

Quick Guide to myEHRreports for Students

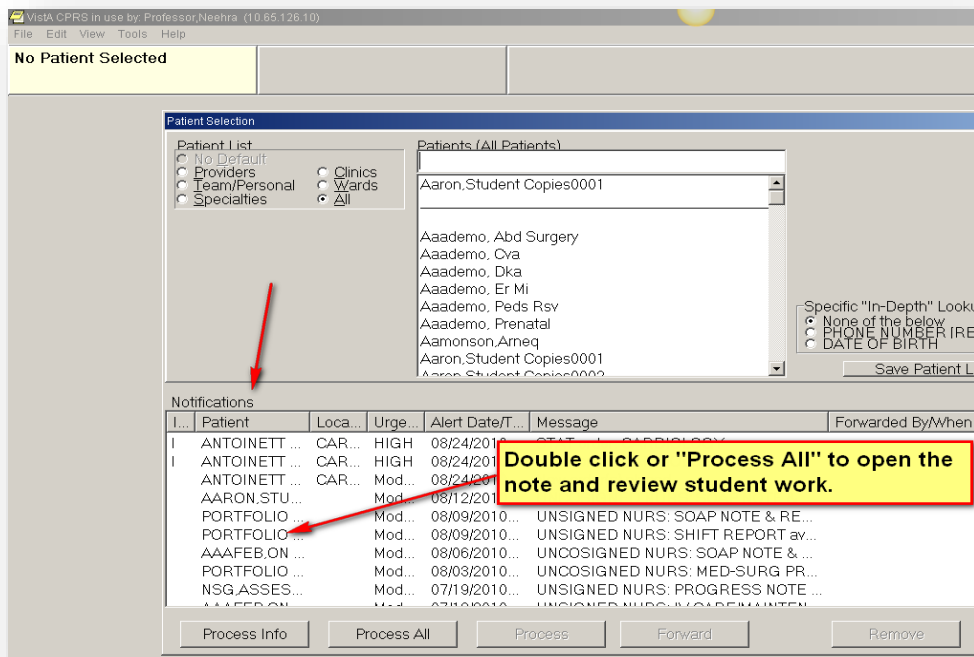
Reviewing notes documentation using myEHRreports

This quick guide applies to the Neehr Perfect® Student Resource Network and review of note documentation created in the EHR.

There are two ways students may turn in note documentation completed in the EHR.

Turning in notes documentation inside the EHR

1. When you create a note in the EHR, you are required to select a co-signer from the list of Providers. The co-signer is typically your instructor.
2. Once you complete and sign your note, the co-signer will receive a copy of the new note in their NOTIFICATIONS area of the patient selection screen upon login.



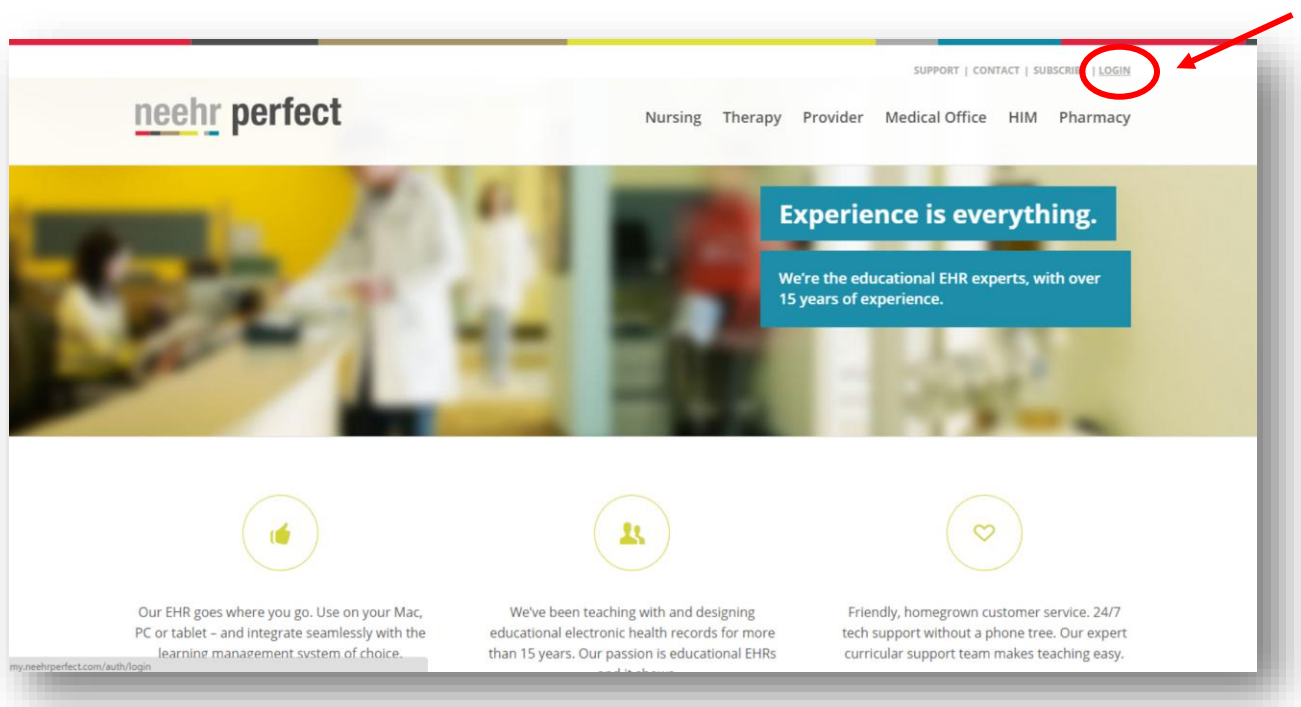
3. The co-signer (i.e. faculty) can double-click on the note in the Notifications area to open it for review and/or comment.

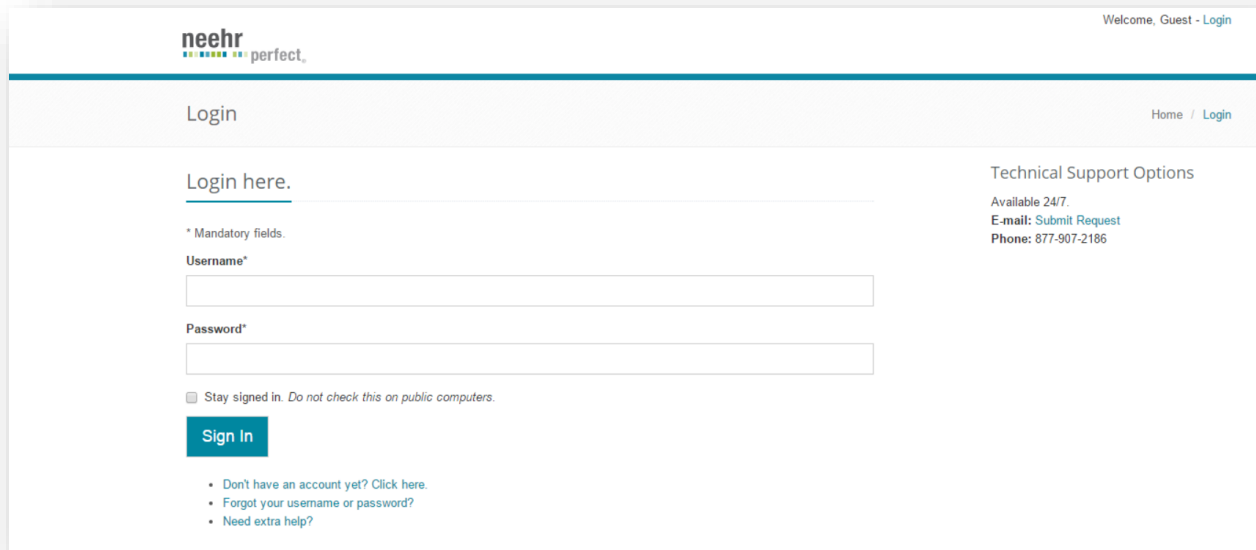
4. You can review the faculty comments by returning directly to your note(s) inside the EHR.

Exporting notes for use with online course management systems (e.g. Moodle, Canvas, Blackboard, etc.) and/or by email

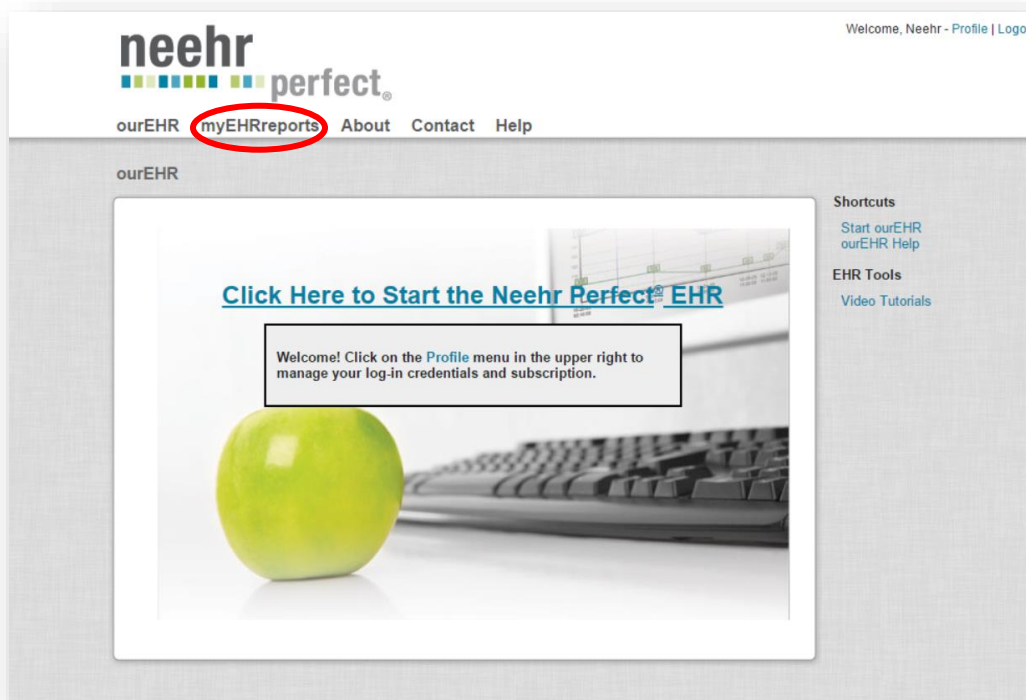
Instead of reviewing your work in the EHR, your instructor may prefer to review it in your online course management system and/or by email. Complete your note(s) in the EHR - you will still need to select a co-signer from the dropdown list and sign your note when finished. Then you will retrieve a PDF of the note from your Student Resource Network and turn it in to your instructor as directed.

1. THE DAY AFTER* you have written your note in the EHR, log in to the Student Resource Network on www.neehrperfect.com by clicking on **Login** at the top right of the screen and then entering your username and password.

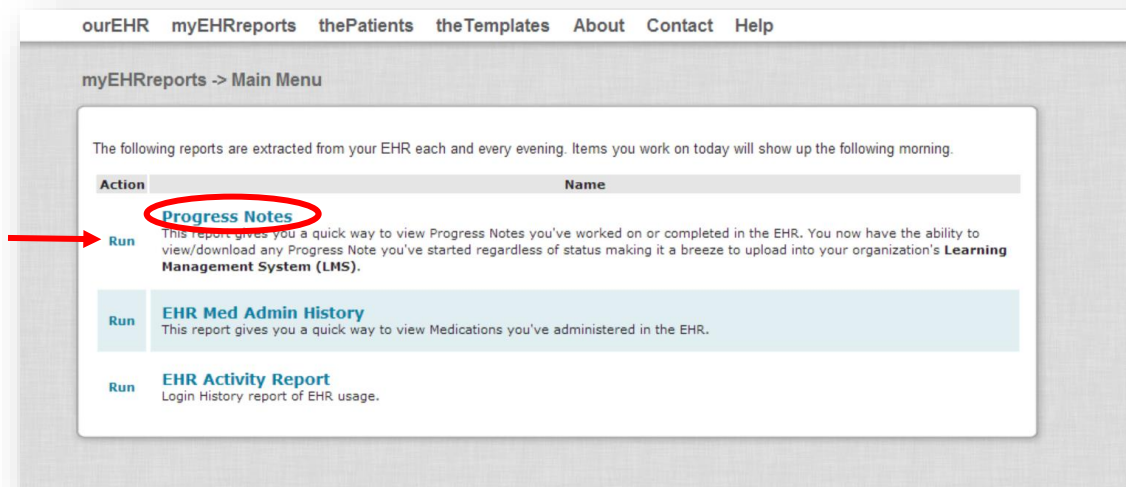




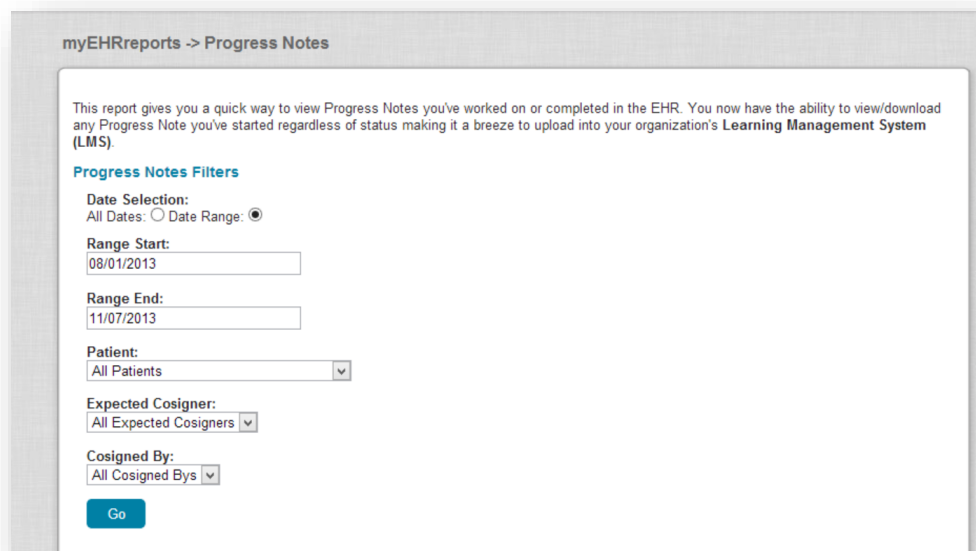
2. You will be brought to the Student Resource Network. There you will see a tab called myEHRreports. Click on it to open.



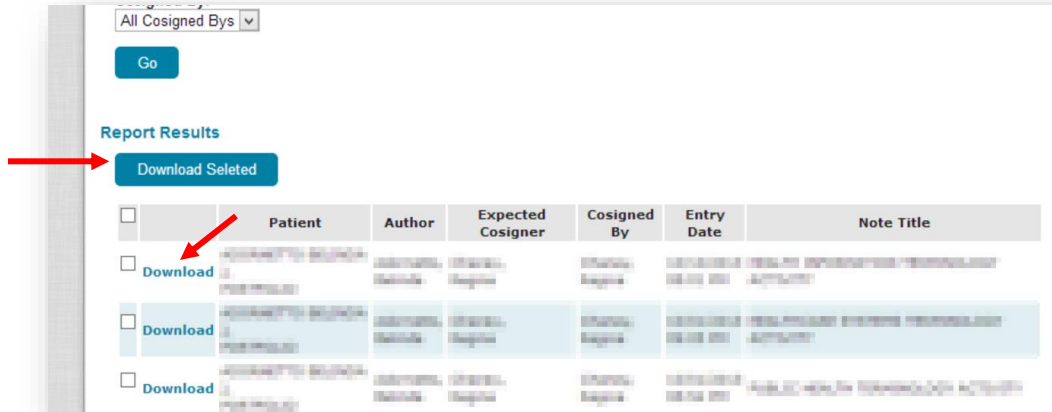
3. Click on **Progress Notes** or **Run** next to Progress Notes to view and retrieve all Progress Notes you've worked on or completed in the EHR. Note: you can also run a Med Admin History report or an Activity Report. A Med Admin History report lets you view medications you've administered in the EHR. The Activity Report provides you with your EHR login history.



4. You can search and filter notes documentation by using the Date Range, Patient, Expected Cosigner, and Cosigned By filters.



- Once you find the note(s) document you are looking for, click **Download** to view it as a PDF. If you would like to download more than one note at a time, click on the boxes next to each desired note and then select the **Download Selected** button.



You will need Adobe Reader installed to view your note as a PDF. Recent versions of Adobe Reader X (i.e. 10.1.3 or greater) will allow you and/or your instructor to add comments to the PDF document.

- Now that your EHR Note is a PDF, you can email it or save it to your online course management system to turn it into your faculty as instructed.

* REMEMBER: Your notes will NOT appear in the myEHRreports right away. The notes will be included in the report **after 4am Central Time** the following day provided your notes were completed by 11pm (in your time zone). Your instructor will still see the actual time and date you completed the note in the EHR on the PDF.

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Screen displays may vary among different sites and you may not see the data on your monitor exactly as shown in this manual. Although screens are subject to modification, the major menu options and workflow can be followed from this manual. Please contact support if you need assistance in following this manual.