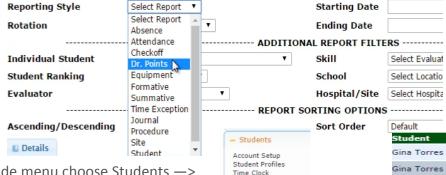# Checking Physician Contact

To prepare you will need to check the clinical calendar/schedule to correlate appropriate clinical dates. You will also want to check your evaluation rubric if you are awarding points, your tracking number of hours or whatever system you use to ensure sufficient contact. Your primary goals will be to check:

- Whether entries have been made, as students will not necessarily enter physician contact each day.
- If there are entries to evaluate, you'll be checking them for quality and level of interaction, sufficient time, and whether the clinical instructor has validated the entry.

1. First, you'll want to see if there are any physician contact entries. To determine this, from the left-side menu choose Reports —> Advanced Reports.

2. From the "Reporting Style" dropdown, select "Dr. Points". From the various dropdowns, select sorting criteria. Usually choosing dates for the week before will get good results. After you've chosen your criteria, press the "Details" button to get search results. In this case, I've found that only two students have made entries in the specified time period, which means I only need to check those two— a huge time saver.

3. From the left-side menu choose Students —> Doctor Interactions. Filter by the rank desired.

4. Select the student whose interaction you'd like to validate. Next, from the Action column, choose "Edit".

5. You will next see the physician interactions entered by the student you selected.   Select one you wish to validate (one that has no entry in the "Points" column), and again select "Edit" from the Action column.

6. Choose the 2nd blue bar titled "Respiratory Care Physician Interaction Entry" to view the entry.

7. Review the note written by the student. If you are satisfied with the content of the note and its validity then you can sign off on it.

8. Select the box next to "Date of School Signature" and use the pop-up calendar for the date. If you try to type in the date, the system may not be able to correctly process the date. You should find your name autofilled in the "School Coordinator" box. You can also write a response in the box under "School Response" if desired.

9. When done, select a "Save" option. You will know you have correctly validated the entry when you see the green bar at the top left with the text, "Success: interaction record saved successfully." You will also see that a score will appear in the "Points" column of the record.