

# ADD ATTENDING



To add an attending you will have to login to the Case Log system.

Once logged in, select **Program Setup**, and click **Add/Update** under the **Attending** heading (fig. 1).



Figure 1: Program Setup

Under Add/Update, select **Add Attending** at the bottom of the list. Please verify the attending does not already exist (fig. 2).



Figure 2: Add/Update Faculty Screen

Once you have selected Add Attending, a new window will appear where you can enter the name of the attending. Select **Save** to add this attending to the Case Log system. **PLEASE NOTE:** A program may choose not to collect Attending (Supervisor) physician information. This is fine, as the RRC does not use these data. The sole purpose of the Attending (Supervisor) data is to provide additional information to the Program Director about the program. Should the program choose not to enter Attending (Supervisor) information, at least one generic entry, such as ATTENDING (SUPERVISOR) PHYSICIAN, needs to be entered, as this is a required field for residents to enter for encounters/procedure entry. You will also be able to run reports based on an Attending (Supervisor) if you choose to track this information. For some specialties this is mandatory.

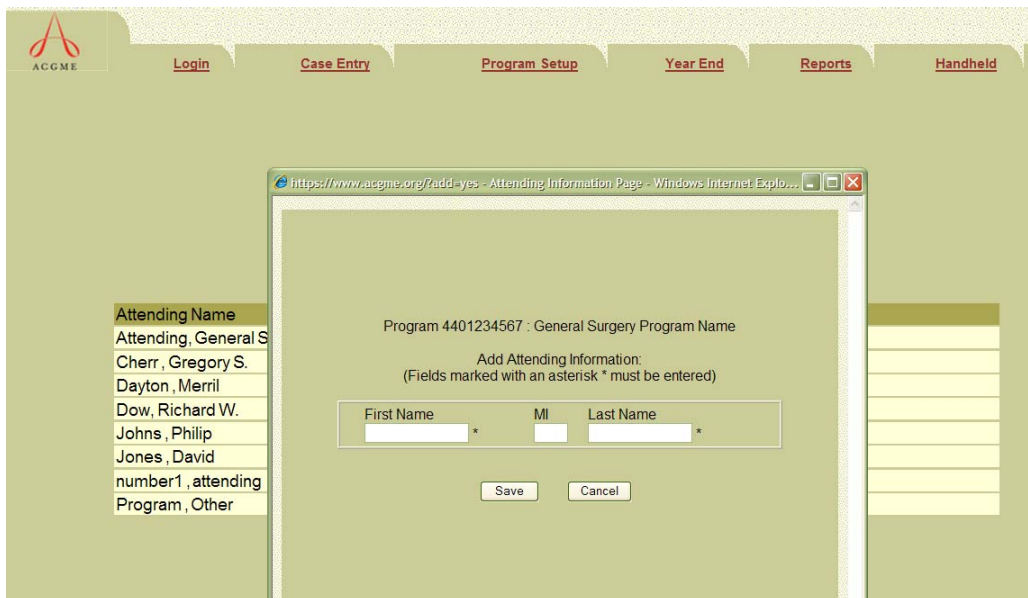


Figure 3: Add Attending Screen

Once save is selected, select **OK** when the system indicates that the attending has been added(fig. 4).

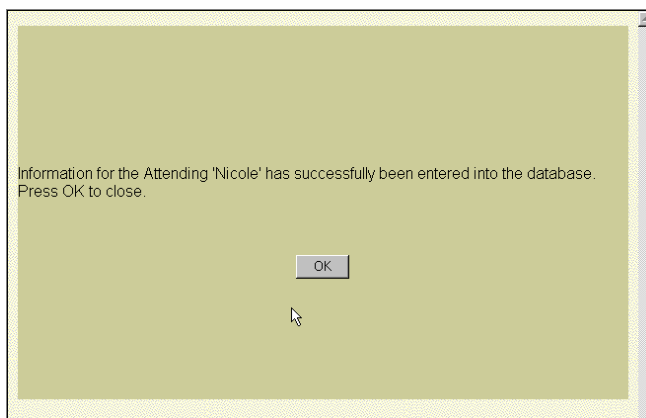


Figure 4: Attending Added Screen