HOW TO…

… check your patient encounter and procedure logs.

For information about completing log entries, please review the Voice-Over-Powerpoint that is posted in Blackboard. To check your encounter and procedure entries, log in to One45 (https://cmsru.one45.com). When you log in, you will land on your To-Do page.

In the left menu, click on Pt/Procedure Logs. The Class of 2022 should use only the CMSRU Log Book 20-21 to log their encounters and procedures.
In the Pt/Procedure Log page, click Search log entries.

In the Competency item list, use the drop-down menu to choose which area you are searching (Patient Encounters or Procedures). In the Date range menu, click on “or specific dates” and choose the start and end dates.

To search all submissions, the start date should be July 1 of the current academic year and the end date should be the current date. After choosing the dates, click the Search entries button. This will open a new “CMSRU Log Book” browser page/window that shows a very detailed report. You can edit or delete entries. You can also print a full report.