



EHR Go Guide: Completing and Submitting Work

Introduction

It is your responsibility to submit your work in EHR Go to your instructor. To do so, you will either submit a Progress Report or, for certain activities, a Word document with your answers to questions. Please check the 'Submit Your Work' section of each activity for information on how to submit your work. All Go activities instruct you to submit your work to your instructor through your Learning Management System (LMS). If your instructor prefers another method for receiving your work, such as by email or printed copy, he or she will provide additional information.

Additional resources

Please refer to the *Student Guide to EHR Go* for information on logging in and selecting an activity.

FAQs about submitting work

1. Can I make changes after submitting my work?

- a. Check with your instructor to find out if he or she will accept a new version of your work. In Go you can resume a previous session or start a new EHR session, make your changes, then generate a new Progress Report to submit.

Receiving EHR Go activities (assignments)

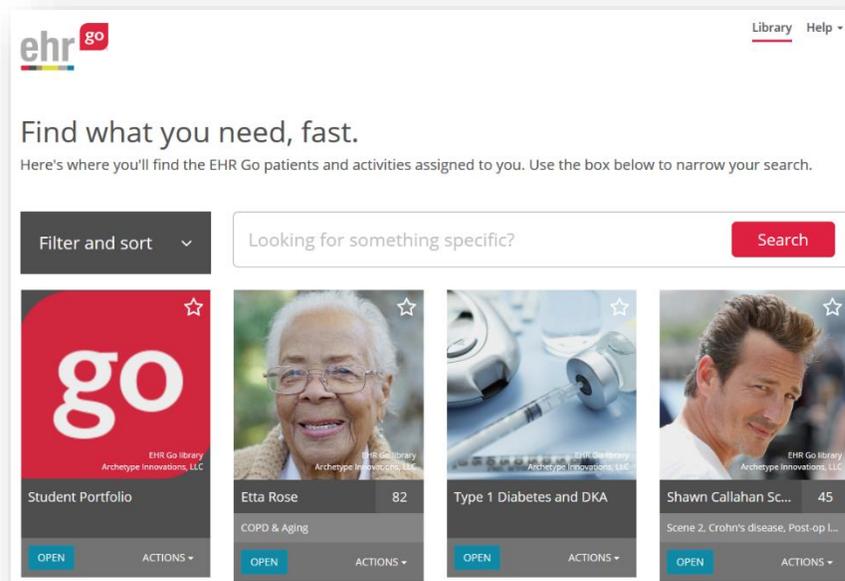
Your instructor will provide you with a link to a patient or activity in Go when it is assigned. You will not be able to view the patient or activity prior to receiving the link. Depending on your instructor's preferences, the link may be posted in your Learning Management System (LMS), by email, or through another method. Each patient or activity has its own unique link, so a separate link will be provided for each assignment. Click on the link or copy and paste it into your web browser to access the activity.

Sample Go activity link: <http://web21.ehrgo.com/activity/detail/id/sample> (non-functional)

You will be prompted to enter your username and password to view the patient or activity if you're not already logged into EHR Go.



Hint: After you have selected the link at least once, the patient or activity will then appear by name under the Library tab when you log in to EHR Go directly:



Once you have selected a patient or activity either through the link provided by your instructor or through the Library listing (if you've previously selected the link), an easy three-step process will unfold:

The screenshot displays the EHR Go interface for an activity titled "Editing Patient Information". At the top, there are three navigation tabs: "1 Overview & Resources" (highlighted in orange), "2 Launch EHR", and "3 Download Work". Below the tabs, the activity title is shown in a dark grey bar. The main content area includes:

- ACTIVITY DESCRIPTION:** This activity is intended for the Beginner Medical Office student. It has the student edit demographic and insurance information in an electronic health record of a patient. The student may need to use additional resources to prepare for this skill. These resources may include demonstration, videos, textbooks and/or online websites.
- AUTHOR:** Neehr Perfect / Archetype Innovations LLC
- TAGS:** Outpatient, MA/MO, Mid-Adult, Skill, Orientation
- Portrait:** A headshot of a man with a goatee, wearing a dark shirt.

Hint: At any time, return to your full list of all activities by clicking the Library tab in the upper, right corner.

Locating the activity document

Step 1: Overview & Resources

If your instructor assigned an activity rather than a patient, this section is where you will find the activity file. Patients do not include a pre-loaded activity and your instructor will provide you with more information on what to do with the chart. In Overview & Resources, you may also see additional information such as barcodes, clinical support documents, and more.

To open the activity, select **Overview & Resources**, look for the 'Activity' file type, then select the download icon shown below.

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Activity: **Editing Patient Information**

ACTIVITY DESCRIPTION
This activity is intended for the Beginner Medical Office student. It has the student edit demographic and insurance information in an electronic health record of a patient. The student may need to use additional resources to prepare for this skill. These resources may include demonstration, videos, textbooks and/or online websites.

AUTHOR
Neehr Perfect / Archetype Innovations LLC

TAGS
Outpatient MA/MO Mid-Adult Skill Orientation



Topic Resources
Here are the learning materials that go along with this patient chart. Click the arrow next to each item to download.

Activity	Editing Patient Information_MS1006...	51 KB	
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A Microsoft Word® document will download. Depending on your browser, you may need to click the downloaded file to open it. Read through the activity instructions.

Step 2: Launch EHR

Go to this section to launch the patient chart to complete the activity or assigned patient. Each time you access the EHR for a particular patient or activity, the session is stored so you can return right where you left off.

If it's the first time accessing the EHR for an activity, or if you'd like to start over from the beginning, select **New Session**. If you would like to continue a previous session, select **Resume** next to the corresponding session.



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Patient: **Meridith Dewietz**

StudentGo's EHR Sessions

Tip: You can click the name of your Session to rename it.

Important! Once in the chart, you must click the orange Close Session button when you're finished with your activity. If you don't click Close Session, your work won't be saved.

New Session +

Name	Last Updated	
Meridith Dewietz at 06/22/2017 11:48 AM	06/22/2017 11:48 AM	Resume ▶ ✕
Meridith Dewietz at 06/22/2017 11:48 AM	06/22/2017 11:48 AM	Resume ▶ ✕

Show Previously Deleted Sessions

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. **Important!** This is how your work is saved. Do not close your browser window or tab without clicking Close Session.

Hello Student. Adding Orders Session currently in progress. Don't forget! Close your session to save your work.

Close Session

Patient: Lateef Ledbetter DOB: 07/24/1989 28 yo M MR#: MR-7270 Admit Date: 05/21/2018 12:50 Betadine, Penicillin

Overview

Patient Info

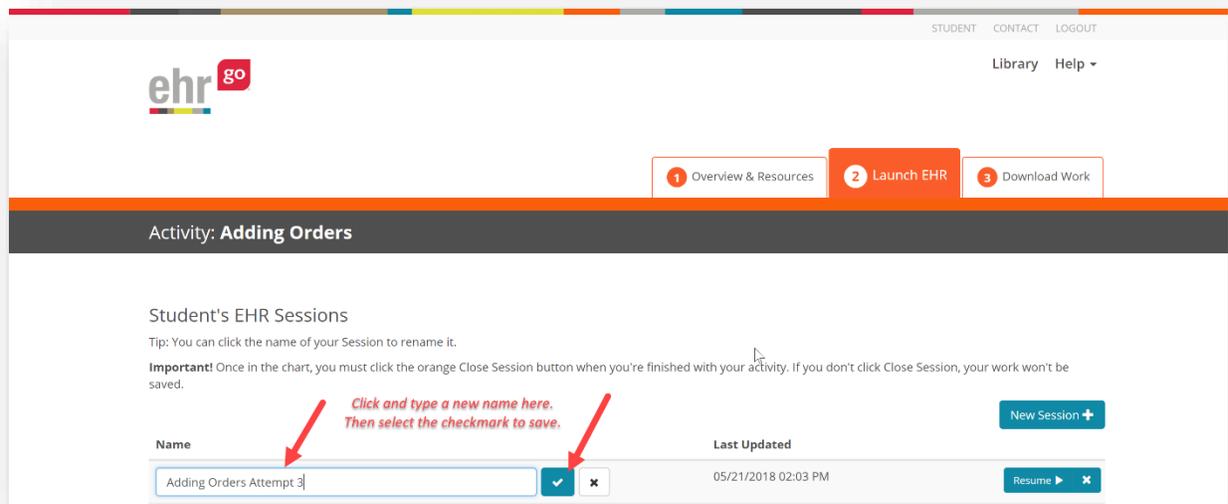
NAME	CONTACT INFORMATION	PATIENT LANGUAGE	PATIENT RACE/ ETHNICITY
Ledbetter, Lateef	215-555-5492 (Home) 215-555-0992 (Work) 215-970-2687 (Emergency Contact) 215-555-6208 (Mobile)	English	Black or African American

Encounters

DATE	LOCATION	PROVIDER	STATUS	DESCRIPTION
05/21/2018 12:50	General Hospital ER	Kerry West, MD	Admitted Admit for 24 hour observation	Right flank pain, nausea, vomiting.



It is important to keep track of your EHR sessions to know which will be used to submit your work. To assist with organizing your sessions, you may rename them by simply clicking on the current session name. After typing a new name, select the check (✓) symbol to save it.



Step 3: Download Work

All of the work you do in each EHR session is tracked in a Progress Note report found in this section. After completing an activity, select **3: Download Work** then click **Download** next to the corresponding EHR Session you wish to submit to your instructor.



A screenshot of the EHR Go web interface. At the top, there are three navigation tabs: "1 Overview & Resources", "2 Launch EHR", and "3 Download Work". Below the tabs is a dark grey header with the text "Patient: Neveah Williams". The main content area is titled "StudentGo's Download Work Sessions" and includes instructions: "Click on the name of your session to rename it. Click 'Download' button below to download work from your session. Don't forget to turn this into your instructor!". Below this is a table with two columns: "Name" and "Last Updated". The table contains one row with the session name "Neveah Williams Activity Attempt 1" and the date "06/22/2017 01:05 PM". To the right of the date is a blue "Download" button with a download icon and a close icon. At the bottom left of the table area is a button labeled "Show Previously Deleted Sessions".

Important Note: Some activities will have you complete responses in the Microsoft Word activity document and submit that as your work instead of the Progress Report. Check the 'Submit Your Work' section of each activity to determine what is submitted.

Once you select Download, a PDF file of your Progress Report will be generated. Depending on your browser settings, you may need to click the file icon to open it. **Save** the file in a known location on your computer or tablet.

Your instructor may provide you with instructions on how the file should be named (i.e. you may want to include your last name and the activity name).

Submitting your work

Activities in Go instruct you to submit either your Progress Report or Word document to your instructor through your Learning Management System (LMS). Your instructor will provide additional information if he or she prefers that you use another method to turn in your work; such as through email or by printing a hard copy. There is no other way for the instructor to view your work in EHR Go unless you submit the document to them.