



Getting Started with Neehr Perfect Go! A quick guide to a successful start

One of the many features of Neehr Perfect Go! is how it has been developed for easy implementation and use for faculty and students. Faculty have:

- Complete self-paced training using videos and guides posted online
- The choice of using what is published in Go! or to create your own materials
- The tools to easily create your own charts or make edits to Neehr Perfect charts
- The resources to prepare course content and/or curriculum (i.e., competency mapping)
- Control over when to release selected charts and activities to students

As a first step, faculty must get *themselves* started by activating their account and completing orientation. This quick guide will help you get going.

GETTING FACULTY STARTED	
After being notified by Neehr Perfect that you are ready to begin using Go!, read the Instructor Guide and activate your faculty account.	Use the Faculty Program Key (the 6-digit alphanumeric code beginning with the letter 'F') to create your username and password. This code is provided to the key faculty contact.
Watch the Faculty Orientation video (under 30 minutes).	Help tab → Videos
Complete the EHR Orientation activity (approx. 45 minutes). This is the same orientation activity that the students will complete.	You will locate the EHR Orientation activity by follow these steps. *NOTE: Students DO NOT follow these steps to access the orientation activity. Students automatically receive the activity in their activity list when they create their account and log in. Activities tab → Skills button → Scroll down to the bottom of the list to locate the EHR Orientation → Click on the body of the text for the EHR Orientation activity → Click on the #1 to begin.

<p>After completing the EHR Orientation, go to the Help tab to explore the FAQs, Videos and Guides. Select the videos and guides that are of most interest to you.</p>	<p>*NOTE: The titles and content of the videos and guides are subject to change as they are updated to reflect EHR feature enhancements.</p>
<p>Additional resources that will assist you in preparing your curriculum/course are also available in the Help tab → Guides.</p>	<ol style="list-style-type: none"> 1) <i>Preparing Charts for Pharmacy Medication Processing</i> 2) <i>List of Documentation Notes</i> 3) <i>Medical Assisting Activities Mapped to CAAHEP/MAERB</i>
<p>Locate the Patient List and the Activities List to help you find patient charts and Neehr Perfect activities for your course(s).</p>	<p>The patient list is located at the top of the Patients tab.</p> <p>The list of activities is located at the top of the Activities tab.</p>
<p>Neehr Perfect Go! charts and activities require minimal-to-no set up by faculty. However, for students to have access to any chart or activity other than the portfolio and the EHR <u>Orientation</u> activity, faculty must assign Patients and Activities to the students via a unique link provided under the #3 of each chart/activity.</p>	<p>Help tab → Guides → <i>Assigning and Receiving Student Work</i></p>
<p>To quickly learn how to edit a current Neehr Perfect chart or activity, or to build a new chart/activity from scratch, use the Videos and Guides located in the Help tab.</p> <p>Please note that a "Patient Activity" is synonymous with a "Patient Chart" and with "Activity."</p>	<p>Help tab → Guides → <i>Creating New Patient Activities</i> and <i>Editing Patient Activities</i></p> <p>Help tab → Videos → <i>Creating New Patient Activities</i> and <i>Editing Patient Activities</i></p>

GETTING STUDENTS STARTED

<p>Provide students with the Student Program Key. The student program key is a 6-digit alphanumeric code beginning with the letter 'S' – notice that the Student Program Key begins with a different letter than the Faculty Program Key.</p> <p>Also, <u>download</u> the Student Guide from the Help tab → Guides, to provide to your students.</p>	<p>*NOTE: Application of the student subscription to Neehr Perfect will vary based on how the student's subscription is paid for (by the school, by the student purchasing through the bookstore, or by purchasing directly from Neehr Perfect). Students have instructions for applying the subscription, or the activation code, in the Student Guide (pages 3-5).</p>
<p>What is a Student Program Key? 6-digit code provided to key faculty contact. This code is given to the student to create a Neehr Perfect account.</p> <p>What is an Activation Code: 15-digit code provided to key faculty contact when the school purchases the student subscriptions. This code is given to the student to activate the subscription.</p>	<p>To summarize, students will need the following:</p> <ol style="list-style-type: none"> 1) Student Program Key (schools purchasing for their students will also need an <u>Activation Code</u>) 2) Student Guide 3) Watch the Student Orientation video in Help tab → Videos (9 minutes long)
<p>Once students complete the activation process, they will be able to log in to Neehr Perfect Go! immediately. Students will automatically see the EHR Orientation activity and their Student Portfolio chart – <u>these two items do not need to be assigned by faculty!</u></p>	<p>The EHR Orientation activity should be completed <u>first</u> before completing <u>any other</u> activities in Go!</p> <p>The EHR Orientation, the Student Orientation video and the Guides are all your students need to have a successful start to using the EHR.</p>
<p>Each student receives their own instance of a chart, activity and/or the student portfolio. The only way for faculty to see what the student has done is to view their Progress Report.</p>	<p>Students will upload (or email) their Progress Report to the LMS for faculty to review and grade.</p> <p>Help tab → Guides → <i>Completing and Submitting Work</i></p>

Are you still needing assistance in getting started? Contact the Neehr Perfect Teaching Team at teaching@neehrperfect.com with your questions.