How to Add an Evaluation from the EHR

This document outlines how to add an Evaluation (Grading Card) from the Evaluations Module for students.

Topics Covered:
- Grading an Evaluation from the EHR
- Holding an Evaluation
- Assigning the Evaluation to a different Faculty

Grading an Evaluation from EHR

- When a Student has completed their treatment, approval is required
- Click on the Patient’s Chart number

NOTE: If the Patient Chart number has a blue background, this means that Faculty Approval is required
Adding an Evaluation from the EHR

- The Patient Approvals window will come up
- Select the treatments to be approved
- Click on the Approve button

- The Add/Edit Evaluations Window will come up
- Complete the General Questions on the top section of the screen
- Instructions are written on the bottom part of the screen for each question
- Complete each grade and choose an option from the legend on the right and enter the grade
- Continue until the Gradable lines are completed

NOTE: Depending on the score, a comment may be required to enter. This will comment will appear as a pop up and the comments will appear underneath individual the question and score.
Once the entries are completed, Click the Ok button to complete.

Holding an Evaluation:
- If it is not an appropriate time to complete the grading card, click the Hold For Flag
- Select Ok
- The Grading Card will be saved in the Evaluations Module to complete

Assigning the Evaluation for a different Faculty
- Select the Hold For Flag
- Click on the ellipsis to search for the Faculty

- Select the Faculty from the Instructors List
- Double click to close the window
- The Instructor's name has been added to the Held For Field
- Click Ok
- The Evaluation has been added to the assigned instructors' list of evaluations to complete in the Evaluations Module