**REPORTS – Procedures/Cases**

- Select the Core Clerkship from the right side drop down
- From the Home page, select the Procedures tab
- Under Procedure Reports in the right column, there is a list of all Procedure/Case log reports option

**Procedure Reports:**

- **Procedure Demographics Report:** summarizes basic patient demographics as reported through the procedure log
- **Procedure Log Summary:** summarizes logged procedures by course
- **Procedure Requirements by Student:** summarizes procedure requirements by Student and displays by Student how many have been performed, and whether or not the requirement has been fulfilled
  - There are no start/end date filters, so the implied date period is the student's enrollment within the course
- **Procedure Totals by Type:** summarizes the number of procedures by role, grouped by either Student, procedure type, or Student/procedure type
- **Procedures Summary:** summarizes Student procedure logging activity and displays the data by year, and whether the procedure was performed, assisted, or observed
- **Procedures Summary by Student:** This report provides a summary of logged procedures by Student across multiple clerkships. It includes the number of procedures and the roles (i.e performed, assisted, observed, supervised)
After selecting the report, you must change the Display to “Diagnosis Requirements.” In this example, the report “Procedure Requirements by Student” was selected.

Reports

<table>
<thead>
<tr>
<th>Choose Report</th>
<th>Select Options</th>
<th>Generate Report</th>
</tr>
</thead>
</table>

Options for "Procedure Requirements by Student"

- **Core Clerkship selected.**
- **Clerkship:** MED 300A - Internal Medicine Core Clerkship
- **Student:** [select multiple]
- **Display:**
  - Procedure Type Requirements
  - Diagnosis Requirements

To see the full list of students, click here. Then, use Shift/Command to select multiple students.

**NOTE**

“Procedure Type Requirements” is selected by default: You MUST change it to “Diagnosis Requirements” to see data.

Select the Output format and Generate Report.

<table>
<thead>
<tr>
<th>Output Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTML - Standard</td>
</tr>
<tr>
<td>XLS - MS Excel</td>
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<tr>
<td>XLSX - MS Excel 2010</td>
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<td>TEXT - Tab Delimited</td>
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Generate Report: "Procedure Requirements by Student"
In this report, each student will have an individual summary section.