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.

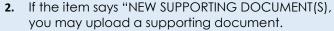


- 2. The following Items need to be addressed:
 - a. Checklist (compliance)
 - b. Paperwork
 - c. Orientation (modules)
 - d. Exams

Tips to complete the Logan Health Checklist (compliance)

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

New Value 0



 a. If the document only applies to this item, click the green paperclip icon to open your file browser.



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



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.



Once you have finished updating all items, doublecheck 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.



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



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 Your consent cannot be withdrawn

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√ Consented on	6/11/2020	6:09:20		
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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 selec	ted	Upload		
(Special characters not allowed in the file name. Allowed file types are ".doc .docx .pdf .jpg .jpeg .gif .png .xis .xisx")				

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

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

