

# Logan Health myClinicalExchange Resources

## LOGAN HEALTH COMPLIANCE CHECKLIST – MY ROTATION

### How to access your Rotation Compliance Checklist:

1. Clicking My Rotations at the top of your screen brings you to a useful area where you can see your rotations/Logan Health Compliance Checklist.

Demo Clinic East Occupational Therapy - Acute Care - Acute Care Rotation					
Period	08/01/20 - 12/01/20 (M,TU,W,TH,F)			100 - 500 Shifts	8,50hr
Preceptor	Academic Oversight			Clinical Coordinator/Administrator/Admin (201104undfowad)	
Checklist	Pending	Paperwork	Pending	Orientation	Pending
Survey	Required on completion of rotation	Attendance	Not Required	Test	Pending

2. The following Items need to be addressed:
  - a. Checklist (compliance)
  - b. Paperwork
  - c. Orientation (modules)
  - d. Exams

### Tips to complete the Logan Health Checklist (compliance)

1. To update your information, first enter the appropriate data into the New Value section.

New Value

2. If the item says "NEW SUPPORTING DOCUMENT(S)", you may upload a supporting document.
  - a. If the document only applies to this item, click the green paperclip icon to open your file browser.

NEW SUPPORTING DOCUMENT(S):

Missing supporting document.

3. Once you have finished uploading information for the item, click Save to complete your updates on **EACH ITEM**.

Save

4. If you have additional pending items, you may select that item's name from the list on the left or you may click Next Pending.

5. Once you have finished updating all items, double-check your edits to ensure the information is accurate, Click Submit. This will automatically lock your checklist until your information has been reviewed.

### Tips to complete the Logan Health Paperwork:

1. You can click the "Incomplete paperwork" alert to go to the Documents area.

Indicates action required! Click the individual tab to view required information for this rotation.

Rotation# 203154 Demo Clinic East Demo Clinic East Rotation Period 8/1/2020 - 12/1/2020

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Compliance Documents Orientation Exams

Instructions for uploading supporting document(s)  
 Step1 - Click "Choose file" to select the document from your pc/mac to upload  
 Step2 - Click "Upload" to submit as your supporting document(s).  
 Step3 - Open Document to ensure it has been properly uploaded.  
 (Repeat the above steps if you need to submit more than one document as supporting document)

Show all items Show incomplete items Apply

Clinical Rotation related Documents	Electronic Consent?	Supporting Documents
01 Clinical Readiness Self Assessment.pdf		Choose File no file selected Upload (Special characters not allowed in the file name. Allowed file types are *.docx .docx .pdf .jpg .jpeg .gif .png .xls .xlsx")
02 Confidentiality Agreement.docx		Choose File no file selected Upload (Special characters not allowed in the file name. Allowed file types are *.docx .docx .pdf .jpg .jpeg .gif .png .xls .xlsx")
03 National Patient Safety Goals.pdf	Consent Required (Click here)	Choose File no file selected Upload (Special characters not allowed in the file name. Allowed file types are *.docx .docx .pdf .jpg .jpeg .gif .png .xls .xlsx")
Licence Required.jpg		Choose File no file selected Upload (Special characters not allowed in the file name. Allowed file types are *.docx .docx .pdf .jpg .jpeg .gif .png .xls .xlsx")

2. If it says Consent Required next to an item, you simply click Consent Required, and then click "I agree" to register your compliance.

03 National Patient Safety Goals.pdf

I acknowledge that I have read and understand this document and by clicking here I am consenting electronically.

I Agree I Do Not Agree

3. Then it will show your consent. Your consent cannot be withdrawn

Consented on 6/11/2020 6:09:20 PM

4. If the Supporting Documents tab shows a document upload area for an item, and there has been no document uploaded, then you must upload one to be compliant. Just click Choose File to select your document. Then click Upload to store the item in mCE. The document appears in blue, letting you know you completed that item.

Supporting Documents

CampusUser.xls Remove Attachment

Choose File no file selected Upload

(Special characters not allowed in the file name. Allowed file types are \*.docx|.docx|.pdf|.jpg|.jpeg|.gif|.png|.xls|.xlsx")

**\*\*We recommend using Google Chrome, Firefox, or Safari.**

**\*This document is for reference only. mCE reflects the most current.**