

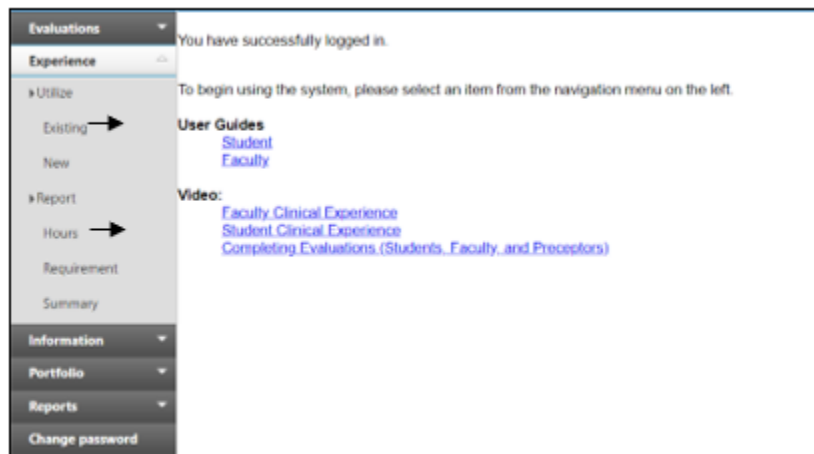


Experience Entry Format Instructions

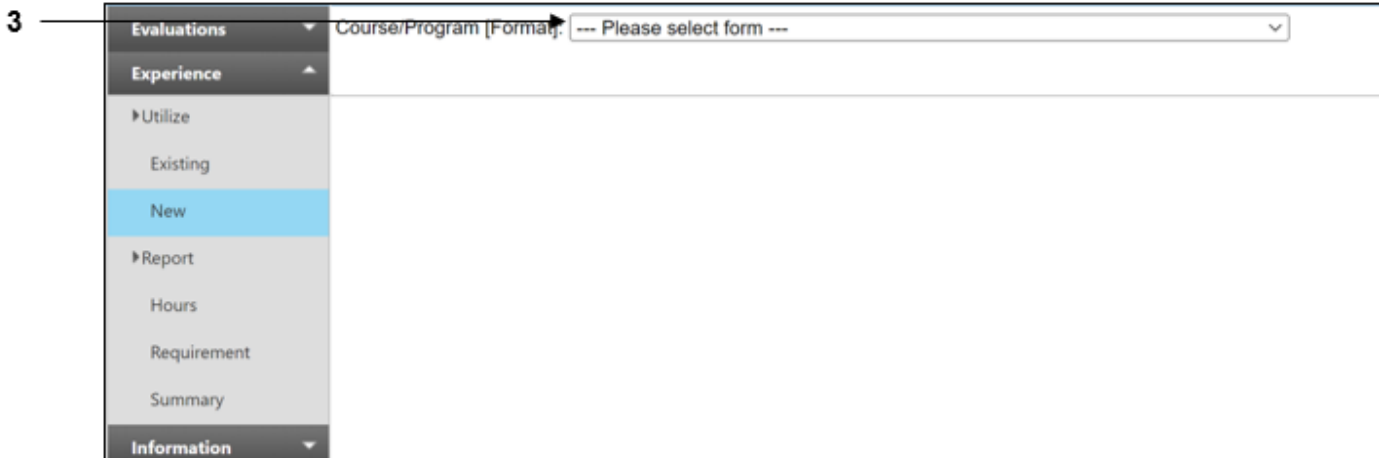
I. Accessing the format

On the Left side:

1. Click on **“Experience”**
2. Click on **“New”** under Utilize



1. Click on the **“Format”** dropdown and select a format



II. Completing the format

Complete the format in its entirety

1. If necessary, click on different tabs to complete the format

The screenshot shows a web-based form for entering patient log information. On the left is a navigation menu with options like 'Evaluations', 'Experience', 'Utilize', 'Report', 'Hours', 'Requirement', 'Summary', 'Information', 'Issue', 'Portfolio', 'Reports', 'Change password', and 'Logout'. The 'Experience' section is expanded, showing 'Experience ID: NEW ENTRY', 'Experience Status: Draft', and 'Experience Date: 2/10/2022'. Below this is a 'Faculty' dropdown menu. A tabbed interface is present with 'General', 'Procedures', 'ICD', 'CPT', and 'Documents' tabs. The 'General' tab is active, and a yellow question mark icon is positioned to its right. The form includes fields for 'Clinical Site', 'Preceptor', and 'Type of Encounter(s)' with checkboxes for 'Admission', 'New patient', 'Existing Patient', 'Consult (See Below)', 'Patient transfer to a higher level', and 'Patient transfer to a lower level'. There are also radio buttons for 'Age' (Adult, Geriatric, Geriatric Frail) and 'Gender' (Female, Male, Transgender, Gender Neutral), and checkboxes for 'Native American/Alaskan' and 'Asian'.

2. Click the **Save** button to save the entry – Located at the bottom the page

- Hover your mouse over the yellow “?” for more information

3. Click the **Submit** button to submit the entry – Located at the bottom the page

- Hover your mouse over the yellow “?” for more information

This screenshot shows the bottom of the form with two main buttons: 'Save' and 'Submit'. Between these buttons are radio button options: 'Continue editing this entry' (selected), 'Create a new blank entry', and 'Create a new entry that is a copy of this entry'. A yellow question mark icon is located to the right of the 'Create a new blank entry' option. Arrows labeled '2' and '3' point to the 'Save' and 'Submit' buttons respectively.

III. If Your Format is Rejected

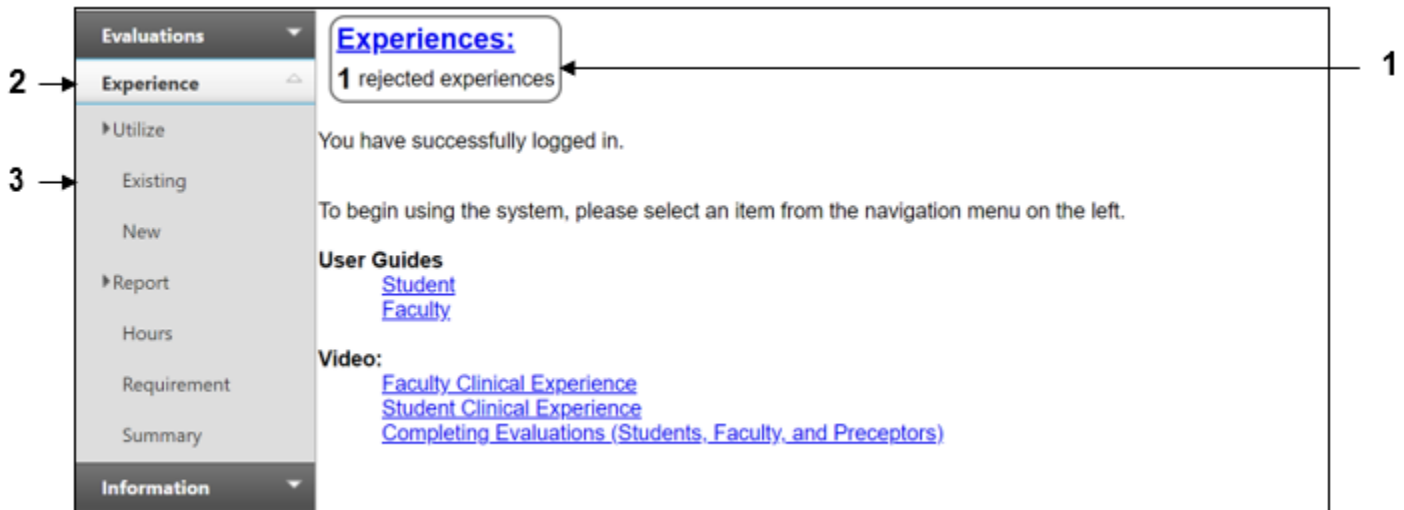
If your entry is rejected, you will receive an email notifying you that it was rejected.

1. You can also see rejected applications on the landing page via the “Experiences” Widget

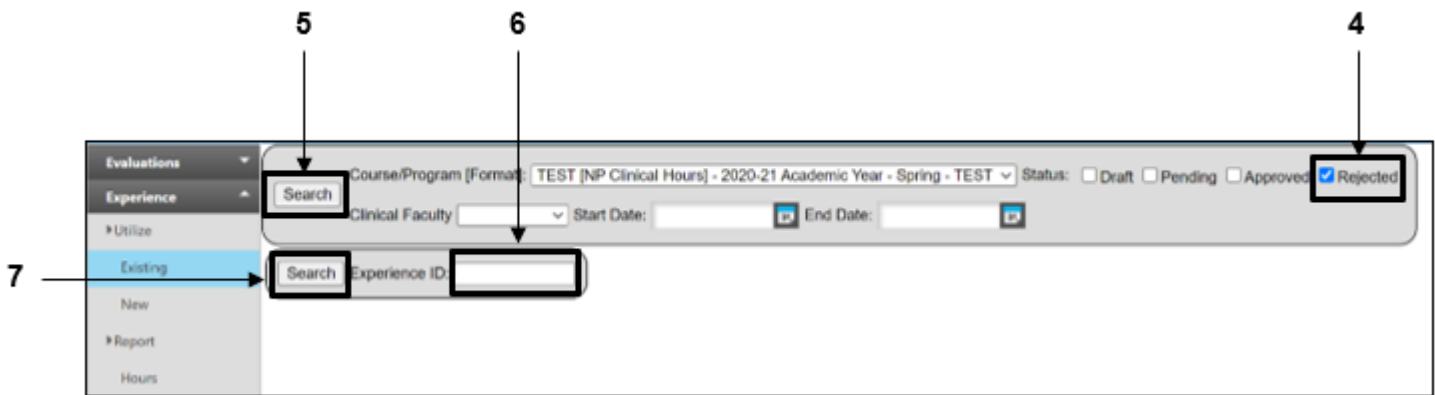
On the Left side:

2. Click on “**Experience**”

3. Click on “**Existing**” under Utilize



4. Select the **“Rejected”** Status
 5. Click the **“Search”** button
- OR
6. Enter the **“Experience ID”** in the text bx
 7. Click the **“Search”** button



See the **“Comment”** column to see why the entry was rejected

8. **If necessary**, click the **“Edit”** link to update the application and re-submit

