

Documentation of Medical Student Clinical Patient Encounters

FSU College of Medicine CDCS System

Student Responsibility:


Document **every patient you see** while with your clerkship faculty or preceptor whether you lay hands on them or not. While seeing patients, use either your PDA CDCS System in Avantgo to enter the data, or write on paper so you can enter the patient data later on the CDCS system using the web interface. If you use the PDA, sync as soon as possible, preferably immediately after entering patients, with you laptop while it is connected to the internet either by modem or over the wireless LAN so that we can compile the data. This will help eliminate lost data from resetting the PDA or losing power.

Documentation Instructions

Go to the CDCS web-site and sign in using your FSU *firstname.lastname* signon, or open Avantgo on your PDA and select the CDCS system. Select Add New Encounter. You will see the following : On the PDA it is just a smaller version of this.



Add New Encounter

 links you to a help prompt that answers most questions for you.



Enter the required encounter information and then click Save. Click cancel to return to the previous page.

Encounter Information

Encounter Information

Date:	Mar ▾ 17 ▾ 2004 ▾
Location:	Tallahassee ▾
Location Other:	<input type="text"/>
Preceptor:	Preceptor, Test x. ▾
Course/Clerkship:	Clinical Anatomy ▾
Service Setting:	Home Visit ▾

This is all pretty straight-forward. Be sure to pick the correct preceptor. If the doctor you are working with does not show up, contact Nancy Clark or Becky Shiveler on campus or the regional campus Education

Patient Information

Age: Years

Gender: Female Male

Race:

Patient is new to me:

Yes No

Problem Category:

Problems:

Visit Level of Care:

Minimal: Min. Pt. contact
 Moderate: Hx and/or PE
 Full: Hx, PE + (DDx and/or Tx)

Procedures:

Level Of Care:

Notes:

Select the patient **Age, Gender and Race**. If this is not the first time you have seen this patient, select No under **Patient is New to Me**.

Problems include any or all of the problems which were addressed at this visit or considered in the treatment for this visit. If this is for a physical exam, look in the Prevention category for Health Maintenance. To make it easier to pick problems, they have been organized by category and alphabetically by letter.

Select the **Visit Level of Care** that indicates most accurately your interaction and involvement with the patient during this encounter

Select **Procedure** and the level of participation you had with the procedure and add it to the box. You may add multiple procedures.

Use **Notes** to remind yourself of some interesting aspect of the encounter or to specify a diagnosis when you had to select Other from the problem list because the real problem was not there.

Save your encounter and make sure it tells you that it saved. If you are using the web interface, you should be able to go directly into Previous Patient Encounters and look at this patient encounter entry.

If you are using the PDA interface, **Save** puts the patients entered into cache memory and holds them there until you sync. You can check to see if there are patients waiting to sync by looking under the **View** menu and selecting **Forms Manager**. You should sync your PDA to your laptop **AS SOON AS POSSIBLE**, preferably that evening, to download your

new entries into the system. Once you sync your PDA while online, it connects with the server and copies all of the patients into the system. Look on the web site. If they did not all show up, sync again. They should then appear listed on the Patient Encounter section of the CDCS pages in your Avantgo. If this does not happen after you sync, sync again. **Let Ken Johnson and on the Regional Campuses, the IT person know immediately if you lose any patients.** Leave a voice message or send an email.

Editing Previous Patient Encounters

Once you have synced your PDA to the server, you should see all encounters you have entered. You can edit any old patient encounter, but only using the web interface. Find the patient you need to edit and click the edit button next to the encounter.

Previous Patient Encounters

To access a list of your previous patient encounters, provide search filters and then click Search.

[Help!](#)

Date Range: From To
(mm/dd/yyyy) (mm/dd/yyyy)

Location:

Preceptor:

Sort By:

Results

Date:	3/26/2004	<input type="button" value="View"/>
Description:	99 Years, M, Main Campus	<input type="button" value="Edit"/>
Preceptor:	Test x. Preceptor	
Problems:	Abdominal pain	
Procedures:		