



Logbook Instructions for PMHNP

NURS 782 and NURS 783

Rev. 6/23/2020

Grab the latest version of this guide at
www.hunter.cuny.edu/nursing/current-students/inplace



Hunter-Bellevue School of Nursing

Quick Start



NOTE: For assistance with other topics and general documentation, download the [InPlace Student User Guide](#).

- 1 Login to InPlace using the **top button**, 'Login with Hunter NetID'

<https://huntercollege-us.inplacesoftware.com>

NetID Help: www.hunter.cuny.edu/it/help-docs/the-hunter-netid

- 2 Click *Confirmed* on the navigation menu to view your clinical placements, then click on a placement site to view its details.

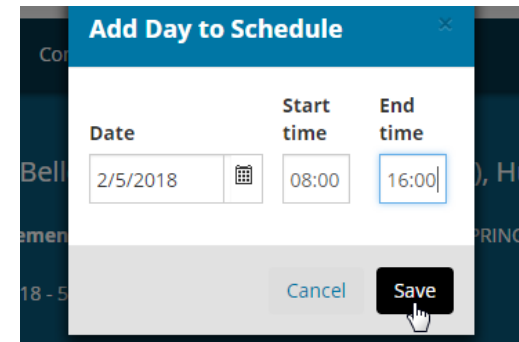
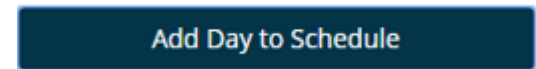
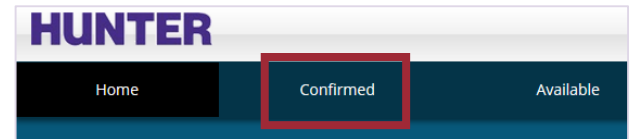
- 3 Review the *Details* page to confirm that your **seminar instructor**, **preceptor**, and **preceptor's email address** are all listed and correct.

- 4 From the *Schedule* tab, click the 'Add Day to Schedule' button.

- 5 Add a new shift to your schedule using **24-hour format** for your start and end times (e.g., 6 PM is 18:00). Click *Save*.

Note: Entries cannot be logged or submitted for a future shift until the date arrives.

- 6 Open the logbook for that shift by clicking on the book icon in the Action column (shown on far-right):



	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
	1/19/2020	Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs	08:00 - 17:30			No			

1 - 1 of 1 items

Confirm Your Attendance for a Shift

Confirm your attendance by entering your *Actual Start* and *Actual End* times for the day (detailed in [Student Guide](#)). All times must be entered in a **24-hour format** (e.g., 6pm is 18:00), or click the Clock icon to open a time selector pop-up window. After completing this information, the *Attended Hours* field will calculate the total hours attended and a logbook form for documenting your patient encounters will appear underneath.

InPlace

SM Student SM-Student
Admin_demo_PMHNP

Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs

Jan 19, 2020

08:00 - 17:30

Draft

Total Time: 00:00 hrs

Session 1 00:00 hrs

← LEAVE LOG BOOK sm-student

Saved 00:00

1 Start Time 08:00 **2** End Time 18:30

Comment
Stayed an additional hour with preceptor.

Documents (0)

Attended Hours : 10:30 hrs, Sunday

This comment field is not for clinical notes. Please use it only for timesheet comments (make-up day, preceptor was out, agency-wide training, etc.)

Start Time 00:00

Comment

Documents

Attended Hours

Assessment

1 Comment

07:30

Cancel OK

Clicking on the Clock icon next to the Start and End Time fields reveals a time selector pop-up window.

Logbook *Sessions* (Patient Encounters)

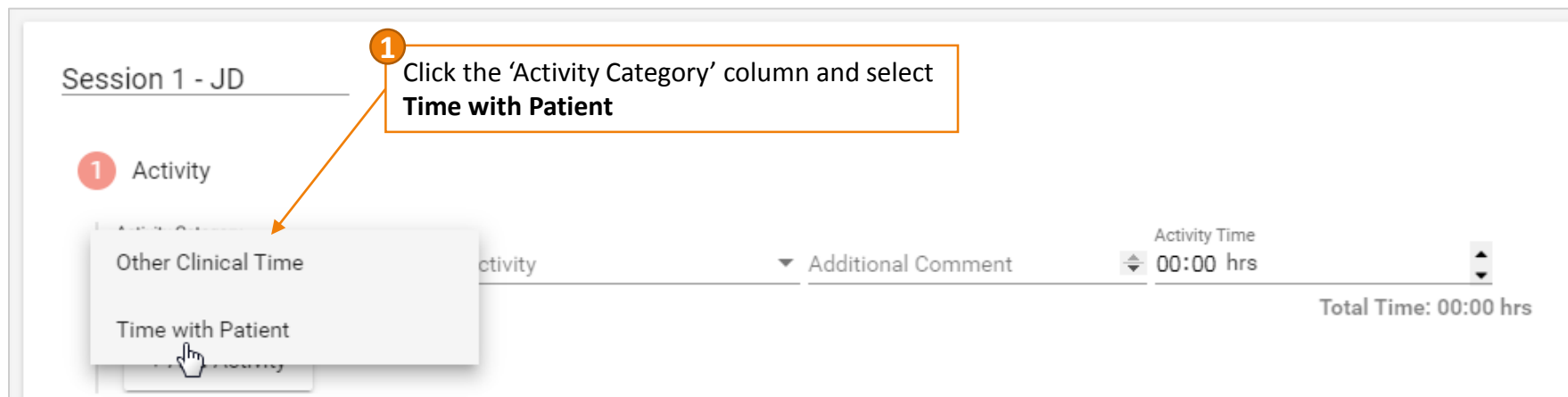
A logbook entry is divided into *Sessions*. One session should be used to document **one** patient encounter. Sessions are a “snapshot” of your clinical day—you are not required to log every patient seen. Refer to your course syllabus or contact your instructor to determine how many sessions (patient encounters) should be logged for each clinical day.

The screenshot displays the InPlace logbook interface. On the left sidebar, the user information is shown: SM Student SM-Student, Admin_demo NURS 00000 1P01 PRA, 2019 SU - 2019 SUMMER TERM (5/29/2019 to 8/20/2019), Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, Jan 5, 2020, 09:00 - 18:00, and Draft status. The total time is 00:35 hrs. A session entry for 'Session 1 - JD' is highlighted in blue, showing a duration of 00:35 hrs. The main content area shows a header with a menu icon and '← LEAVE LOG BOOK', a 'Documents (0)' button, and 'Attended Hours : 09:30 hrs, Sunday'. Below this, the session title 'Session 1 - JD' is displayed with a progress indicator '14 / 20'. A callout box points to the session title, stating: 'Add the patient's initials after the session number to make it more meaningful (e.g. "Session 1 - JD")'. Below the session title, there is a section for '1 Activity' with a table showing 'Activity Category' as 'Time with Patient', 'Activity' as 'Independence 25 - 50 %', and 'Additional Com'. A '+ Add Activity' button is located at the bottom of the activity section.

As you add more sessions to a logbook entry, sidebar menu to navigate between them.

Time with Patient

Under **Activities**, log how much time was spent and your level of independence interacting with the patient (compared to that of your preceptor).

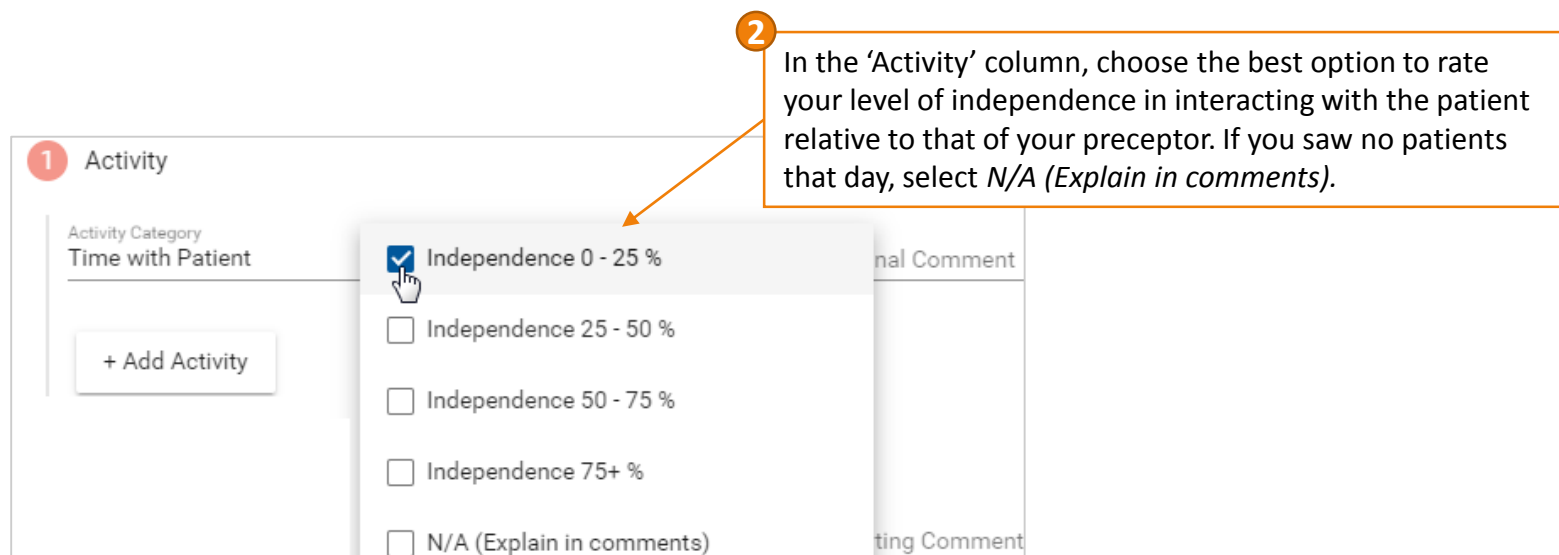


1 Click the 'Activity Category' column and select **Time with Patient**

1 Activity

Other Clinical Time activity Additional Comment Activity Time 00:00 hrs Total Time: 00:00 hrs

Time with Patient



2 In the 'Activity' column, choose the best option to rate your level of independence in interacting with the patient relative to that of your preceptor. If you saw no patients that day, select *N/A (Explain in comments)*.

1 Activity

Activity Category Time with Patient

+ Add Activity

Independence 0 - 25 %

Independence 25 - 50 %

Independence 50 - 75 %

Independence 75+ %

N/A (Explain in comments)

Additional Comment

ting Comment

Time with Patient

Logging **Activities (Time with Patient)**, continued:

1 Activity

3 Enter the time spent with this patient using an **HH:MM** format. For example, fifteen minutes would be 00:15.

Activity Category: Time with Patient | Activity: Independence 0 - 25 % | Additional Comment: | Activity Time: 00:15 hrs | Total Time: 00:00 hrs

4 You can elaborate on your responses using the Additional Comments field if needed (optional).

Total Time: 00:35 hrs

Session 1 - JD	00:15 hrs
Session 2 - BS	00:20 hrs

Session 1 - JD

1 Activity

Activity Category: Time with Patient | Activity: Independence 0 - 25 % | Additional Comment: Preceptor took the lead | Activity Time: 00:15 hrs | Total Time: 00:15 hrs

+ Add Activity

The side panel will display the Activity Times spent in each session as well as a total for the day.

Patient Demographics

After completing the **Activity (Time with Patient)** section, continue to **Patient Demographics** to enter the patient's age (in years), age group, gender, insurance type, race/ethnicity, and population focus (General Psychiatry, Child/Adolescent, Geriatric, Addictions, or Community). Add supporting comments as needed.

2 Patient Demographics

1	Age (in years)	67	Supporting Comment	⌵
2	Age Group	Age 65+ (Geriatric)	▼ Supporting Comment	⌵
3	Gender	Male	▼ Supporting Comment	⌵
4	Insurance	Medicare	▼ Supporting Comment	⌵
5	Race	Asian	▼ Supporting Comment	⌵
6	Population Focus	3. Geriatric Psychiatry	▼ Supporting Comment	⌵

Sample Patient Demographics with all fields completed.

Clinical Information

Continue to the next section, **Clinical Information**, adding any supporting comments as needed.

3 Clinical Information

1. Chief Complaint		
"I've been depressed since the holidays."	Supporting Comment	
2. Reason for Visit		
Episodic	Supporting Comment	
3. Social Problems Addressed		
Caretaking/Parenting, Education/Language	Supporting Comment	
4. Medication(s)		
None	Supporting Comment	
4b. Over-the-Counter (OTC)/Supplements		
None	Supporting Comment	
5. Procedures/Plan		
	Supporting Comment	
6. Type of Decision Making (CPT Code Equivalent)		
Low complexity	Supporting Comment	

- 1 Chief Complaint** (short text entry)
- 2 Reason for Visit** (dropdown menu): select from Episodic, ER/ED Visit, Initial Visit, Follow-up, etc.
- 3 Social Problems Addressed** (checklist): select as many options shown here as necessary.
- 4 Medications** (text entry): briefly list any current or new medications administered or prescribed (if relevant to the visit).
Over-the-Counter (OTC)/Supplements: briefly list any OTC medications/supplements (if relevant to the visit/other medications).
- 5 Procedures/Plan** (text entry): briefly describe any procedures or other actions to be taken.
- 6 Type of Decision Making** (dropdown menu): CPT Code Equivalent; select from Straightforward, Low, Moderate, or High Complexity.

ICD and CPT Codes

The **Industry Codes** section provides a directory of ICD-10 diagnostic codes and CPT codes to help classify the visit, diagnoses, and procedures performed. Refer to your syllabus/instructor for coding requirements.

4 Industry code

+ Add Industry Code

1 Click + **Add Industry Code** to add a row.

ICD-10

CPT

2 Select either CPT or ICD-10 from the dropdown menu to view the list of available codes and descriptions in the next column.

3 As you type in a code, a list of suggested codes will appear underneath.

Industry Code Name
CPT

Select Industry Code

office

99203 - Office/outpatient visit new
99204 - Office/outpatient visit new
99205 - Office/outpatient visit new
99211 - Office/outpatient visit est
99212 - Office/outpatient visit est
99212 - Office/outpatient visit est
99214 - Office/outpatient visit est
99215 - Office/outpatient visit est

Industry codes cannot contain any empty or incomplete rows, or it will result in an error when trying to submit the entry. Use the Trash icon to remove unneeded rows.

+ Add Industry Code

4 Add additional rows for new codes as needed.

Session Notes

Use section 5, **Session Notes**, to provide other information not covered elsewhere, such as a history or treatment plan. Refer to your syllabus or consult your instructor for specific requirements.

5 Session Notes

Write notes
62-year old female with PMH of major depressive disorder reports that she|

Assessment & Comments

1 Supervisor Assessment

2 Comments

This Comments area applies to the entire entry, not an individual session (Do not confuse it with section 5, *Session Notes*).

Student Comment

Supervisor Comment

Placement Coordinator Comment

0 / 600

Comments Area and Submission Buttons

The bottom of the logbook allows you to add a comment *for the entire day's entry* (optional) and includes buttons to Add a Session, Delete a Session (or entire day if only one session exists), Save (as a draft), Submit, Withdraw (if submitted), or Revise (if marked 'Revise' by your instructor).

When approving and/or finalizing your logbook, your instructor will provide feedback here.

Assessment & Comments

1 Comments

Student Comment

0 / 600


Supervisor Comment


0 / 600


Placement Coordinator Comment

0 / 600

 Reset

 Copy Session

 Add Session

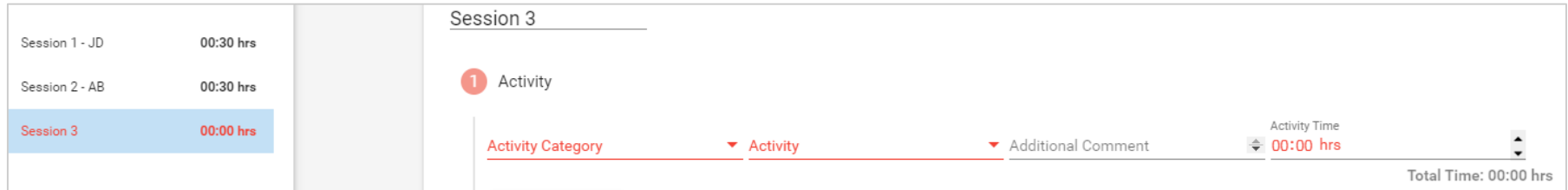
 Log Book day

 Save

 Submit

Add or Copy a Session

To add a session (i.e., patient encounter), click the **+Add Session** button at the bottom of the entry. A new session will appear under your existing sessions in the side panel, where you can navigate between them.



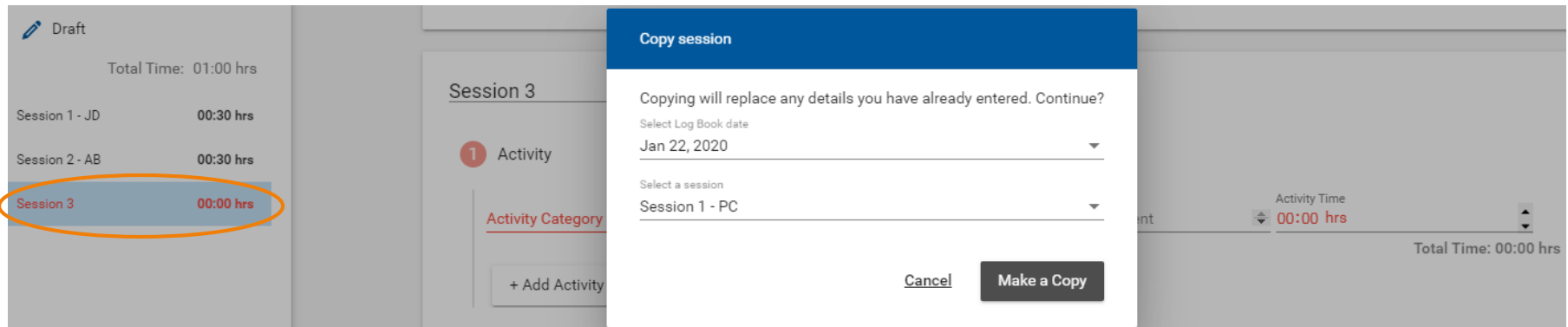
The screenshot shows a user interface for managing sessions. On the left, a list of sessions is displayed:

Session ID	Duration
Session 1 - JD	00:30 hrs
Session 2 - AB	00:30 hrs
Session 3	00:00 hrs

Session 3 is highlighted in blue. On the right, the details for Session 3 are shown. It includes a red circle with the number '1' and the text 'Activity'. Below this, there are fields for 'Activity Category' (with a dropdown arrow), 'Activity' (with a dropdown arrow), and 'Additional Comment'. To the right of these fields is a field for 'Activity Time' set to '00:00 hrs' with a dropdown arrow. At the bottom right, it says 'Total Time: 00:00 hrs'.

You can also copy data from a past session into a selected session, which overwrites the data in the current/selected session with data from the old one. Select which session you wish to overwrite (or add a new one), then click **Copy Session**. Choose the date and session you would like to copy in the pop-up window, then click 'Make a Copy'.

Copied sessions **overwrite the selected session you are viewing** (highlighted in the side panel), so make sure you have selected a new [empty] one before confirming the copy.



The screenshot shows the same session management interface as before, but with a 'Copy session' pop-up dialog box overlaid. The dialog box has a blue header and contains the following text:

Copying will replace any details you have already entered. Continue?

Select Log Book date
Jan 22, 2020

Select a session
Session 1 - PC

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Make a Copy'. In the background, the session list on the left is visible, and Session 3 is highlighted with an orange oval.

Logbook Submission Statuses

The Schedule tab lists all logbook submissions and their approval statuses:

- DRAFT – Not yet submitted
- SUBMITTED – Awaiting approval by supervisor (i.e., seminar instructor)
- APPROVED – Approved by supervisor; awaiting final review by primary instructor/program coordinator
- FINALIZED – Approved by supervisor *and* primary instructor/program coordinator
- REVISE – Revise and resubmit for approval (appears in your 'To Do' list on the home page)

Details Schedule Docs Assessment Carpool

Attendance summary

50%

○ 4 required ● 2 completed

	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
●	2/2/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:30 - 16:30	7.5		No		FINALISED	
●	2/4/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		FINALISED	
●	2/7/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 17:00	8		No		DRAFT	
●	2/8/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		REVISE	

1 - 4 of 4 items

Add Day to Schedule

Keep an eye on the **Status** column in case a submitted log requires revision. These will be marked **REVISE** and will also appear in your **To Do** list on the home page:



Please revise your log book Hunter-Bellevue School of Nursing (HBSON), Hunter College Placement. - Submitted on: 2/8/2018



Withdraw a Submitted Logbook

When you submit a logbook, its status in the side panel changes to *Submitted*.

If you need to make revisions, open the submitted logbook and click the **Withdraw** button at the bottom. Logs can only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made until your seminar or primary instructor changes the status to *Revise*.

The screenshot displays the InPlace interface for a submitted logbook. The top navigation bar is blue with a menu icon, a back arrow, and the text '← LEAVE LOG BOOK'. The user's name 'sm-student' is in the top right corner. The left sidebar contains the following information:

- SM Student SM-Student
- Admin_demo NURS 00000 1P01 PRA
- 2019 SU - 2019 SUMMER TERM (5/29/2019 to 8/20/2019)
- Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs
- Jan 27, 2020
- 08:00 - 19:00
- Submitted** (highlighted in yellow)
- Total Time: 00:20 hrs
- Session 1 00:20 hrs

The main content area shows a 'Timesheet' section with the following details:

- Start Time: 08:00
- End Time: 19:00
- Comment: (empty)
- Absent
- Documents (0)
- Attended Hours : 11:00 hrs, Monday

The 'Session 1' section contains an activity table:

Activity Category	Activity	Additional Comment	Activity Time
Time with Patient	Independence 25 - 50 %		00:20 hrs

Total Time: 00:20 hrs

Below the activity table, there is a section for 'Patient Demographics'.

In the bottom right corner, a 'Withdraw' button is highlighted with a mouse cursor.

Review Approved Logs for Feedback

Be sure to open your *Approved* entries to review the feedback provided by your seminar instructor in the Supervisor Comments area.

The amount of feedback you receive may vary from week to week, but your entries should be reviewed and approved on a regular basis throughout your placement.

Student Comment	0 / 600
Supervisor Comment Medications should be more specific, including the classes. Excellent job otherwise -JD	87 / 600
Placement Coordinator Comment	0 / 600

Logbook Submission Errors

Leaving empty rows in the **Activity (Time with Patient)** table or the **Industry Code** section will result in an error when trying to submit your entry. Be sure to delete all empty rows before submitting.

The screenshot shows the InPlace logbook interface. On the left, a sidebar displays user information: SM Student SM-Student, Admin_demo NURS 00000 1P01 PRA, 2019 SU - 2019 SUMMER TERM (5/29/2019 to 8/20/2019), Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, Jan 27, 2020, 08:00 - 19:00, and Draft. The main area shows a form for 'Industry code' with a dropdown menu containing 'CPT' and '99211 - Office/outpatient visit est'. A red error message at the top right states 'Logbook cannot be submitted. Validation failed.' The session 'Session 1' is listed in the sidebar with a red background and '00:20 hrs'.

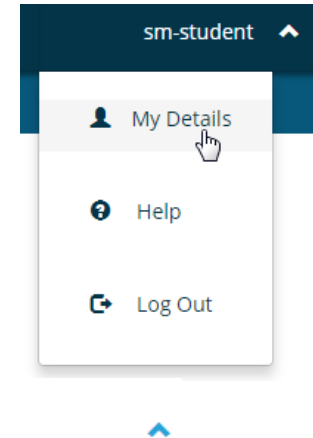
A session with a validation issue (error) will be listed in the side panel in red. The session will turn black when the error is resolved, indicating the entry can be submitted successfully.

The screenshot shows the InPlace logbook interface. The session 'Session 1 - JD' is listed in the sidebar with a red background and '00:20 hrs'. The main area shows the 'Industry code' section with a dropdown menu containing 'Industry Code Name' and a '+ Add Industry Code' button. A red error message at the top right states 'Logbook cannot be submitted. Validation failed.' A callout box with an orange border points to a red trash can icon in the bottom right corner of the main area, with the text 'Hover over the empty row to reveal the 'Trash' icon.'

Written Assignments

Your course may also require comprehensive patient assessments, episodic/SOAP notes, or case study presentations to be submitted as document uploads *in addition* to logging patient encounters in your logbook.

To submit written assignments, click your **username** from the navigation bar, then select **My Details**. Scroll down to find the file upload fields for your course.



NURS 782 Assignments

N782 Comprehensive Visits (Extended H&P Assessments)

N782 Comprehensive Note 1 upload

No



N782 Comprehensive Note 1 (Instructor feedback)

No



N782 Comprehensive Note 2 upload

No



N782 Comprehensive Note 2 (Instructor feedback)

No



Submitting Documents (File Upload)

1. Click the plus sign (+) on the top-right of the submission field to expand the form.
2. Check the box to confirm that the submission is your own work (Field will change to “Yes”).
3. Add a comment to describe the assignment (optional).
4. Select or drag the file to be uploaded.
5. Click **Submit** when done.

The screenshot shows a form titled "PC2 Comprehensive note 1 upload" with a minus sign and a circled "1" in the top right corner. Below the title is a "Yes" label and a speech bubble icon. A circled "2" points to a checked checkbox with the text "I acknowledge the attached uploaded document is my own work for PC2 comprehensive note 1". A circled "3" points to a "Comments" section with a text input field containing "First comprehensive patient note from 2/13/18 shift.". A circled "4" points to an "Attachment" section with a dashed border and the text "Select or drag a file". A circled "5" points to the bottom of the form, which contains a "Submit" button, a "Cancel" button with an 'x' icon, and a "Reset" link.

PC2 Comprehensive note 1 upload 1 -

Yes

2 I acknowledge the attached uploaded document is my own work for PC2 comprehensive note 1

3 Comments

First comprehensive patient note from 2/13/18 shift.

4 Attachment



Select or drag a file

5 [Reset](#)

Submitting Documents (File Upload)

A completed assignment upload field will show a **Yes** to indicate that the checkbox was ticked, a speech bubble icon to indicate that a comment was included, and a paper clip icon to indicate that an attachment was uploaded.

PC2 Comprehensive note 1 upload —


Yes  

I acknowledge the attached uploaded document is my own work for PC2 comprehensive note 1

Comments

First comprehensive patient note from 2/13/18 shift.

Attachment

 Select or drag a file

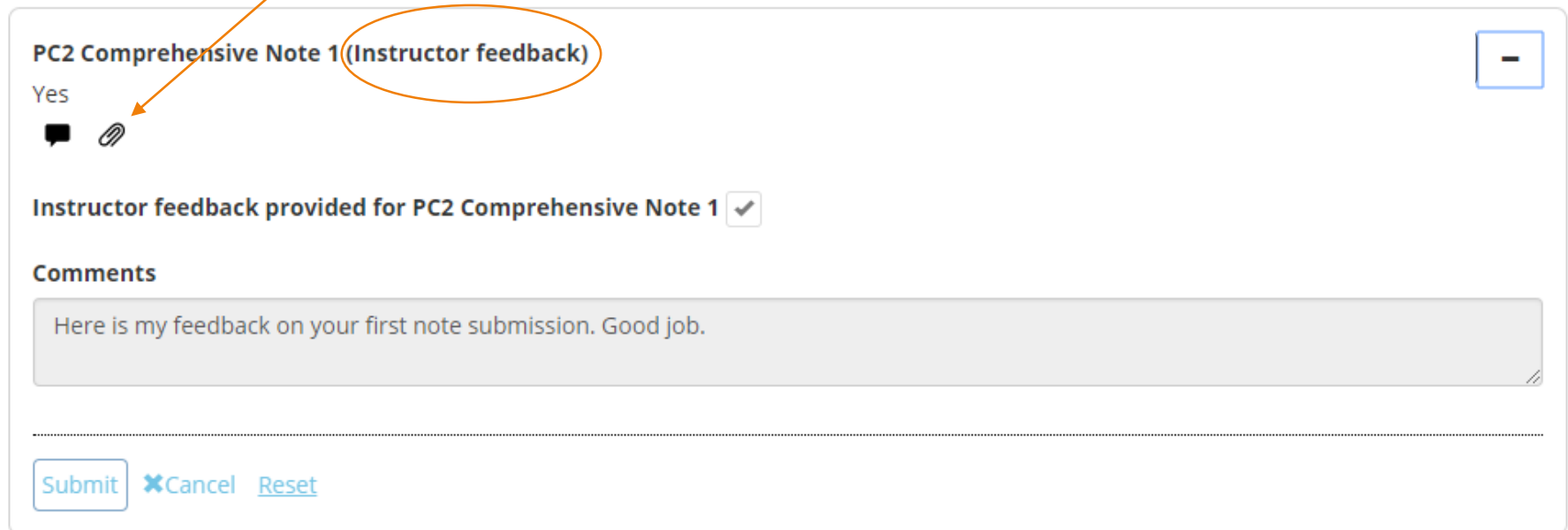
[✕Cancel](#) [Reset](#)

Receiving Feedback on Written Assignments

Each assignment has a corresponding field under it for instructors to return your assignment with their revisions and feedback included in the document.

- Check your **My Details** page for graded assignments returned to you by your instructor.

Download the attachment to review your instructor's comments and markup in the document.



The screenshot shows a submission interface for an assignment titled "PC2 Comprehensive Note 1 (Instructor feedback)". The title is circled in orange. Below the title, there is a "Yes" label and two icons: a speech bubble and a paperclip. A status bar indicates "Instructor feedback provided for PC2 Comprehensive Note 1" with a checkmark icon. A "Comments" section contains a text box with the message: "Here is my feedback on your first note submission. Good job." At the bottom, there are three buttons: "Submit", "Cancel", and "Reset".

PC2 Comprehensive Note 1 (Instructor feedback)

Yes

Instructor feedback provided for PC2 Comprehensive Note 1 ✓

Comments

Here is my feedback on your first note submission. Good job.

Submit [✕Cancel](#) [Reset](#)