

Instructor Guide to Neehr Perfect Go!

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I. Introduction

Welcome to Neehr Perfect® Go! 'Neehr' stands for Networked Educational Electronic Health Record (EHR) and is a special type of EHR developed exclusively for education to prepare students for their professional healthcare practice. Our goal is to maintain the most authentic healthcare technology experience for students to give them the confidence and competence to work with any EHR they may encounter in hospitals and clinics. Neehr Perfect Go! achieves this educational goal through the combination of robust case patients and student activities designed to be used throughout your entire curriculum; from the lab, to the classroom, and in the clinic.

II. Quick Facts

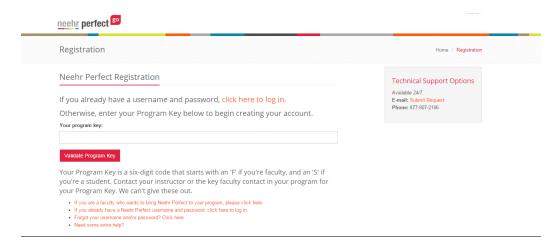
- To create a new Neehr Perfect account, a **Faculty Program Key** is needed. Check with the Neehr Perfect faculty contact at your school if you did not receive one.
- Neehr Perfect is web-based and can be accessed from any location with an internet connection through any browser.
- Neehr Perfect is compatible with Macs and PCs and is optimized for 7" tablets. See Appendix for mobile browser requirements.
- Begin by watching the recorded orientation found in the Help section or register for an upcoming live orientation under the Community Learning Events listing.
- The Neehr Perfect Teaching Team is here to help integrate the EHR into course objectives and student activities: teaching@neehrperfect.com or 877-742-3926.
- Our 24/7 Help Desk is available for faculty and students: support@neehrperfect.com or 877-907-2186.

III. Creating your Account

If you already have a Neehr Perfect account, please skip to the next section. If you're a brand new user, please go to www.neehrperfect.com and select **Subscribe** in the upper, right-hand corner.



You will now be at the Neehr Perfect Registration page shown below.

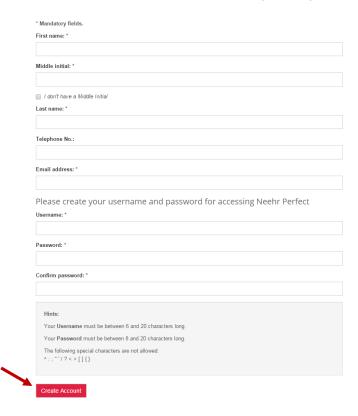


Enter the **Faculty Program Key** code that you received - this is a six-digit alphanumeric code beginning with "F". If you did not receive one, please check with your Neehr Perfect faculty contact in your program.

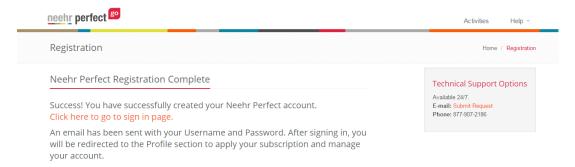
Note! The Neehr Perfect Help Desk cannot give out Program Keys – you must receive them from the Neehr Perfect faculty contact at your school.

After selecting Validate Program Key, you will be asked to create your account. Please enter your name and contact information. It is highly recommended that you enter the email address associated with your institution. This will be used in the future if you forget your login credentials.

Next, choose a Username and Password (you may want to write them down) then Create Account.



If your account creation was successful, you will see the following confirmation page and will receive an email with your credentials for future reference. Proceed to Section IV of this guide to log-in.



Possible error messages:

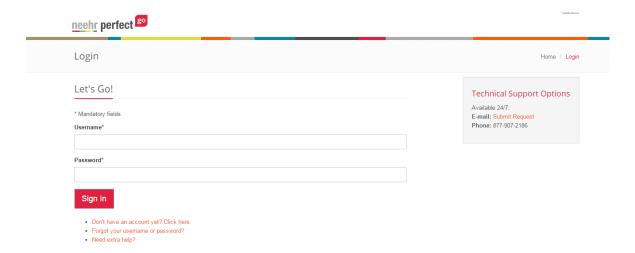
- 1. <u>The requested Username is already in use</u>: Another Neehr Perfect user has already chosen that username. Please select another username to proceed.
- 2. The email address you entered is associated with an existing account: You already have an existing account and DO NOT need to create a new one. Click the link to have your login credentials resent and you will receive an email immediately.

IV. Logging in to Neehr Perfect

Open your preferred browser and go to www.neehrperfect.com to begin the login process. Select **Login** in the upper, right corner.



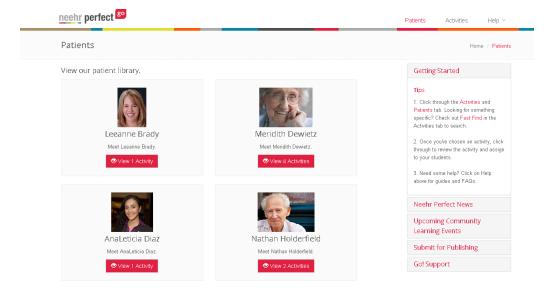
Enter your Username and Password that you setup or received by email. Then click Sign In.



The first time you log-in, you'll be prompted to review and accept the End User Agreement then you will be brought to the Go! Network.

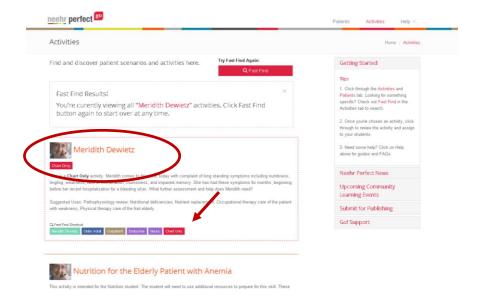
V. Patients

As a faculty user, you will see the patient library when Go! is initially launched:



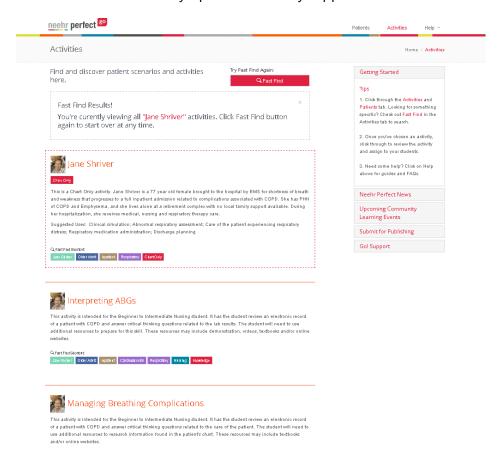
The Go! patients include a robust mix of inpatient and outpatient, discipline area, targeted body systems, age range, and level of complexity. Once you click on a patient, you'll be brought to the list of activities associated with the patient (see next section).

All patients include a **Chart Only** option which does not included a pre-loaded activity and allows you the freedom to develop your own student learning exercise. The Chart Only option will be listed by the patient name vs activity name in the activity list and includes the 'Chart Only' tag.

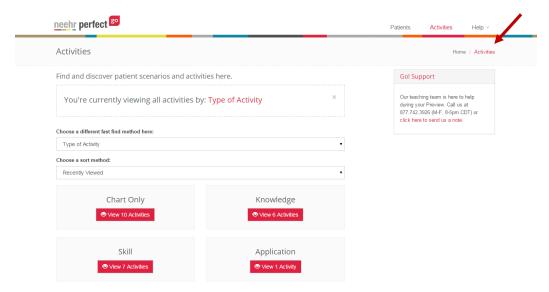


VI. Activities

After selecting a patient chart from the Patients tab, you will see a list of available activities associated with that particular patient. All activities are linked to a specific patient and involve the use of the EHR. Chart Only options will always appear first in the list. Scroll down to see activities.



You may also search all activities by selecting the **Activities** tab. The Activities tab includes a **Fast** Find option which allows you to search for charts and activities by different criteria including type of activity, body system, age range, discipline, and type of visit (inpatient or outpatient).



Go! Activities fall under three main categories:

Knowledge: Knowledge activities are designed to promote knowledge acquisition, critical thinking and concept review. These activities require the student to analyze important details in the patient's electronic health record for greater meaning. Knowledge activities are an interactive type of case study for the EHR. They are perfect for classroom, independent study and homework assignments.

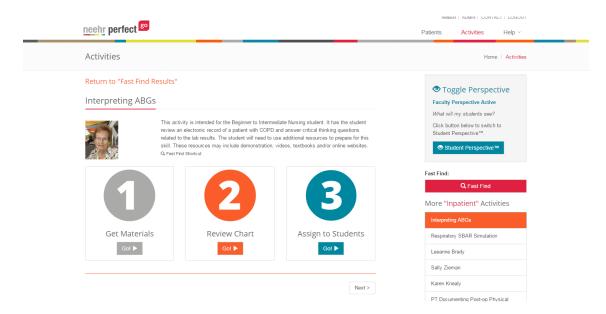
Skills: Skills activities introduce students to important psychomotor skills and documentation basics for healthcare. Some skills activities can be completed by the student independently, and others are designed for in-lab use. Skills activities include note documentation, skills practice, medication administration, health assessment, provider decision-making, care planning, as well as scheduling, insurance, and claims.

Application: Application activities bring knowledge and skills to life in a realistic clinical encounter. Application activities are designed for simulation and other hands-on experiences. These activities come with simulation scenarios with preparation and setup instructions for faculty. Application activities are designed for use with popular manikins or standardized patients and the Neehr Perfect Go! patient's EHR.

Many Neehr Perfect Go! charts come with Knowledge, Skills and Application activities that can be used together to address various levels and types of learning. These are referred to as **Go! Activity Sets.** Students can be assigned a Knowledge activity for preplanning and a Skills activity for practice before completing an Application activity in the lab. (Note: Each activity must be assigned separately.)

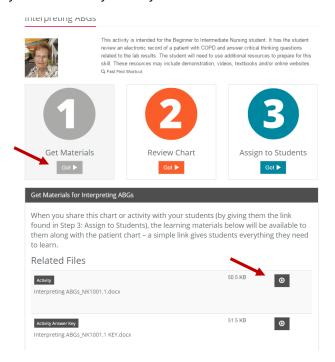
VII. Faculty Experience

After selecting an activity or Chart Only option from the list, an easy 1–2-3 process will unfold:



Step 1: Get Materials

This section contains the activity document (unless it's a Chart Only version), answer key and may include other helpful teaching materials related to the chart such as barcodes, standards of care, supporting references, and more. Select the download icon next to the file to view it. Depending on your browser, you may need to click on the file once it has been downloaded to open it.

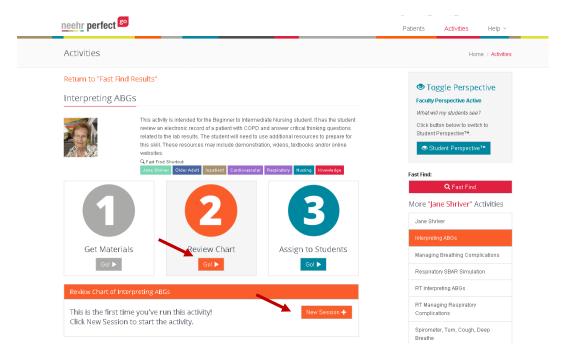




Step 2: Review Chart

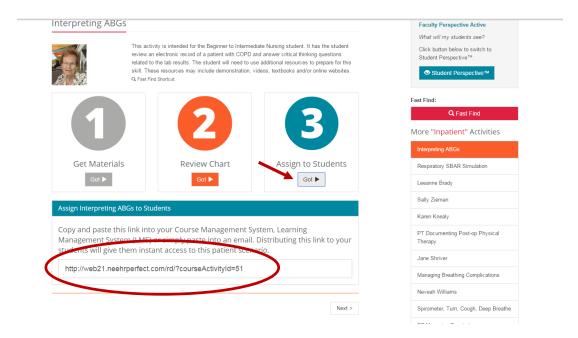
In this section, launch and review the patient EHR for the activity just as a student would see it. Navigate the different chart tabs to locate detailed information and try out the activity before assigning it to students.

Each time a user accesses the EHR for a particular activity, the session is stored so you can return right where you left off. If it's the first time accessing a chart for an activity or patient, select **New Session.** If you have accessed a chart previously, you can decide to resume a previous session or start a new session. More about this is described in the *EHR Sessions* section.



Step 3: Assign to Students

In order for students to access the activity and chart, **a faculty user must assign it to them by providing a link found in this section**. This link can be posted in your Learning Management System (LMS) or provided through email. The student only needs to click the link once, then the activity or Chart Only version will always appear in their own activity list when they log in to Go! directly. See more details in the *Student Experience* section of this guide.



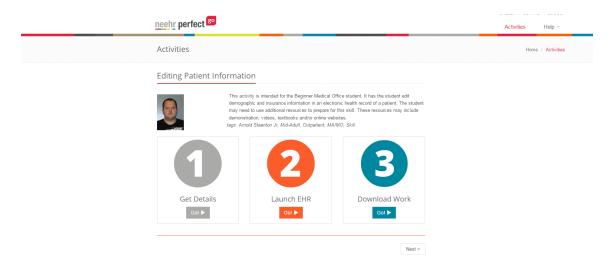
Once an activity is assigned, the students also receive the activity document in Go! (see *Student Experience* section below). Answer keys are only available for faculty users. Activities are provided in Microsoft Word documents so they can be modified, if desired. To do so, download it from Get Materials, make the edits, then distribute it to the students outside of Go!, perhaps through your LMS or by email, and alert them not to use the pre-loaded activity (or assign the Chart Only version).

Keep in mind, you may also develop your own activity or use for a chart. Assign the Chart Only version of the patient to the students. Then distribute your activity to the student independently from Go!, such as through your LMS.

VIII. Student Experience

When a student user logs in to Go! initially, they are brought directly to the Activities tab. Student users do not have a Patients tab or a patient library. In the Activities tab, they will automatically see the EHR Orientation activity and the Student Portfolio. **Students do not see any additional activities or Chart Only versions until they have been assigned by a faculty user**. Once an activity has been assigned via the link provided to faculty, and the student clicks on the link, it will appear in their activity list.

After selecting an activity, students also have an easy, three-step experience:



Step 1: Get Details

This is where students will find the activity document unless it's a Chart Only version. Here the student will also see all of the same documents faculty see in Get Materials, except there will be no answer keys.

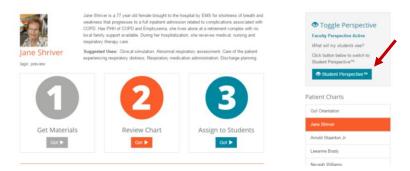
Step 2: Launch EHR

In this section, students launch the patient chart to complete their activity. Like the faculty experience, students may choose to start a new session of the EHR or continue a previous session. Everything they do in an EHR session is tracked in the Progress Report and submitted to their instructor(s) upon completion. Note: Some activities will ask students to complete responses in the Microsoft Word activity document instead of submitting a Progress Report.

Step 3: Download work

This is where the Progress Note report is downloaded after a student has completed all work in an EHR session. The Progress Note tracks everything the student does in the EHR for each session. Activities in Go! instruct students to submit their work in your Learning Management System (LMS). If another method is preferred, such as by email or printed copy, faculty should provide clear information to the students.

As faculty, you can launch the 'Student Perspective' after selecting any chart to experience Go! as a sample student user as if the activity has already been assigned.

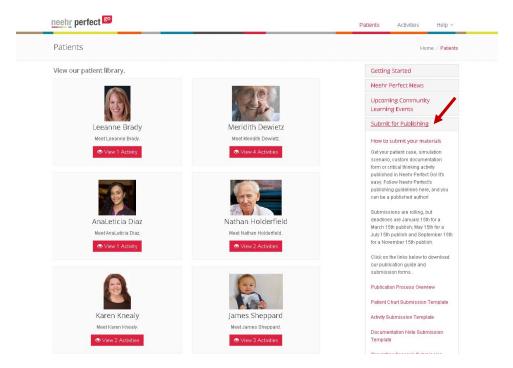


In this mode, you may download a Progress Report that shows <u>your</u> work in the EHR. This does not allow you to view any student work. Students need to download and submit their own Progress Report to their instructor.

IX. EHR Sessions

For additional information on navigating the EHR in Go!, please go to the Help section after logging in and review the additional guides available. This section describes how the EHR is accessed and how the user sessions are maintained and does not go into detail about navigating a chart.

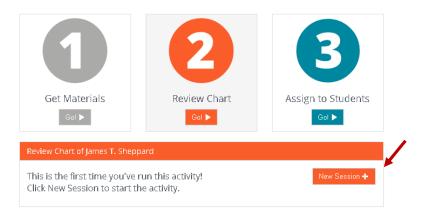
Important Note: Each user sees his or her own session, or instance, of a chart in Go! Changes made to charts are not visible by anyone else. If you'd like to make changes to a chart or add a new chart that can be seen by other users, you must submit a request for publication. Please see the Submit for Publishing section after logging in for more information.



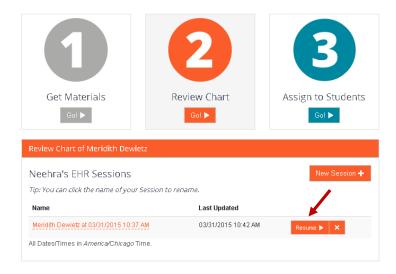
When the EHR is launched for a particular activity or Chart Only option, a unique "session" is created. You may choose to start a new session, which launches the EHR in its original state, or

you may choose to continue a previous session. Any changes made in the EHR during the session are stored and you may return at a later time right where you left off.

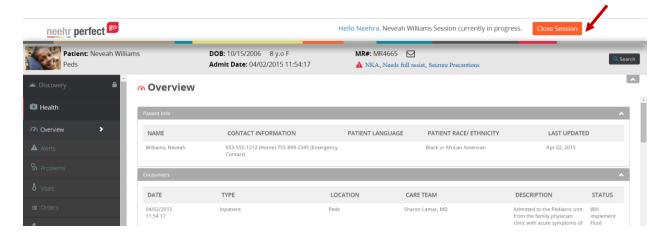
As a faculty user, you will see the session options for an activity after selecting Review Chart (see Faculty Experience section). If it is the first time you're accessing the chart for a particular activity, you won't see any previous sessions listed, so you will select **New Session**.



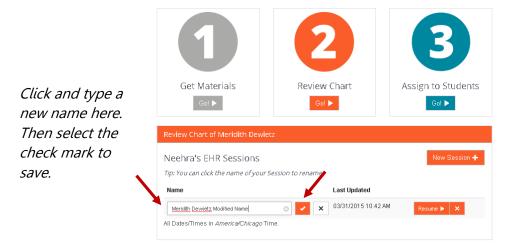
Or if you have accessed the chart previously and want to continue the session, select **Resume** to launch the chart for a particular session and continue where you left off.



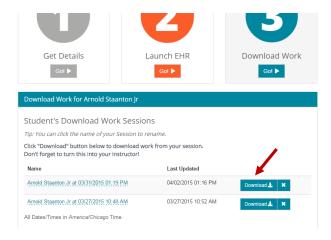
Once the EHR is launched, any changes that are made to the chart are tracked as part of the session. When you're finished, select **Close Session** to exit the chart and return to the activity details screen.



To assist with keeping track of EHR sessions, you may rename them as needed by simply clicking on the session name. Once finished, select the check $(\sqrt{})$ symbol to save the new name.



For student users, the EHR sessions are particularly useful because it is how their work is tracked when completing an activity. They may close a session and return at a later time to continue working on an activity. Once they are finished, they will go to Download Work and select the session in which they would like to download the Progress Report.

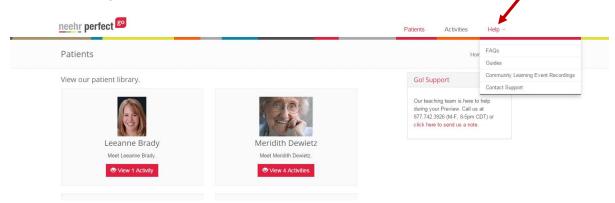


The Progress Report tracks their work in the session and is submitted to their instructor as an answer sheet to many of the activities.

Important Note: Some activities require the student to complete and submit the Microsoft Word activity document with specific answers to questions rather than the Progress Report.

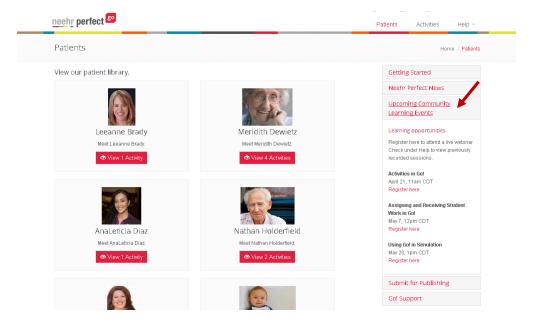
X. Help

The Help tab in Go! includes resources for faculty including FAQs, guides, Community Learning Event Recordings, and contact information for support.



Community Learning Events are live webinars hosted by Neehr Perfect on specific applications or uses of an educational EHR. After the events are completed, a recorded version is archived in Help. Please explore these recordings for additional training. Begin by watching the recording called *Ready Set Go* to help you get started.

You may also register to attend an upcoming live Community Learning Event here:



XI. Additional Resources

Teaching Team

The Neehr Perfect teaching team consists of healthcare educators with experience in implementing the EHR throughout a variety of courses and programs. Faculty users may contact the Neehr Perfect Teaching Team for assistance with using the EHR with your students including finding charts and activities to meet your learning objectives. We recommend all instructors meet with the Teaching Team at least once prior to starting Go! with your students. You can reach the Teaching Team either to ask a question or to schedule at meeting by emailing teaching@neehrperfect.com or calling 877-742-3926 from 8am-5pm Central.

Help Desk

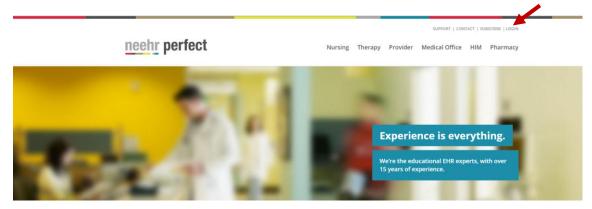
The Neehr Perfect Help Desk is available 24 hours per day, 7 days a week for faculty and students. Contact the Help Desk for assistance with account creation, logging in, basic navigation, and troubleshooting. The Help Desk can be reached by emailing support@neehrperfect.com or calling 877-907-2186.

XII. Frequently Asked Questions

The following questions and answers are related to accessing Neehr Perfect Go! After logging in, please check out the FAQs section under the Help menu for additional information.

How do I get my username and password if I've forgotten them?

If you've forgotten your Neehr Perfect credentials, simply select the **Login** link from <u>www.neehrperfect.com</u> then 'Forgot your Username and/or Password?'. Enter the email address you used when creating your account and you'll receive an email immediately with your credentials. You do not need to reset your password.

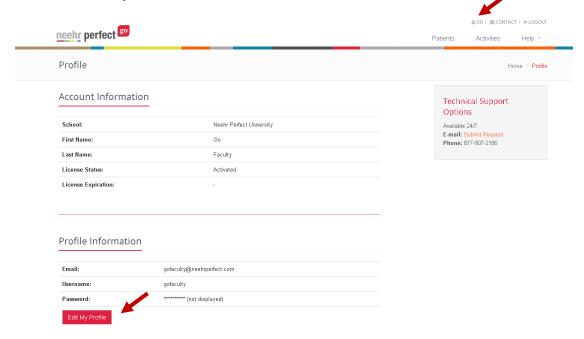




How do I change my username and/or password?

Please follow these steps to change your username and/or password:

- 1. Login to www.neehrperfect.com
- 2. Select your name in the upper, right corner
- 3. Select Edit my Profile



Can I use Neehr Perfect Go! on a tablet?

Yes! Neehr Perfect Go! is optimized for use on mobile devices that are 7" or larger. This includes iPad®, iPad Mini®, Samsung Galaxy Tab®, Google Nexus 9®, and more.

Access to Neehr Perfect Go! on a tablet is through a browser, not an app. Simply launch your mobile browser, go to www.neehrperfect.com, and login. Ensure you are running a compatible version of your mobile browser and contact the Help Desk with any questions.

Neehr Perfect Go! Mobile Browser Requirements:

- iOS based devices:
 - o Safari Mobile
 - Chrome Mobile
- Android based devices:
 - Chrome Mobile
- Windows RT based devices:
 - o Internet Explorer 11