

Exxat offers a comprehensive system for tracking and reviewing patient encounters during student placements. By utilizing this feature, instructors can monitor and evaluate student interactions with patients efficiently. This guide provides step-by-step instructions on how to activate patient logs, set preferences, and review logs for students enrolled in your courses. With Exxat, managing patient encounters becomes streamlined, ensuring both students and instructors have a clear and organized record of clinical experiences.

- [Activating Patient Logs](#)
- [Reviewing Patient Logs by Course](#)

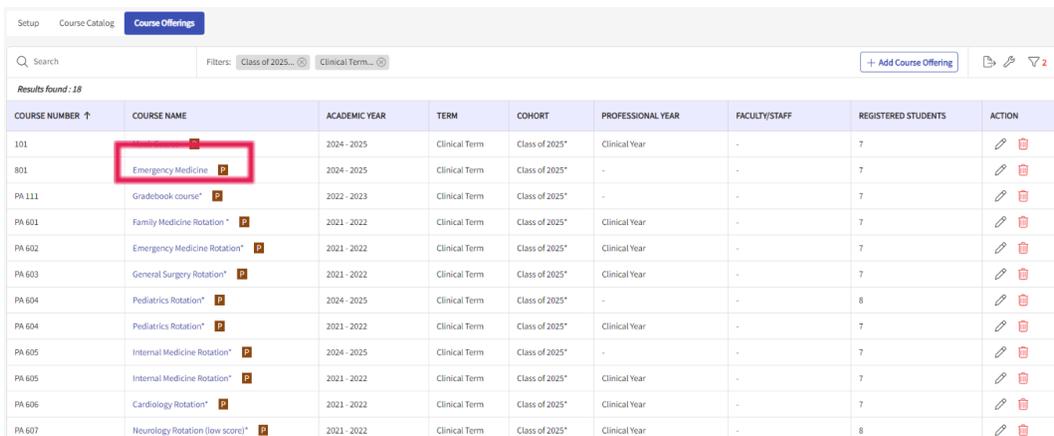
Activating Patient Logs

Within Exxat, your students can add patient encounters for you to track and review during a placement.

1. Select Courses from your dashboard or left panel menu.



2. On the Course Offerings page, find and select the course to manage. Use the search or filter options to quickly find the course



The screenshot shows the 'Course Offerings' page in Exxat. At the top, there are tabs for 'Setup', 'Course Catalog', and 'Course Offerings'. Below the tabs is a search bar and filter options for 'Class of 2025...' and 'Clinical Term...'. A '+ Add Course Offering' button is also visible. The main content is a table with 18 results. The table has columns for 'COURSE NUMBER', 'COURSE NAME', 'ACADEMIC YEAR', 'TERM', 'COHORT', 'PROFESSIONAL YEAR', 'FACULTY/STAFF', 'REGISTERED STUDENTS', and 'ACTION'. The row for 'Emergency Medicine' (Course Number 801) is highlighted with a red box.

COURSE NUMBER ↑	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
101		2024 - 2025	Clinical Term	Class of 2025*	Clinical Year	-	7	 
801	Emergency Medicine 	2024 - 2025	Clinical Term	Class of 2025*	-	-	7	 
PA 111	Gradebook course* 	2022 - 2023	Clinical Term	Class of 2025*	-	-	7	 
PA 601	Family Medicine Rotation* 	2021 - 2022	Clinical Term	Class of 2025*	Clinical Year	-	7	 
PA 602	Emergency Medicine Rotation* 	2021 - 2022	Clinical Term	Class of 2025*	Clinical Year	-	7	 
PA 603	General Surgery Rotation* 	2021 - 2022	Clinical Term	Class of 2025*	Clinical Year	-	7	 
PA 604	Pediatrics Rotation* 	2024 - 2025	Clinical Term	Class of 2025*	-	-	8	 
PA 604	Pediatrics Rotation* 	2021 - 2022	Clinical Term	Class of 2025*	Clinical Year	-	7	 
PA 605	Internal Medicine Rotation* 	2024 - 2025	Clinical Term	Class of 2025*	-	-	7	 
PA 605	Internal Medicine Rotation* 	2021 - 2022	Clinical Term	Class of 2025*	Clinical Year	-	7	 
PA 606	Cardiology Rotation* 	2021 - 2022	Clinical Term	Class of 2025*	Clinical Year	-	7	 
PA 607	Neurology Rotation (low score)* 	2021 - 2022	Clinical Term	Class of 2025*	Clinical Year	-	8	 

3. Expand the Learning Activities option on the left panel and select Setup.

801 Emergency Medicine
Class of 2025* | Clinical Term | 2024 - 2025 | 7 registered students

Search

Course information

- About
- Measures
- Resources
- Event schedule
- Students
- Announcements
- Placements
- Learning activities
 - Setup
 - Review
 - Gradebook

Course Details

Description

Credits - Duration - Hours -

Nature - Type core Core - Departments -

Fields of study - Clock hours - Grading Scale -

Share with site No

Pre-requisites And Co-requisites

Textbooks And Other Resources

Required

Recommended

4. Another pathway to take is by going to Learning Activities from the dashboard or left panel menu.



5. Find the course to manage and click Setup from the action column.

Course Offerings

Reports

Learning Activity Groups + Add Group

- 2020
- Class of 2021
- Class of 2022*
- Class of 2023
- Class of 2024
- Class of 2025*
- Class of 2026
- Emergency Medicine

Click a learning activity name to review it for a course

Course number Search Filters: Class of 2025... 1

Results found: 22

COURSE NUMBER	COURSE NAME	LEARNING ACTIVITIES	ACADEMIC YEAR	COHORT	ACTION
101	Mock Course	Forms/Evaluations Patient Log Timesheet Time Off	2024 - 2025	Class of 2025*	Set up Reports
801	Emergency Medicine	Forms/Evaluations Patient Log Timesheet Time Off	2024 - 2025	Class of 2025*	Set up Reports
GB01	Gradebook Overview	Forms/Evaluations Patient Log Timesheet Time Off	2022 - 2023	Class of 2025*	Set up Reports
PA 111	Gradebook course*	Forms/Evaluations Patient Log Timesheet Time Off	2022 - 2023	Class of 2025*	Set up Reports
PA 601	Family Medicine Rotation *	Forms/Evaluations Patient Log Timesheet Time Off	2021 - 2022	Class of 2025*	Set up Reports
PA 602	Emergency Medicine Rotation*	Forms/Evaluations Patient Log Timesheet Time Off	2021 - 2022	Class of 2025*	Set up Reports
PA 603	General Surgery Rotation*	Forms/Evaluations Patient Log Timesheet Time Off	2021 - 2022	Class of 2025*	Set up Reports
PA 604	Pediatrics Rotation*	Forms/Evaluations Patient Log Timesheet Time Off	2024 - 2025	Class of 2025*	Set up Reports

6. The system will load all learning activities and will indicate if they are activated or not activated. Click on the pencil icon for Patient Logs.

Patient Log 0% Weightage	Status: Not Activated	
Timesheet 0% Weightage	Status: Not Activated	
Time Off	Status: Not Activated	

7. A drawer will open. Make sure to activate the patient log and set the preferences. Once done, click on save.

- **Select Log Type:** Our support team will create any patient logs to be utilized by the program. Please contact prism-support@exxat.com for any changes to existing logs or creation of new log types.
- **Log must be created within days of patient encounter:** Limit how far back in time students can go to log encounters.
- **Grading:** If the log needs to be graded and a part of the student's final score, then mark it as yes.
- **Customize columns displayed when reviewing patient logs:** set the columns shown to reviewers.
- **Allow students to send patient logs to the Preceptor for review.** If the log needs to be sent to the preceptor for review, select yes.
- **Do you want to enable automatic approval of logs upon submission?** If the school will not review & approve the logs for each student manually for this course, then select 'Yes'. This will automatically approve the submitted logs.
- **Enable attestation:** show verbiage for acknowledgment by each reviewer (applicable to all reviewers: school, faculty, educator).

Make sure to Activate the activity!

Preview your patient log here.



Setup
Save

Select Log Type

PatientLog
⌵
👁

Activate

Log must be created within days of patient encounter

Days

Grading

Does this form contribute to the student's final score?

Yes No

Customize columns displayed when reviewing Patient Log 🔧

Allow students to send patient log to Preceptor for review? [Template Preview](#)

Yes No

Do you want to enable automatic approval of logs upon submission? ⓘ

Yes No

Attestation ⓘ

Disable Attestation

Attestation Message *

I certify that..

8. Click save, which will now reflect the status for the patient log as 'Activated'.

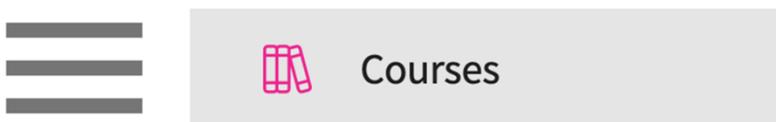
Patient Logs
0% Weightage
PatientLog

Status: Activated
✎

Reviewing Patient Logs by Course

Once students begin completing their learning activities, you can review them for all students registered for a course you are associated with!

1. Select Courses from your dashboard or left menu.



2. On the Course Offerings page, find and select the course you'd like to manage.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	3rd Year	Jermaine Herrera, Stacey Chapman	6	
DPT 950	Clinical Practice IV*	2023 - 2024	Spring	Class of 2026	3rd Year	-	2	
101	Mock Course	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	

3. Expand the Learning Activities option on the left panel and select Review.

Course Details

Description
Physical Therapy Across the Lifespan is a 2 credit course offered during the fall semester of the 2nd year of the Doctorate of Physical Therapy curriculum and is designed to explore concepts of human growth and development from conception to

[Show More](#)

Credits 2	Duration -	Hours 150
Nature -	Type core Core	Departments -
Fields of study -	Clock hours -	Grading Scale Letter grade
Share with site Yes		

4. Select Patient Logs from the left panel.

Forms/Evaluations Summary

- CI Details
- Forms/Evaluations Distribution
- Patient Logs**
- Timesheet

5. You'll be taken to the Patient Logs page, which will display all placed students and their current log count, a breakdown by status, and recent activity details.

6. Click on any of the status counts to begin reviewing patient logs.

Learning Activities Home > Dashboard > Patient Logs

PA 601 - Family Medicine Rotation, 2022 - 2023 | Clinical Year | Class of 2023 | Clinical Year
Block 1 (07/01/2022 - 07/31/2022)

2 Submitted 1 Needs Attention

Search Student Filters: [refresh] [print] [filter]

STUDENT (5) ↑	LOG COUNT				LAST DATE OF PATIENT ENCOUNTER	DATE OF LAST LOG UPDATED	STATISTICS	
	TOTAL	STATUS COUNT						
George, Traci Zeta Orthopedics Emergency Medicine	3	3	0	0	0	Jul 6, 2022	Jul 27, 2022	[stats icon]
Lambert, Ana Wellspring Medical Group Family Medicine	15	4	2	9	0	Jul 21, 2022	Jul 21, 2022	[stats icon]

View statistics report

7. A drawer will open. You'll have a tally at the top indicating how many logs are in each status.

8. To review an individual log, click on the LOG ID.

Lambert, Ana
Wellspring Medical Group | Block 1
Family Medicine

Logs Statistics

15 Total 4 Submitted 2 Needs Attention 9 Approved 0 Approved & Locked

Status Needs Attention, S... [dropdown arrow]

Approve all logs Approve & Lock all logs [print icon]

LOG ID	LOG STATUS	DATE OF ENCOUNTER	DATE OF SUBMISSION	AGE	GENDER	CLINICAL NOTES
2022-FAM-0015	Submitted	Jul 18, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-
2022-FAM-0014	Needs Attention	Jul 15, 2022	Jul 21, 2022	Adolescent (11-17 years)	Male/Man	-
2022-FAM-0013	Needs Attention	Jul 14, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-
2022-FAM-0012	Approved	Jul 13, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-

9. The log will open, you can then review the form. If the form looks good, you can:

- Approve the log: will inform the student the log has been reviewed and will allow them to make further changes if needed.
- Approve & Lock the log: inform the student the log has been reviewed and will NOT allow them

to make further changes.

will NOT allow them to make further changes.

Use arrows to view other patient logs for the selected student

AL Lambert, Ana
Wellspring Medical Group | Block 1
Family Medicine

2022-FAM-0015
07/18/2022 • Adult (18-64 years)/Female/Woman Submitted Needs Attention Approve Approve & Lock

Encounter Details

Clinical Notes	Preceptor Name	Date of Encounter
-	Albert Ruiz	07/18/2022

Patient Demographics

Age	Race	Gender
Adult (18-64 years)	Asian	Female/Woman
Ethnicity	Veteran Status	
Non-Hispanic	No	

Visit Information

Clinical Setting Type	Surgical Setting	Encounter Type
Outpatient	N/A	Acute

10. If the form needs additional information or changes, provide feedback, and select Needs Attention.

< **AL** **Lambert, Ana**
 Wellspring Medical Group | Block 1
 Family Medicine

2022-FAM-0015
 07/18/2022 • Adult (18-64 years)/Female/Woman **Submitted** **Needs Attention** **Approve** **Approve & Lock**

School Feedback

Add your feedback

Encounter Details

Clinical Notes	Preceptor Name	Date of Encounter
-	Albert Ruiz	07/18/2022

11. You can also approve logs in bulk for a selected student!

< **AL** **Lambert, Ana**
 Wellspring Medical Group | Block 1
 Family Medicine

Logs Statistics

15 Total **4** Submitted **2** Needs Attention **9** Approved **0** Approved & Locked

Status Needs Attention, S...

Approve all logs **Approve & Lock all logs**

LOG ID	LOG STATUS	DATE OF ENCOUNTER	DATE OF SUBMISSION	AGE	GENDER	CLINICAL NOTES
2022-FAM-0015	Submitted	Jul 18, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-
2022-FAM-0014	Needs Attention	Jul 15, 2022	Jul 21, 2022	Adolescent (11-17 years)	Male/Man	-
2022-FAM-0013	Needs Attention	Jul 14, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-
2022-FAM-0012	Approved	Jul 13, 2022	Jul 21, 2022	Adult (18-64 years)	Female/Woman	-

12. To view a statistics report on a single student, click on the graph icon on the Patient Logs main page.

Learning Activities Home > Dashboard > Patient Logs

PA 601 - Family Medicine Rotation, 2022 - 2023 Clinical Year Class of 2023 Clinical Year
Block 1 (07/01/2022 - 07/31/2022)

2 Students Submitted 1 Students Needs Attention

Search Student Filters: [Refresh] [Print] [Filter]

STUDENT (5) ↑	LOG COUNT				LAST DATE OF PATIENT ENCOUNTER	DATE OF LAST LOG UPDATED	STATISTICS	
	TOTAL	STATUS COUNT						
George, Traci Zeta Orthopedics Emergency Medicine	3	3	0	0	0	Jul 6, 2022	Jul 27, 2022	[Link]
Lambert, Ana Wellspring Medical Group Family Medicine	15	4	2	9	0	Jul 21, 2022	Jul 21, 2022	[Link]

13. A drawer will open, and you can view information by setting and rotation.
- Please note, the statistics report is updated four times a day. Data entered may not be reflected instantly.

Use arrows to view other students

Review Logs

AL Lambert, Ana
Wellspring Medical Group | Block 1
Family Medicine

Logs **Statistics**

Statistics gets updated at 12 AM, 6 AM, 12 PM and 6 PM EST everyday.

Setting **Rotation**

Rotations

Block 1
Wellspring Medical Group
Family Medicine

Total logs 13 Average logs per day 1.08 Encounter Days 12 Logs with procedures 13

Average Time Spent With Patients 14.15 minutes

Total Encounter Time 4:19 (hh:mm)

Time spent with Patient 3:04 Time spent consulting with Preceptor 1:10 Time spent consulting with Other Healthcare Professional 0:05