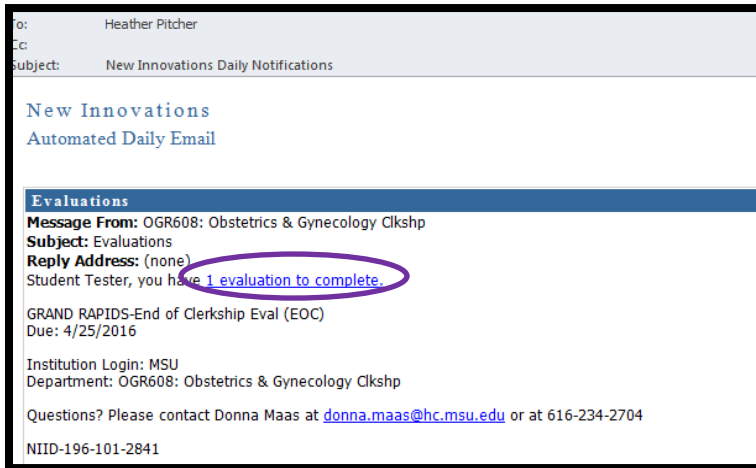


# New Innovations: Instructions for MSU-CHM Medical Students Evaluations & Case Logger

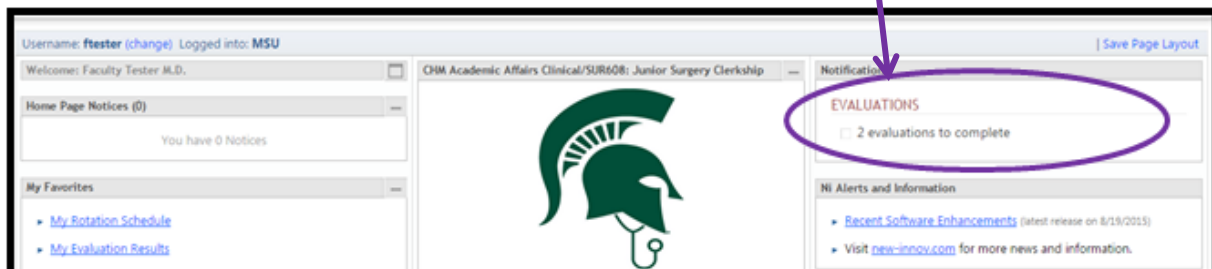
## Completing Evaluations:

1. Click on the hyperlink embedded within the NI evaluation notification email that you will receive when an evaluation has been generated for you to complete. Clicking on the link will take you directly into NI without having to login.

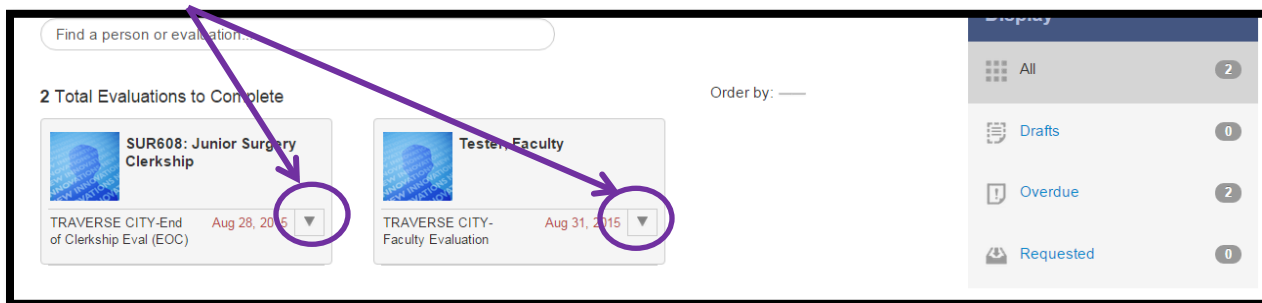


**NOTE:**  
If you no longer have the email with the embedded link, you can login to New Innovations ([www.new-innov.com](http://www.new-innov.com)) using Institution Code: **MSU**, and your assigned username and password, to access your pending evaluations from your NI Homepage.

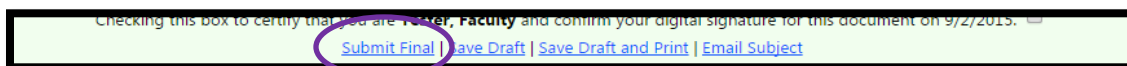
2. Click on link to your pending evaluations from your N.I. homepage "Notifications" window.



3. The evaluation(s) you have been asked to complete will be displayed. Click on the down-arrow next to each evaluation date.



- a. Select "**Evaluate**" to complete the evaluation. **OR.....**
  - b. If you receive an evaluation for a faculty member that you DID NOT work with, please select "**Not Enough Time (NET)**". Choosing this option will notify the clerkship program that you are unable to evaluate the preceptor because you did not spend enough time with him/her.
4. If you have chosen to complete the evaluation, complete required fields within the evaluation and when done, at the bottom of the evaluation, select **Submit Final**. If you need more time to complete the evaluation, click on **Save Draft** and you can return to the evaluation to complete it at a later date.



**Entering a NEW Case Log (Patient Encounter):** From your NI Homepage, click on **Logger > Log a Case**.

My Profile Schedules Evaluations **Logger** More

Log a Case View Cases Requirements Summary Extract Data

Create/Edit Case Logs

STUDENT INFO

Rotation: OGR608: Obstetrics & Gynecology Clkshp: Grand Rapids (05/02/2016 - 06/24/2016)

Date Performed: 6/20/2016

PX INFO

Procedure: (None Selected)

Target: 0  
Logs counting towards target: 0

DX INFO

Diagnosis: (None Selected)  
Abnormal Pap Smear (1R/S - I/O - AI/OD/PI)  
Abnormal Presentation (1R/S - I/O - AI/OD/PI)  
Abnormal Uterine Bleeding (1R/S - I/O - AI/OD/PI)

ADDITIONAL INFO

Case Location: (None Selected)

Role in Case: (None Selected)

Supervisor: ---

PATIENT INFO

Patient Type: (None Selected)

Patient Gender:  Male  Female  Unknown

Patient Age:

COMMENTS

Student Comments:

Remaining Characters: 3,500

Save and Retain Save and Clear View Log Listing

1. Enter **all required fields** for each case log.
2. Click **“Save and Retain”** when finished.







**IMPORTANT:**



Please refer to the clerkship handbook for guidance on how every required patient encounter should be logged in order to receive full credit for each log.

**VIEW/EDIT/DELETE Case Logs (Patient Encounters):** Click on **Logger > View Cases**.

My Profile Schedules Evaluations **Logger** More

Log a Case **View Case** Requirements Summary Extract Data

	Date	Stu
 	6/20/2016	Jer
 	6/20/2016	Va
 	6/20/2016	Va

1. To **EDIT** a case log you've already entered, click on the  next to the log you wish to change. Make necessary changes and click "Save and Retain"
2. To **DELETE** a case log you've already entered, click on the  next to the log you wish to delete.

**SUMMARY Report of Case Logs (Patient Encounters):** Click on **Logger > Requirements Summary**.

If you have any questions about New Innovations, need assistance logging into the system, or have problems accessing the evaluations and/or Case Logger, please contact:

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Evaluation System Manager  
Ph. 616-234-2700 or [heather.pitcher@hc.msu.edu](mailto:heather.pitcher@hc.msu.edu)