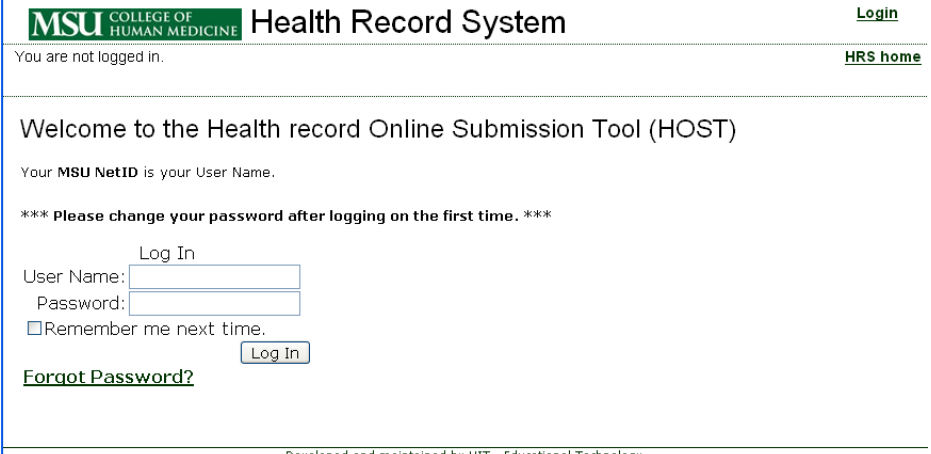
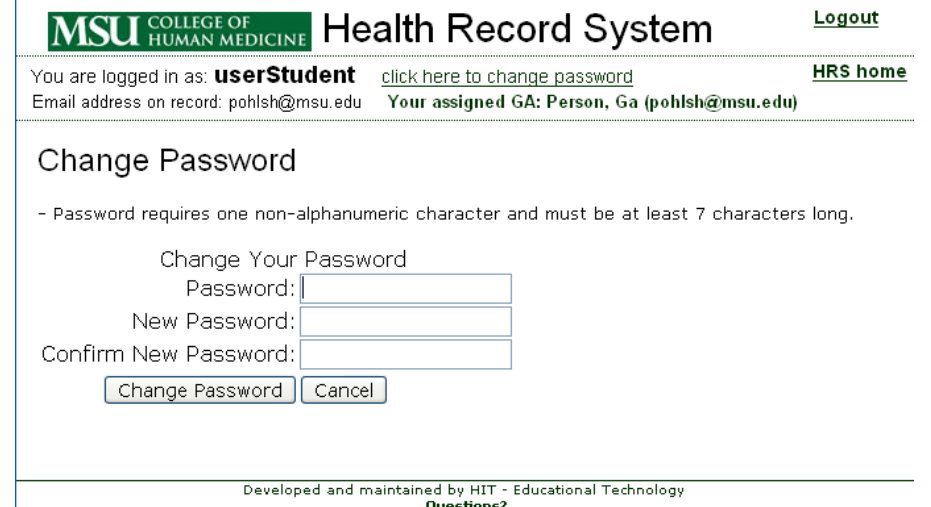



# Health record Online Submission Tool User's Guide (Student)

<p>You can reach the Health Record Online Submission Tool (HOST) by going to: <a href="http://www.echt.chm.msu.edu/HOST">www.echt.chm.msu.edu/HOST</a></p> <p>You will need to log in using your MSU NetID.</p> <p>You have been given your initial password. Please change this the first time you log in.</p>	
<p>To change your password, you click on "click here to change password" toward the top of the page.</p> <p>You will need to type in your current password and then type in your new password and confirm it.</p> <p><b>Your password needs to be at least 7 characters long and contain at least one non-alphanumeric character.</b></p>	
<p>If you have forgotten your password, click on "Forgot Password?"</p> <p>Type in your MSU NetID and click the Submit button.</p> <p>Your User Name and password will be emailed to your MSU mail.</p>	

# Health record Online Submission Tool User's Guide (Student)

You will see a list of experiences that are available for you to start editing. You can filter this list by choosing from the drop-down box. The first time you see an experience, its status will be "not started". You can begin the process by clicking "Select".

If an experience you have participated in is not listed, please email [host@chm.msu.edu](mailto:host@chm.msu.edu) with your full name, user name and the experience and date.

After viewing the experience and confirming that this is the experience that you wish to begin, click on the "Start Editing this Experience" button.

PLEASE CLICK ONLY ONCE.

**MSU COLLEGE OF HUMAN MEDICINE** Logout

You are logged in as: **userStudent** [click here to change password](#)  
 Email address on record: pohsh@msu.edu **Your assigned GA: Person, Ga (pohsh@msu.edu)** [HRS home](#)

### List of Experiences

List Experiences with status of: --All--

Experience	Start Date	Due Date	Status	Assigned GA	Date Submitted	Grade
Select Adult Hospital	07-20-2007	08-28-2007	rewrite needed - unacceptable	Person, Ga	07-27-2007	Rewrite needed
Select <b>Advanced Interview</b>	<b>07-01-2007</b>	<b>07-04-2007</b>	<b>completed - acceptable</b>	<b>Person, Ga</b>	<b>07-21-2007</b>	<b>Accepted</b>
Select Child Hospital	07-20-2007	08-15-2007	submitted	Person, Ga	07-26-2007	
Select Neuro Experience	07-20-2007	08-15-2007	in progress	Person, Ga	not submitted	
Select Neuro PBA	07-20-2007	08-15-2007	not started	Person, Ga	not submitted	
Select Nursing Home Visit	07-20-2007	08-15-2007	not started	Person, Ga	not submitted	
Select Adult Hospital	07-25-2007	09-18-2007	in progress	Person, Ga	not submitted	

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**MSU COLLEGE OF HUMAN MEDICINE** Logout

You are logged in as: **userStudent** [click here to change password](#)  
 Email address on record: pohsh@msu.edu **Your assigned GA: Person, Ga (pohsh@msu.edu)** [HRS home](#)

### List of Experiences

List Experiences with status of: --All--

Experience	Start Date	Due Date	Status	Assigned GA	Date Submitted	Grade
Select Adult Hospital	07-20-2007	08-28-2007	not started	Person, Ga	07-27-2007	Rewrite needed
Select <b>Advanced Interview</b>	<b>07-01-2007</b>	<b>07-04-2007</b>	<b>completed - acceptable</b>	<b>Person, Ga</b>	<b>07-21-2007</b>	<b>Accepted</b>
Select Child Hospital	07-20-2007	08-15-2007	in progress	Person, Ga	07-26-2007	
Select Neuro Experience	07-20-2007	08-15-2007	submitted	Person, Ga	not submitted	
Select Neuro PBA	07-20-2007	08-15-2007	rewrite needed - unacceptable	Person, Ga	not submitted	
Select Nursing Home Visit	07-20-2007	08-15-2007	submitted (rewrite)	Person, Ga	07-27-2007	
Select Adult Hospital	07-25-2007	09-18-2007	completed - acceptable (with rewrites)	Person, Ga	not submitted	

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**MSU COLLEGE OF HUMAN MEDICINE**

You are logged in as: **userStudent** [click here to change password](#)  
 Email address on record: pohsh@msu.edu **Your assigned GA: Person, Ga (pohsh@msu.edu)**

### Start Experience

Experience Name	Nursing Home Visit
Start Date	07-20-2007
Due Date	08-15-2007
Assigned GA for experience	Person, Ga
Status	not started

**Sections included in this experience**

Chief Complaint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
History of Present Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past Medical History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Problem List (MPL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Start Editing this Experience

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# Health record Online Submission Tool

## User's Guide (Student)

This button will start the experience and change the status of your experience to "in progress".

In this screen you will be able to edit your experience.

You can view grading information at any time by clicking on the "see info" button to the right. This button will open a new window (that you can keep open while typing in the edit window) that will show you the attributes that you will be graded on for this section.

To edit a section (other than the Master Problem List), click on the "Edit" button to the left of the section.

To edit the Master Problem List (MPL). You must insert and edit the problems at the bottom of the page for the MPL. If you try to edit the MPL like the other sections, the system will remind you to enter the problems at the bottom of the page.

### Edit Experience

#### Nursing Home Visit

Start Date: 07-20-2007 Due Date: 08-15-2007  
Submitted On:  
Assigned GA: Person, Ga Status: *in progress*  
GA Comment:  
Overall Grade:

Sections	Grading Info
<a href="#">Edit</a> Chief Complaint	<a href="#">see info</a>
<a href="#">Edit</a> History of Present Illness	<a href="#">see info</a>
<a href="#">Edit</a> Past Medical History	<a href="#">see info</a>
<a href="#">Edit</a> Master Problem List (MPL)	<a href="#">see info</a>
<a href="#">Edit</a> Physical Examination	<a href="#">see info</a>
<a href="#">Edit</a> Health Maintenance	<a href="#">see info</a>

#### Master Problem List

To insert a problem, click 'Insert' after typing in all information about problem.

Brief Description of Problem:  Date of Onset:   
Status of Problem:  Date Resolved:  Order of Importance:  [Insert](#)

**Submit**

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[Logout](#)

You are logged in as: **userStudent** [click here to change password](#)  
Email address on record: pohish@msu.edu Your assigned GA: Person, Ga (pohish@msu.edu)

[HRS home](#)

### Edit Experience

#### Nursing Home Visit

Start Date: 07-20-2007 Due Date: 08-15-2007  
Submitted On:  
Assigned GA: Person, Ga Status: *in progress*  
GA Comment:  
Overall Grade:

**You cannot edit the Master Problem List in this area - please edit in the space provided below.**

Sections	Grading Info
<a href="#">Edit</a> Chief Complaint	<a href="#">see info</a>
<a href="#">Edit</a> History of Present Illness	<a href="#">see info</a>
<a href="#">Edit</a> Past Medical History	<a href="#">see info</a>
<a href="#">Edit</a> Master Problem List (MPL)	<a href="#">see info</a>
<a href="#">Edit</a> Physical Examination	<a href="#">see info</a>
<a href="#">Edit</a> Health Maintenance	<a href="#">see info</a>

#### Master Problem List

To insert a problem, click 'Insert' after typing in all information about problem.

Brief Description of Problem:  Date of Onset:   
Status of Problem:  Date Resolved:  Order of Importance:  [Insert](#)

# Health record Online Submission Tool

## User's Guide (Student)

You will need to enter a record for each problem in the Master Problem List.

You must enter a value in each field. (with the exception of "date resolved") The description should be brief and there is a character limit of 40 in this field. The system will not allow you to type more than that so that you learn to keep your statement brief. The dates will allow for an actual date or text, but have a 20 character limit.

A date resolved should be entered when you choose a status of resolved and there should not be a date resolved if you have chosen a status of active. The system will remind you of this.

Once you have entered a problem, you will see it in the Master Problem List.

You can continue to add problems by typing in the information and then clicking Insert.

The order of importance will change the order in your list. Please be sure these are stated in the order that you wish BEFORE submitting your experience.

### Edit Experience

#### Nursing Home Visit

Start Date: 07-20-2007 Due Date: 08-15-2007  
 Submitted On:  
 Assigned GA: Person, Ga Status: *in progress*  
 GA Comment:  
 Overall Grade:

Sections	Grading Info
Edit Chief Complaint	see info
Edit History of Present Illness	see info
Edit Past Medical History	see info
Edit Master Problem List (MPL)	see info
Edit Physical Examination	see info
Edit Health Maintenance	see info

#### Master Problem List

To insert a problem, click 'Insert' after typing in all information about problem.

Brief Description of Problem:  Date of Onset:   
 Status of Problem:  Date Resolved:  Order of Importance:  [Insert](#)

**Submit**

Problem inserting problem into MPL.--Please enter a resolved date or change status of problem.



[Logout](#)

You are logged in as: **userStudent** [click here to change password](#)  
 Email address on record: pohish@msu.edu Your assigned GA: Person, Ga (pohish@msu.edu)

[HRS home](#)

### Edit Experience

#### Nursing Home Visit

Start Date: 07-20-2007 Due Date: 08-15-2007  
 Submitted On:  
 Assigned GA: Person, Ga Status: *in progress*  
 GA Comment:  
 Overall Grade:

Sections	Grading Info
Edit Chief Complaint	see info
Edit History of Present Illness	see info
Edit Past Medical History	see info
Edit Master Problem List (MPL)	see info
Edit Physical Examination	see info
Edit Health Maintenance	see info

#### Master Problem List

Order	Description	Onset Date	Status	Resolved Date
Edit Delete 1	sample text of problem	last week	resolved	yesterday

To insert a problem, click 'Insert' after typing in all information about problem.

Brief Description of Problem:  Date of Onset:   
 Status of Problem:  Date Resolved:  Order of Importance:  [Insert](#)

# Health record Online Submission Tool

## User's Guide (Student)

To edit any other section, you can do so by simply clicking on the Edit button to the left of the section.

This will open an Edit window. To save your information, you will need to click on the update button. To cancel your changes, simply click Cancel. You can edit a section as many times as needed. As long as you click update, your changes will be saved.

After saving, the system saves space by showing you the data entered without all of the carriage returns.

After saving, you can click on the "see info" button on the right to see the information just as your GA will see it when grading. You will also see the specific attributes that your GA will be grading you on.

**Edit Experience**

**Nursing Home Visit**  
**Start Date:** 07-20-2007 **Due Date:** 08-15-2007  
**Submitted On:**  
**Assigned GA:** Person, Ga **Status:** *in progress*  
**GA Comment:**  
**Overall Grade:**

Sections		Grading Info
<a href="#">Update</a> <a href="#">Cancel</a>	Chief Complaint	<a href="#">see info</a>
Type in Chief complaint information here and click "Update to save". If you do not want to save your information, click "Cancel". If you would like to see what you are being graded on, click "see info" to the right. This will give you the specific attributes that you are being graded on for this section.		
<a href="#">Edit</a>	History of Present Illness	<a href="#">see info</a>

Sections		Grading Info
<a href="#">Edit</a>	Chief Complaint	<a href="#">see info</a>
Type in Chief complaint information here and click "Update to save". If you do not want to save your information, click "Cancel". If you would like to see what you are being graded on, click "see info" to the right. This will give you the specific attributes that you are being graded on for this section.		

**Attribute Grades for Section**

Section Grade:

Grade	Attribute Description
	Complaints stated briefly in patients words
	Duration included
	Source and reliability included
	Two or fewer sentences

**Chief Complaint**

Type in Chief complaint information here and click "Update to save".

If you do not want to save your information, click "Cancel".

If you would like to see what you are being graded on, click "see info" to the right. This will give you the specific attributes that you are being graded on for this section.

# Health record Online Submission Tool

## User's Guide (Student)

Once you are satisfied with your entries in your experience, click on the Submit button at the bottom of the page.

It will ask you if you are sure - **after submitting your experience you will no longer be able to edit it.**

If you have left a section blank, the system will force you to enter something into the section before submitting. The sections that are listed for the experience are all required.

\*\* If you forget to click the "Update" button on your last section and click submit, you will get an error. Please click your browser's "back" button and click "Update" for the section before clicking "Submit".

After successfully submitting your experience, you will be taken to a "view" of your experience.

You can go back to your experience list by clicking on the **HRS home** button in the upper right hand corner of your screen.

The screenshot shows the 'Master Problem List' table with columns: Order, Description, Onset Date, Status, Resolved Date. A dialog box is overlaid on top with the title 'The page at http://punch.echt.chm.msu.edu says:' and the message 'You will no longer be able to edit. Are you sure you want to submit this experience?' with 'OK' and 'Cancel' buttons.

Order	Description	Onset Date	Status	Resolved Date
Edit Delete 1	sample text of problem	last week	resolved	yesterday

**Master Problem List**

Order	Description	Onset Date	Status	Resolved Date
Edit Delete 1	sample text of problem	last week	resolved	yesterday

To insert a problem, click 'Insert' after typing in all information about problem.  
 Brief Description of Problem:  Date of Onset:   
 Status of Problem: --choose-- Date Resolved:  Order of Importance:  **Insert**

**Submit**

**You must fill in all sections before submitting the experience. This experience was NOT submitted.**

Sections	Grading Info
<b>Edit</b> Chief Complaint: Type in Chief complaint information here and click "Update to save". If you do not want to save your information, click "Cancel". If you would like to see what you are being graded on, click "see info" to the right. This will give you the specific attributes that you are being graded on for this section.	<a href="#">see info</a>
<b>Edit</b> History of Present Illness: Information for history of present illness goes here.	<a href="#">see info</a>
<b>Edit</b> Past Medical History: PMH goes here	<a href="#">see info</a>
<b>Edit</b> Master Problem List (MPL)	<a href="#">see info</a>
<b>Edit</b> Physical Examination: Physical Examination data is typed in here.	<a href="#">see info</a>
<b>Edit</b> Health Maintenance	<a href="#">see info</a>

**Master Problem List**

Order	Description	Onset Date	Status	Resolved Date
Edit Delete 1	sample text of problem	last week	resolved	yesterday

To insert a problem, click 'Insert' after typing in all information about problem.  
 Brief Description of Problem:  Date of Onset:   
 Status of Problem: --choose-- Date Resolved:  Order of Importance:  **Insert**

**Submit**

### View Experience

**Nursing Home Visit**  
 Start Date: 07-20-2007 Due Date: 08-15-2007  
 Submitted On: 7/27/2007 3:10:00 PM  
 Assigned GA: Person, Ga Status: **submitted**  
 GA Comment:  
 Overall Grade:

Sections	Grading Info
Chief Complaint: Type in Chief complaint information here and click "Update to save". If you do not want to save your information, click "Cancel". If you would like to see what you are being graded on, click "see info" to the right. This will give you the specific attributes that you are being graded on for this section.	<a href="#">see info</a>
History of Present Illness: Information for history of present illness goes here.	<a href="#">see info</a>

# Health record Online Submission Tool

## User's Guide (Student)

When your experience has been graded, the status of the experience will change and you will be able to see the grade.


If your experience was submitted after the due date specified or if it is past due (and not submitted), your experience will be bolded.

If your grade is unacceptable and a rewrite is needed, you should select this experience for editing.

The screen will show you what your grade is and any comments that the GA has written for you. You will be able to see how each section was graded.

You can edit (the sections that are marked "Please Rewrite" by clicking "Edit" to the left of the section. All accepted sections (with the exception of the MPL) will bring the data over with them. Rewrites will not have any data in them - you will need to rewrite them completely.

You can look at previous submissions by clicking on the drop-down box above the sections. 0 (zero) is your original submission.


[Logout](#)

You are logged in as: **userStudent** [click here to change password](#)  
 Email address on record: pohish@msu.edu **Your assigned GA: Person, Ga (pohish@msu.edu)**

[HRS home](#)

### List of Experiences

List Experiences with status of: --All--

Experience	Start Date	Due Date	Status	Assigned GA	Date Submitted	Grade
<a href="#">Select</a> Adult Hospital	07-20-2007	08-28-2007	rewrite needed - unacceptable	Person, Ga	07-27-2007	Rewrite needed
<a href="#">Select</a> <b>Advanced Interview</b>	<b>07-20-2007</b>	<b>08-28-2007</b>	<b>not submitted - acceptable</b>	<b>Person, Ga</b>	<b>07-21-2007</b>	<b>Accepted</b>
<a href="#">Select</a> Child Hospital	07-20-2007	08-15-2007	submitted	Person, Ga	07-26-2007	
<a href="#">Select</a> Neuro Experience	07-20-2007	08-15-2007	in progress	Person, Ga		
<a href="#">Select</a> Neuro PBA	07-20-2007	08-15-2007	in progress	Person, Ga		not submitted
<a href="#">Select</a> Nursing Home Visit	07-20-2007	08-15-2007	submitted	Person, Ga	07-27-2007	
<a href="#">Select</a> Adult Hospital	07-25-2007	09-18-2007	in progress	Person, Ga		not submitted

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[Questions?](#)

### Edit Experience (Rewrite)

#### Adult Hospital

**Start Date:** 07-20-2007 **Due Date:** 08-28-2007  
**Submitted On:** 7/27/2007 11:34:00 AM  
**Assigned GA:** Person, Ga **Status:** *rewrite needed - unacceptable*  
**GA Comment:** Please rewrite sections indicated below.  
**Overall Grade:** *Rewrite needed*

You are editing rewrite# 2

View a previous submission: 2 \*\*\* 0 (zero) is your original submission.

	Grade	Sections	Grading Info
<a href="#">Edit</a>	Accepted	Master Problem List (MPL)	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Chief Complaint Patient is a 46 year old man who likes to smoke. Patient seemed reliable.	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	History of Present Illness rewrite of hpi	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Past Medical History rewrite of pmh	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Allergies testing things out.	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Medications kdfkd	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Health Maintenance kjfdkjfd	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Social History jfdkfd	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Family History rewrite of family history	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Review of Systems kfkjfd	<a href="#">see info</a>
<a href="#">Edit</a>	<b>Please Rewrite</b>	<b>Physical Examination</b>	<a href="#">see info</a>
<a href="#">Edit</a>	Accepted	Diagnostic Testing Data jfkdfjdk	<a href="#">see info</a>

# Health record Online Submission Tool User's Guide (Student)

You will have to be at your current rewrite number to be able to edit. Notice the edit button goes away when looking at previous submissions.

You can click on "see info" to see how the individual attributes for each section were graded.

When rewrite is complete, simply click the Submit button. You will be asked if you are sure and then taken to a "View" of your experience just as with your original submission.

## Viewing Comments

In order to see the health record grader's comments on each section of your health record:

Select the experience for which a rewrite is required. You should see a screen like this.

**MSU COLLEGE OF HUMAN MEDICINE** Logout

You are logged in as: **userStudent** [click here to change password](#) HRS home  
 Email address on record: pohlsb@msu.edu Your assigned GA: Person, Ga (pohlsb@msu.edu)

### Edit Experience (Rewrite)

#### Adult Hospital

Start Date: 07-20-2007 Due Date: 08-28-2007  
 Submitted On: 7/27/2007 11:34:00 AM  
 Assigned GA: Person, Ga Status: **rewrite needed - unacceptable**  
 GA Comment: Please rewrite sections indicated below.  
 Overall Grade: **Rewrite needed**

You are editing rewrite# 2  
 View a previous submission: 1

Grade	Sections	Grading Info
Accepted	Master Problem List (MPL)	<a href="#">see info</a>
Accepted	Chief Complaint	Patient is a 46 year old man who likes to smoke. Patient seemed reliable. <a href="#">see info</a>
Accepted	History of Present Illness	rewrite of hpi <a href="#">see info</a>
Accepted	Past Medical History	rewrite of pmh <a href="#">see info</a>
Accepted	Allergies	testing things out. <a href="#">see info</a>
Accepted	Medications	kjfdkjd <a href="#">see info</a>
Accepted	Health Maintenance	kjfdkjd <a href="#">see info</a>
Accepted	Social History	jfdkfd <a href="#">see info</a>
Accepted	Family History	rewrite of family history <a href="#">see info</a>
Accepted	Review of Systems	kfjkdjfd <a href="#">see info</a>
Rewrite needed	Physical Examination	rewrite of pe <a href="#">see info</a>
Accepted	Diagnostic Testing Data	jfdkfdjk <a href="#">see info</a>
Accepted	Assessment	kjkdjfd <a href="#">see info</a>

Attribute Grades for Section Close

Section Grade: Rewrite needed

Grade	Attribute Description
No	Adequately recorded Vital Signs including descriptors
No	General Appearance
No	Integument
No	Eyes
No	Ears
No	Nose
Yes	Mouth/Throat
No	Neck
Yes	Lymph Nodes
Yes	Thorax and Back
Yes	Breasts
Yes	Lungs
Yes	Cardiovascular
Yes	Abdomen
Yes	Musculoskeletal
Yes	Mental Status: Mini mental status performed if appropriate
Yes	Neurologic
r/a	Genitalia
Yes	Rectal
Yes	If areas omitted, reason for omission given
Yes	Clear description of all findings
Yes	Reflects focus guided by hypotheses considered in HPI (pertinent positives and negatives)
Yes	Procedures done actually listed ("abdomen reveals no abnormalities to inspection, auscultation, palpation & percussion") versus recording interpretations ("abdomen negative")
Yes	Branching procedures added when indicated

#### Physical Examination

rewrite of pe

Overall Grade: **Rewrite needed**

You are editing rewrite# 1  
 View a previous submission: 1 \*\*\* 0 (zero) is your original submission.

Grade	Sections	Grading Info
Edit Accepted	Master Problem List (MPL)	<a href="#">see info</a>
Edit Please Rewrite	Subjective for an Established Problem	<a href="#">see info</a>
Edit Please Rewrite	Objective - Pulmonary Exam	<a href="#">see info</a>
Edit Please Rewrite	Assessment for an Established Problem	<a href="#">see info</a>
Edit Please Rewrite	Plan	<a href="#">see info</a>

# Health record Online Submission Tool User's Guide (Student)

Now select “0” (or the number of the submission you would like to see) in the “View a previous submission” dropdown menu. You should see a screen similar to this:

**Overall Grade: Rewrite needed**

You are editing rewrite# 1  
View a previous submission: 0 \*\*\* 0 (zero) is your original submission.

Grade	Sections		Grading Info
Accepted	Master Problem List (MPL)		<a href="#">see info</a>
Rewrite needed	Subjective for an Established Problem	This is a test to see how things look.	<a href="#">see info</a>
Rewrite needed	Objective - Pulmonary Exam	This is a test	<a href="#">see info</a>
Rewrite needed	Assessment for an Established Problem	This is a test.	<a href="#">see info</a>
Rewrite needed	Plan	Plan for a test.	<a href="#">see info</a>

Next choose the section on which you would like to read comments and click on “see info” on the right hand side. You should see a screen similar to this:

**Attribute Grades for Section** Close

Comment for Section:  
Try to be more thorough next time.

Section Grade: Rewrite needed

Grade	Attribute Description
No	Includes relevant general appearance
No	Includes relevant vital signs
No	Includes relevant head and neck exam
No	Includes complete lung exam
No	Includes relevant heart exam
No	Includes relevant abdomen exam
No	Includes relevant extremities exam

**Objective - Pulmonary Exam**  
This is a test