

## Entry of Procedure Counts

To prepare you will want to make notes during the day to ensure you include everything that's pertinent. Be sure you are ready to enter your information without interruption to avoid losing your entry to timing out.

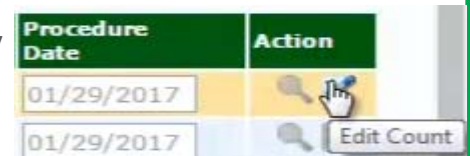
1. From the left-side menu choose Students —> Procedure Counts.
2. From the Action column choose "Add". (**NOTE:** This is assuming you'd like to add a new entry. If you want to view a prior entry, select "View". But if you choose "View" here, you can view prior entries, but can make no permanent changes. You can type an entire entry, but you will be frustrated to find there will be no "Save" button when you are done.)
3. Select the blue bar for the category of procedures you'd like to enter (for example, "Critical Care").

4. Enter the number of Asstd (Assisted), Obsvd (Observed), and Prfmd (Performed) procedures for a selected item, being sure to **change the date** at the same time for **each item** unless you are entering your count on the same day you performed the work. For your "Procedure Date" click in the box 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, so you will appear to not have made an entry for the day (which will likely result in a penalty for failure to enter a count).

Procedure Description	Asstd	Obsvd	Prfmd	Prfmd Total	Procd Total	Evaluation Date	Procedure Date
O2Admin - #RT22 - Oxygen Administration	<input type="checkbox"/>	<input type="checkbox"/>	10	0	0		01/24/2017
O - #RT22 - Pulse Oximetry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	0		01/28/2017
DI - #RT22 - Metered Dose Inhalers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	0		01/28/2017
PI - #RT22 - Dry Powder Inhalers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	0		01/28/2017
Ex ETT - #RT22 - Airway Clearance Adjuncts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	0		01/28/2017
umiAer - #RT22 - Humidity and Aerosol Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	0		01/28/2017
HPV - #RT22 - Hyperinflation Therapy	<input type="checkbox"/>	<input type="checkbox"/>	5	0	0		01/24/2017
MD - #RT22 - Aerosolized Medication Delivery	<input type="checkbox"/>	<input type="checkbox"/>	4	0	0		01/24/2017

5. If you need to make other entries in different sections, click on the blue bar for each to enter the data.
6. Once you've entered the data and double-checked the dates to be sure all are correct, select "Save" option. Check to be sure your entry has been correctly saved by examining the total columns.

7. You can also check a specific date to be sure data has been correctly added by selecting any item with data entered and then selecting the "Edit Count" button in the Action column.



8. On the next screen, you'll now see a calendar icon in the Action column. Select any item that has a date you wish to review, and then click on the calendar's "View Date" option to view everything you've entered for a specific date.

