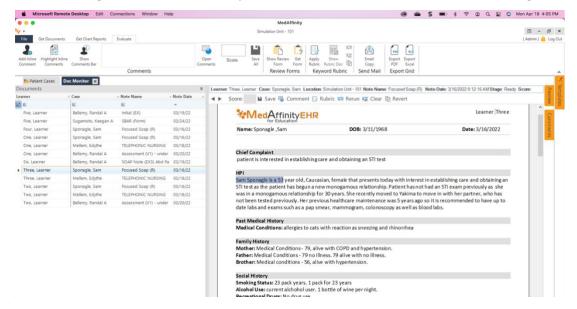
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E Patient Cases	Doc Monitor 💌											
locuments				4	Learne	ar: Three, Lean	ner Case: Sponagle, Sa	m Location: Sim	ulation Unit -	- 101 Note Name: Focused Soap (R) N	ote Date: 3/16/2022 9:12:16 AM Stage: Ready	Score: 20
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One, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22			1.01						
One, Learner	Bellemy, Randal A	Assessment (V1) - under	03/20/22			Name	: Sponagle , Sam		D	OB: 3/11/1968	Date: 3/16/2022	_
	Bellemy, Randal A	SOAP Note (EX3) Abd Pa	03/19/22				a shound in the source			00. 3/ 11/ 1500	DUTET OF TOP EVEL	
Six, Learner		Focused Soap (R)	03/16/22									
Six, Learner Three, Learner	Sponagle, Sam		03/18/22			Chief	Complaint					
	Sponagle, Sam Mellem, Edythe	TELEPHONIC NURSING				patier	t is interested in est	tablishing care a	and obtain	ning an STI test		
Three, Learner	and the second se	TELEPHONIC NURSING Focused Soap (R)	03/16/22									
Three, Learner Three, Learner	Mellem, Edythe		03/16/22			10						
Three, Learner Three, Learner Two, Learner	Mellem, Edythe Sponagle, Sam	Focused Soap (R)	03/18/22			HPI			6		establishing care and obtaining an	

• Then, in menu in the far upper left, click on "Evaluate."

Note St	tage	Start Date		End Date	1	Location(s)
All	•	4/14/2021	*	4/14/2022	· •	Simulation Unit - 10

#### **INLINE COMMENTS**

• Using the "Evaluate" menu, you can make detailed, inline comments on and grade the student's work.



- To make an inline comment, select the text in the preview window that you want to comment on.
- Then you can click on the icon that pops up when you select the text or you can click on "Add Inline Comment" in the upper left.

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Pat at Cases	Doc Monitor 🗙									1
Document				4 Lean	ner: Three, L	Learner Case: Sponagle, Sam	Location: Simulation Un	it - 101 Note Name: Focused Scap (R	Note Date: 3/16/2022 9.12:16 AM Stage: Ready Sci.	NO: Re Chi
Learner	+ Case		Note Date	1 A F	Score:	: 🔛 Save 🖳 Comm	ent 🛄 Rubric 🖾 R	erun 😡 Clear 🚯 Revert		view
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Five, Learner	Sugamoto, Keegan A	SBAR (Form)	03/24/22		_	for Education				3
Four, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22		Na	ame: Sponagle ,Sam		DOB: 3/11/1968	Date: 3/16/2022	ten
One, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22							64
One, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22		10.50					
One, Learner	Bellemy, Randal A	Assessment (V1) - under	03/20/22			ief Complaint	Palelan and a lab	lalas as CTI hash		
Six, Learner	Bellemy, Randal A	SOAP Note (EX3) Abd Pa	03/19/22		pa	atient is interested in estal	lishing care and obta	aining an SII test		
Three, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22		HPI	N				
Three, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22			m Sponagle is a 5.	(🛞 ian, female	that presents today with intere	st in establishing care and obtaining an	
Two, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22			I test as the patie	S wmonogan		ot had an STI exam previously as she	
Two, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22						move in with her partner, who has	
Two, Learner	Bellemy, Randal A	Assessment (V1) - under	03/20/22					are maintenance was 5 years ag ogram, colonoscopy as well as b	o so it is recommended to have up to blood labs.	
					Dag	st Medical History	•			
							to cats with reactio	n as sneezing and rhinorrhea		
						mily History				
						other: Medical Conditions				
						ther: Medical Conditions -				
					Bro	other: Medical conditions	- 56, alive with hyper	tension.		
					Soc	cial History				
						noking Status: 23 pack yea				
						cohol Use: current alchoho		ne per night.		
i)					Red	creational Drugs: No drug	use.			

• Place your cursor in the text box and enter your comments. Then click "Save" at the bottom of that comment box. As you add more comments, they will all appear on the far right of your screen.

		Comments		Review Forms Keyword Rubric Send Mail Export Grid
Patient Cases	Doc Monitor 🔀			Email Copy
Documents			\$	Learner: Three, Learner Case: Sp Creates and Email and attaches the learner's document with the options of including comments and rubric keyword scoring in the attached
learner	÷ Case	- Note Name	Note Date =	◄ ► Score: Sove Sover: Sov
<u>a</u> 10	W.	W.	-	Instant Trans A Provider, MedAffinity
Five, Learner	Bellemy, Randal A	Initial (EX)	03/19/22	*/WedAffinityEHR
Five, Learner	Sugamoto, Keegan A	SBAR (Form)	03/24/22	Name: Spongle, Sam         DOB: 3/11/2965         Date: 3/16/2022         4.13/28 PM           Selected: Sam Sponagle is a 53
Four, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22	vereueu. veri oponegre a e o
One, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22	Chief Complaint (Type Comment Here) A patient is instructed in establishing care and obtaining an STI test
One, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22	
One, Learner	Bellemy, Randal A	Assessment (V1) - under	03/20/22	HP/I Sam Sponage is a S3 year old, Caucasian, female that presents to day with interest in establishing care and obtaining an
Six, Learner	Bellemy, Randal A	SOAP Note (EX3) Abd Pa	03/19/22	311 test as the patient has begin a new monogramous relationship. Patient has not thad an 311 easing previously as the was in a monogramous relationship for Divers. The recent is model that the har pather, who has
Three, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22	not been tested previously. Her previous healthcare maintenance was Syrears ago so it is recommended to have up to diate labs and exams such as a pap smear, mammegram, colonoccopy as well as blood labs.
Three, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22	
Two, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22	Past Medical History Medical Conditions silegies to cets with reaction as sneezing and rhinorrhas
Two, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22	Family History
Two, Learner	Bellemy, Randal A	Assessment (V1) - under	03/20/22	Mothen Medical Conditions - 79, allve with COPD and hypertension. Fathen Medical Conditions - 79 noi illness. 79 allve with no illness.
				Seciel Mitwey Seciel Mitwey Seciel Mitwey Atched Use curves Lipsch for 33 years Atched Use Curves Desting for Seciel Curves Desting for Se
				Referations no medications Reviewed Systems General Forget, negations, feere Head and Neter, inst assession Reviewed Systems Reviewed Systems Reviewe

Note: Comments will automatically appear highlighted in the preview window, and you will see all your comments on the far right side of the screen. To remove the highlighting or the comment bar, de-select the "Highlight Inline Comments" and "Show Comments Bar" buttons, respectively, at the top left of the screen. To make them re-appear, click these buttons again so they are highlighted.

**Tip:** If you wish to edit or remove a comment, select the text in the preview window that corresponds with the comment. This will bring that comment box to the top of the list on the right. Then, at the bottom of that comment's text box, click "Remove." Be sure you are hitting "Remove" on the correct comment box! Similarly, to edit a previous comment, select the text in the preview window that corresponds with the comment you wish to edit. This will bring that comment box to the top of the list. From there, make any changes within the comment box, and hit "Save."



 When you are done with inline comments make sure you click "Save" to make sure all the comments are saved to the document.

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		Comments						Review	Forms	
Patient Cases	Doc Monitor 🗙									
Documents				ą	Learn	er: Three, I	earner	Case: Spona	gle, Sam I	Lor
Learner	Case	Note Name	• Note Date	-0	4 1	Score:	89	Save 🗐	Comme	ent
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Five, Learner	Sugamoto, Keegan A	SBAR (Form)	03/24/22			Name: Spi			0	008
Four, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22							
One, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22			Chief Com				
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Six, Learner	Bellemy, Randal A	SOAP Note (EX3) Abd Pa	03/19/22					nt has begun a ne us relationship fo		
Three, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22			not been to	ested pre	riously. Her previ	ous he althcar	ne m
Three, Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22					such as a pap sm	ear, mámmo	igrar
Two, Learner	Sponagle, Sam	Focused Soap (R)	03/16/22			Past Media Medical Co		/ allergies to cats v	vith reaction	as s
Two. Learner	Mellem, Edythe	TELEPHONIC NURSING	03/18/22			Exemples Mint				

#### OVERALL COMMENT

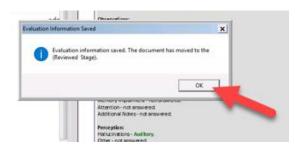
• To make an overall comment of the learner's work, you just click within the comment box or click on "Open Comments".

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Add Inline Comment	Highlight Inline Comments	Show Comments Bar			Open Commen	Score	Save
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Documen	ts			-	4 L	earner: Three, L	earner Cas
Learner	1	Care	+ Note Name	+ Note Date			

- When the comment box opens, you can type your overall comment in there.
- Once you have completed making your comment, click "Save" at the bottom right part of the comment box.

12 m	Sin SignedOn Review		
9/1 9/1 9/1 9/1 9/1	Document Comment Type your comments here.		
		Broughts: Suckasity - not answered. Pomicially - not answered. Debullon - not answered. Behavior.Corp.extine.	Cancel Save R

• Click "OK" in the Evaluation Information Saved box.

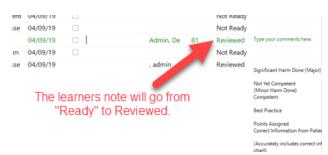


### ENTERING GRADE

• To enter a grade for that document, type the grade into the text box to the left of the save button then click save.

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Add Inline Comment Comments	<b>.</b>	e your comments here.	ype grac here	e comments	Save Show	Email Copy Send Ma	Export Export PDF Excel ail Export Grid
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• Once a grade is saved to the learners note, the learners note stage will go from "Ready" to "Reviewed"

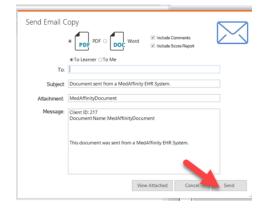


### EMAILING FROM THE DOC MONITOR

• In the "Evaluate" tab click "Email Copy".

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• You can email the document as a PDF or Word document to the learner or to yourself (the email addresses will automatically populate). When the email is ready to be sent, click "Send".



# CLOSING THE DOC MONITOR

• Click "X" on the tab at the top of the document list to go back to the patient list.

