ExamPro Case List Software User Guide

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ExamPro Technical Support
support@exampro.com
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CREATING A NEW ACCOUNT

1. To create a new software account, visit sw.exampro.com from any web browser.
2. Select the "Register" button for your test year.
3. Fill out all fields and click on the "Register" button.
4. You will be automatically redirected to the software home page.

ACCESSING YOUR EXISTING ACCOUNT

1. To access your existing account, visit sw.exampro.com from any web browser and select the "Login" button for your test year.
2. Enter your credentials to log into your software account. Your username is the email address you used to sign up for the account. Press "Log In".

3. After you log in, you will be taken to the software home page.

LOGGING OUT OF YOUR ACCOUNT

1. Click on the logout button on the top right corner of any page.

DELETING YOUR ACCOUNT

1. To delete your software account, please email support@exampro.com with your name, the email address you used to register, and the reason you'd like to delete your account.

PLEASE NOTE: Once we delete your account, there will be no way to retrieve ANY of the data. Please make sure to go through your account and save any of the information you will need before you send us the deletion request.

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RESETTING YOUR PASSWORD

1. Visit the login page by directing your browser to sw.exampro.com and clicking the "login" button for your testing year.
2. Click on the "Forgot Password?" link.
3. When prompted, enter the email address you used to register for your account and then hit the "Reset password" button. This will email a new, randomly generated password to your email address.
4. It is highly recommended that you change your password right when you log in by clicking on the "Change password" link on the top right of the software home page.

5. If you have any trouble resetting your password, please contact Technical Support.

EDITING YOUR PROFILE

1. From the software home page, click on the "Edit Profile" button.

2. Enter all relevant and known data.
3. Make sure your Primary 12 Month dates are accurate.
4. Hit the Save button to save your changes and close the box.

ADDING A HOSPITAL

1. From the software home screen, click on the "Edit Hospitals" button
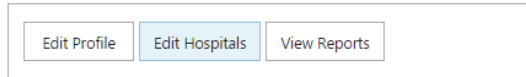
OR select "Hospitals" in the drop down menu from anywhere in the software.
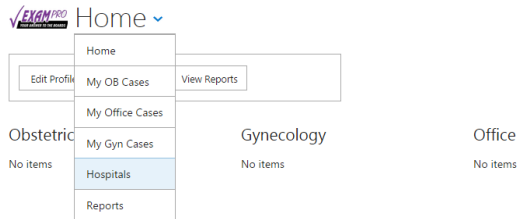
2. Click on the "Add Hospital" button on the bottom of the screen.
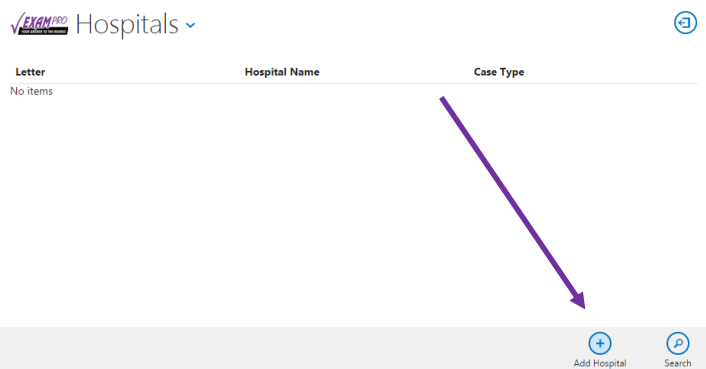
3. Enter the hospital name.
4. You MUST associate every hospital with a time period. To do this, click on the plus sign under Case Type and choose the case collection time period from the choices listed.
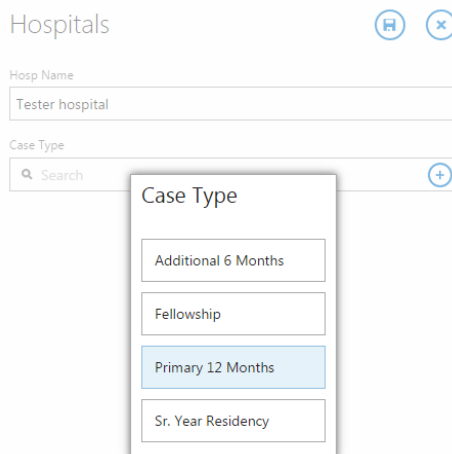
5. Click on the save icon at the top of the box to save your changes and return to the Hospitals page.

ADDING A CASE

1. Select the desired case list section from the drop down menu on the top left of the screen. In this example, we'll enter an OB case.

2. Click on the "Add Case" button at the bottom of the screen.

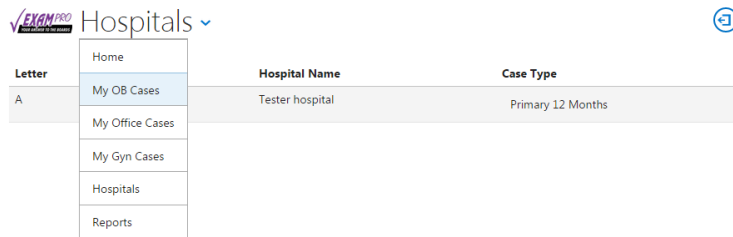
3. Fill in all relevant information.
4. Make sure to select a category from the available list. You will not be able to save the case until you select a category.
5. If you are entering an OB case, press the "Add Baby" button to enter the baby information.
6. When you are finished entering the case data, click on the save icon to save the case and return to your case list.

7. PLEASE NOTE: You must have at least one hospital entered in order to add a case.

EDITING A CASE

1. To edit a case that you previously entered, find the case in your list of patients and click on it. The Add/Edit box will open and you can make any necessary changes.
2. Press the save button to apply your changes and return to your case list.

DELETING A CASE

1. If you want to delete a case that you previously entered, find the case in your list of patients and click on it to bring up the Add/Edit box.
2. Click on the "Delete Case" button on the bottom of the dialog box.

3. When the Confirm Delete dialog box opens, select Yes.

4. PLEASE NOTE: Once you delete a case, there is no way to retrieve it. Please use this feature with caution.

PRINTING YOUR REPORTS

1. Click on the "View Reports" button from the Home page.
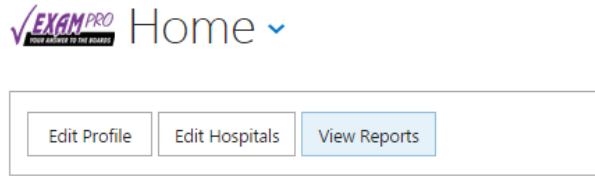
2. A pop-up window will open with all the report options and a display area. If nothing opens, make sure your browser settings are set to allow pop-ups. Click here for instructions on enabling pop-up windows in Internet Explorer, Chrome, and Safari; or here for Firefox.
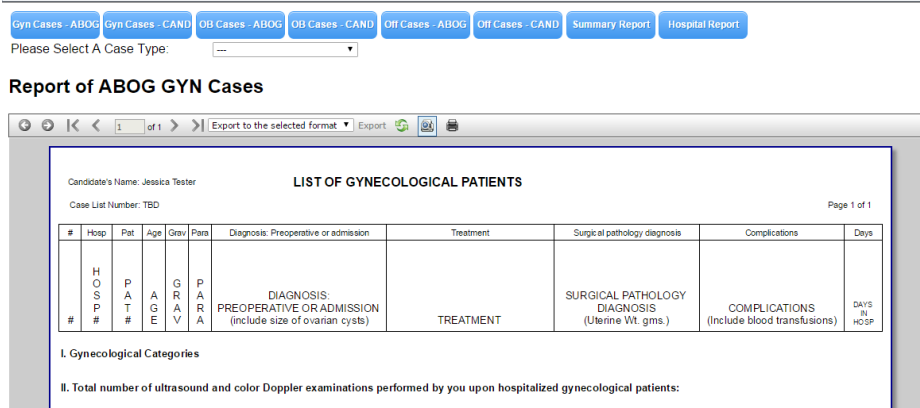

3. Click on the button for the type of report you want to print.
   a. The reports that say "ABOG" are de-identified and should be used when you are printing your reports to submit to ABOG or to ExamPro for a Case List Review.
   b. The reports that say "CAND" contain patient identifying information and are **FOR CANDIDATE USE ONLY**. These reports MUST NOT be submitted to ABOG.
   c. The Summary Report contains the summary tables that need to be submitted with your case lists. There will be a separate summary report for every time period during which you entered cases.
   d. The Hospital Report contains the affidavit that needs to be signed by your hospital's medical records department and submitted to ABOG along with everything else. ONLY the signed affidavit is submitted to ABOG. You will have a separate hospital report for every hospital you entered.

4. Next, select the desired case type/hospital. Your report will generate in the preview area. Click the refresh icon on the toolbar if you are generating a new report or report type.
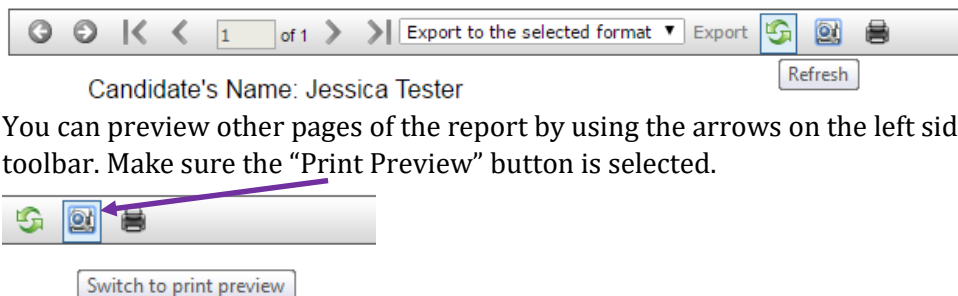
5. You can preview other pages of the report by using the arrows on the left side of the toolbar. Make sure the "Print Preview" button is selected.

6. If you have a printer installed on your computer and you want to print the report, click on the printer icon to open your browser's print settings.
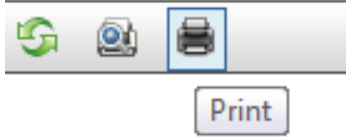
7. You can also export the report as a PDF or editable file. Select the dropdown in the toolbar and choose the desired file format. The report will download to your computer's default Downloads folder where you will be able to open the file, edit it (if it's in an editable format), and print it.
   a. Acrobat (PDF) file – this file format has a fixed layout and will not be editable, but virtually every computer and mobile device can handle this kind of file. This is a good choice to use if you are sending your case list to someone to review. This file type is also helpful if you want to download a copy of your report to keep or use as a backup.
   b. Excel format – this will download your case list as a table with all the appropriate formatting built in. Use this format if you are having trouble with the layout in your case list.
   c. Rich text format – this is very similar to Microsoft Word format, so if you will want to edit the text, this is a good format to use.
   d. The rest of the formats should only be used in special circumstances. Please call Technical Support if you need further assistance with this.

FREQUENTLY ASKED QUESTIONS

1. *How do I enter my number of uncomplicated vaginal deliveries?*

   Per ABOG's Bulletin for the Oral Examination, standard vaginal deliveries do not need to be listed separately in your OB case list. You only need to list the number of uncomplicated obstetrical patients you saw in the primary case collection year (for the full list of criteria for uncomplicated obstetrical patients, please refer to the current Bulletin).

   To do this in our software, go to the Home page, click on "Edit Profile" and scroll down until you see your hospitals listed. To the right of each hospital, there is a field where you can enter the number of uncomplicated obstetrical patients that you delivered at that hospital. Make sure to hit save when you are done.

2. *What does "sequence" mean in the case entry page?*

   The sequence feature will allow you to prioritize certain cases within each category. If you would like to highlight a certain case, you can give it a sequence value of 1. This will place it first in its category. The case you want to follow it should have a sequence value of 2, etc.

   You can also prioritize just one case by moving the "Pin to Top" slider for that case.

3. *Where do I enter the number of ultrasounds and color Dopplers that I performed?*

   To enter the number of ultrasounds and color Doppler examinations that you performed during the primary case collection period, go to the Home page and click on the "Edit Profile" button. Scroll down to find the appropriate fields where you can enter the number of examinations. Remember to differentiate based on OB/GYN/Office.

4. *How do I see a list of the categories for each section?*

   At the bottom of the OB, GYN, and Office pages, click on the star icon that says "Categories" under it. This will open the current list of categories in that section.

5. *Can I search for a specific case in my list?*

   Yes – go to the page where the case is entered (OB, GYN, or Office) and click on the Search icon on the bottom of the page. A search bar will open up at the top of the page. Enter the search term or number and press Enter. Any cases that have matching text will return.

6. *How do I indicate that there was perinatal death for an OB case?*

After you enter the baby information for that case, click Save. The baby information will generate in a new box within the case. In that box, there is a slider that says "Perinatal death". Move the slider to "Yes." Make sure to save.

7. *My patient was readmitted. How do I indicate this in your software*?

After you enter the case and hit "Save," go back into the case and scroll down to the very bottom. Click on the "Readmission" button. Enter all relevant information and press Save.

If the patient was readmitted a second time, click on the "Second Readmission" button at the bottom of the Readmission section and enter the relevant information there. Save.

8. *I entered readmission data for a patient, but when I go back into the case, I don't see the information I entered. How do I find it?*

If you entered readmission data for a patient and want to view or edit it, go into the case and scroll down to the bottom. Click on the "Readmission" button. This will expand the readmission section and you should see all of the data that you previously entered.

9. *What is the "Insert ABOG" button on the case entry page for*?

The "Insert ABOG" button has a list of all of the abbreviations that are accepted by ABOG. You can click on this button if you want to view the list. Click on the abbreviation within the list to enter it into your case.