

Procedures | CONSULT

The online multimedia procedures training and reference solution from Elsevier, the world's leading publisher of medical information resources.

USER'S GUIDE



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About Procedures Consult

Welcome to **Procedures Consult**, online multimedia procedures training and reference solution from Elsevier, the world's leading publisher of medical information resources.

Procedures Consult...

- Is a complete and flexible procedures learning management system designed to enhance procedures competency for medical residents and students and to streamline administrative tasks for program directors
- Provides access to over 140 interactive procedures across multiple specialty modules – developed in conjunction with the U.S.'s top medical institutions and leveraging Elsevier's leading reference texts
- Features expert video and fully customizable step-by-step instructions with illustrations for every procedure
- Offers interactive testing with instant feedback
- Is accessible 24 hours a day

All you need to start using **Procedures Consult** is an Internet connection, a web browser and your user ID and password.

Record Your Login Information:

URL: www.ProceduresConsult.com/_____

User Name: _____

Password: _____

This User's Guide will help you get started using **Procedures Consult** so you can enhance your knowledge of medical procedures.

Using Procedures Consult

Procedures Consult Home Page

Procedures Consult home page offers access to all the communications, search functionality and content you need to master vital medical procedures.

The screenshot shows the Procedures Consult home page. At the top left, the logo reads "Procedures CONSULT" with the tagline "See One • Do One • Teach One... Made Better and Safer!". To the right of the logo are navigation links: "Jay | My Account | Show Admin View | Log Out". Below the logo is a "Procedures by specialty" sidebar with a list of medical specialties and their respective procedure counts: Internal Medicine (38), Anesthesia (1), Aspiration (14), Cardiac (5), Dermatology (2), Ear, Nose, and Throat (3), Emergency Medicine (26), Gastrointestinal (1), Injections (1), Musculoskeletal (16), Respiratory (4), and Vascular (7). A "SALES DEMO (1)" link is also present. Below this sidebar is a "Tests" section with links for "My Test History" and "My Assignments". The main content area features a search bar with the text "Find a procedure" and a "Search" button. Below the search bar are two anatomical illustrations of a human body, one from the front and one from the back, with blue boxes highlighting various body parts. To the right of the illustrations are two promotional boxes. The top box is titled "Sample Video" and contains the text "Click here to view a sample procedure video from our extensive library..." with a play button icon. The bottom box is titled "MD CONSULT" and contains the text "Smarter, easier, better than ever" and "See for yourself..." with a play button icon. At the bottom of the page, there is a footer with the text "About Procedures CONSULT | Help | Contact Us | Terms and Conditions | Privacy Policy | Send Feedback" and "Copyright © 2008 Elsevier Inc. All rights reserved."

At the top left of the screen you will see the **Procedures by specialty** box. Use this box to access expert video and text / illustration content for specific procedures

Below that you will see the **Tests** box where you can access your test history as well as view any assignments made by your program director for specific procedures.

My Account

Click My Account, located in the top right corner of the screen, to access your personal account and user information.

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My Account
*An * indicates a required field.*

* Current location:

* Email Address: This will also be your User ID. A valid email address is the only way to retrieve lost passwords.
New Password: Confirm Password:
Must consist of at least 1 alpha and 1 numeric characters at a minimum.

* Group: Select your program group.

NAME * Salutation:
* First:
Middle:
* Last:
Suffix:

ADDRESS * Line 1:
Line 2:
* City/Town:
* State/Province:
* Zip/Postal Code:
Telephone:

* Profession: * Year of Graduation: For highest degree attained.
* Specialty/Area of Study: * WorkPlace:

The personal information you provide may be used by Elsevier Inc. Health Sciences Database marketing (EHSDM), 1600 John F. Kennedy Blvd, Suite 1800, Philadelphia, PA 19103, USA to keep you informed about relevant academic and professional offerings.

To change your password, enter a password in the New Password field, and re-enter it in the Verify Password field. Passwords contain up to 20 alphanumeric characters and no spaces.

To change your email address, enter a new address in the email address field. Please note that your email address is your user name for Procedures Consult.

Click the button at the bottom of the screen to enter any changes into the system.

Additional Procedures Consult information

Additional information on Procedures Consult is available using the links at the bottom of the screen.

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These include:

- [About Procedures Consult](#) – additional information on the product and Elsevier
- [Help](#) – a link to the online help functionality on Procedures Consult (including FAQs)
- [Contact Us](#) – contact information within Elsevier for any inquiry
- [Terms and Conditions](#)
- [Privacy Policy](#)
- [Send Feedback](#) – allowing you to provide us with feedback on Procedures Consult

Searching for procedures

You can search for procedures by one of four (4) methods:

- By using the search box to type in a keyword
- Browsing using the alphabetical procedure index
- Searching for the procedure within a therapeutic category
- Using the anatomical model (or homunculus)

Search Box

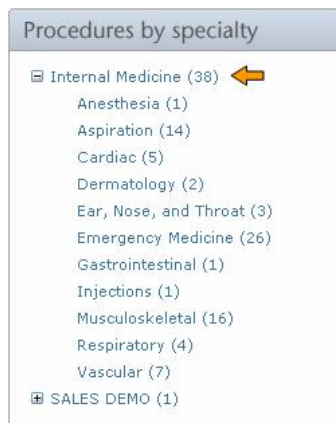
Enter a keyword or phrase and click the Search button. Procedures Consult then displays a list of the procedures matching the entered keyword(s).



Find a procedure

Alphabetical Index

Within the **Procedures by specialty** box, click on the name of the specialty (e.g., Internal Medicine). Procedures Consult then displays the full list of procedures in that module arranged alphabetically



Procedures by specialty

- Internal Medicine (38) ←
- Anesthesia (1)
- Aspiration (14)
- Cardiac (5)
- Dermatology (2)
- Ear, Nose, and Throat (3)
- Emergency Medicine (26)
- Gastrointestinal (1)
- Injections (1)
- Musculoskeletal (16)
- Respiratory (4)
- Vascular (7)
- SALES DEMO (1)

Therapeutic Category Search

Within the **Procedures by specialty** box, click on the name of a listed therapeutic or sub-specialty category. Procedures Consult then displays the procedures in that category alphabetically.

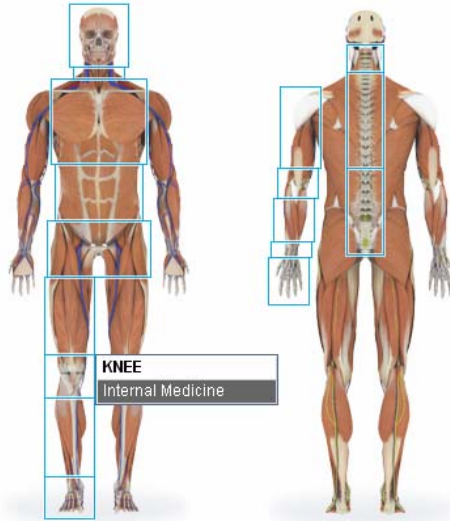


Procedures by specialty

- Internal Medicine (38)
- Anesthesia (1)
- Aspiration (14)
- Cardiac (5)
- Dermatology (2)
- Ear, Nose, and Throat (3)
- Emergency Medicine (26)
- Gastrointestinal (1)
- Injections (1)
- Musculoskeletal (16)
- Respiratory (4)
- Vascular (7)
- SALES DEMO (1)

Anatomical Search

Use your mouse to navigate over any of the boxed areas (outlined in blue) on the anatomical model (or “homunculus”). Within any of the boxed areas, a pop-up menu will open indicating the specialty areas included in your subscription to Procedures Consult. Clicking on the specialty area name then displays the procedures pertaining to that anatomical region alphabetically.



Selecting procedures from search results

Within the search results page, you then have one of three (3) options for viewing procedures content. Clicking on the link for any of the three will then open the relevant content page.

- **Quick Review** – highly bulleted, summary content for quick reference
- **Full Details** – more comprehensive procedure content for in-depth review, including a references section with active hyperlinks to evidence
- **Test** – take the test for that procedure, including full remediation functionality

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Procedures by specialty

- Internal Medicine (38)
 - Anesthesia (1)
 - Aspiration (14)
 - Cardiac (5)
 - Dermatology (2)
 - Ear, Nose, and Throat (3)
 - Emergency Medicine (26)
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 - Injections (1)
 - Musculoskeletal (16)
 - Respiratory (4)
 - Vascular (7)
- SALES DEMO (1)

Tests

- My Test History
- My Assignments

Find a procedure

38 results found for **Internal Medicine**

- Abdominal Paracentesis**
[Quick Review](#) | [Full Details](#) | [Test](#)
- Arterial Blood Gas Sampling**
[Quick Review](#) | [Full Details](#) | [Test](#)
- Arterial Cannulation**
[Quick Review](#) | [Full Details](#) | [Test](#)
- Arthrocentesis: Ankle**
[Quick Review](#) | [Full Details](#) | [Test](#)
- Arthrocentesis: Elbow**
[Quick Review](#) | [Full Details](#) | [Test](#)
- Arthrocentesis: Knee**
[Quick Review](#) | [Full Details](#) | [Test](#)
- Arthrocentesis: MCP**
[Quick Review](#) | [Full Details](#) | [Test](#)

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Tests

The **Tests** box on the home page provides quick navigation to your personal test history as well as the list of procedures for which you have been assigned to take a test by your program director.

My Test History

Click on **My Test History**. This allows you to view the details for all the previous tests you have taken to date on Procedures Consult, access the Quick Review content for any of the procedures listed and retake any test you have previously completed.

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Procedures by specialty

- Internal Medicine (38)
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- SALES DEMO (1)

Tests

- My Test History
- My Assignments

Find a procedure Search

My Test History Help

All your Tests appear in this list unless you use the filter below.

View Completed Procedure Tests From: To:

Procedure Title ▲	Test Date	Score	Grade	
Abdominal Paracentesis	02/01/2008	100%	Pass	RETAKE
Arterial Blood Gas Sampling	11/07/2007	10%	Fail	RETAKE
Arterial Cannulation	02/01/2008	70%	Fail	RETAKE
Arthrocentesis: Ankle	02/01/2008	100%	Pass	RETAKE
Basic Airway Management	02/04/2008	67%	Fail	RETAKE
Basic Airway Management	02/04/2008	100%	Pass	RETAKE
Central Venous Catheterization: Subclavian Approach	07/25/2007	40%	Fail	RETAKE
Central Venous Catheterization: Subclavian Approach	09/10/2007	40%	Fail	RETAKE
Central Venous Catheterization: Subclavian Approach	09/18/2007	40%	Fail	RETAKE
Central Venous Catheterization: Subclavian Approach	09/18/2007	0%	Fail	RETAKE
Central Venous Catheterization: Subclavian Approach	09/20/2007	40%	Fail	RETAKE

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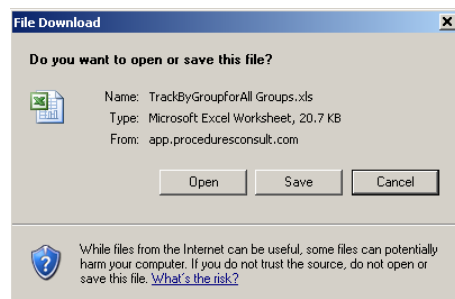
The page lists all tests alphabetically by procedure title, by test date, score, and grade (based on the required minimum passing core set by your program director). Click on any of the category headings at the top of the table to organize the list by that field. Click the link a second time to toggle it between ascending and descending order.


You can also search tests by due date using the drop down menus at the top of the page.

In addition, clicking on the name of a procedure will open the **Quick Review** page for that procedure.

Finally, you can elect to retake the test for any of the procedures listed on the screen by clicking the "Retake" link at the right of each entry on the list.

Note that on any page you can use the button in the upper right of the screen to export the data on the screen as a Microsoft Excel file. Upon clicking the button you will be prompted to designate whether you would like to open or save the file.



You can also use the  link also in the upper right of the screen to print the data on the screen at any time as well.

My Assignments

Click on **My Assignments**. This allows you to view the details for assignments from your program director as well as the status of your completion of those assignments.

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Procedures by specialty

- Internal Medicine (38)
 - Anesthesia (1)
 - Aspiration (14)
 - Cardiac (5)
 - Dermatology (2)
 - Ear, Nose, and Throat (3)
 - Emergency Medicine (26)
 - Gastrointestinal (1)
 - Injections (1)
 - Musculoskeletal (16)
 - Respiratory (4)
 - Vascular (7)
- SALES DEMO (1)

Find a procedure Search

My Assignments Help

All your Assignments appear in this list unless you use the filter below.

View Assignments with **Due Date** From: To: Go

Assignment Name ▲	Assigned Date	Due Date
November assignments	10/21/2007	11/30/2007
October assignments	09/21/2007	10/31/2007
September assignments	08/21/2007	09/30/2007

Tests

- My Test History
- My Assignments

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The page lists all assignments by assignment name, assignment date, procedure title and due date. Click on any of the category headings at the top of the table to organize the list by that field. Click the link a second time to toggle it between ascending and descending order.

You can also search tests by due date using the drop down menus at the top of the page.

Click on the name of any of the assignments to view the details for that assignment.

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Procedures by specialty

- Internal Medicine (38)
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 - Emergency Medicine (26)
 - Gastrointestinal (1)
 - Injections (1)
 - Musculoskeletal (16)
 - Respiratory (4)
 - Vascular (7)
- SALES DEMO (1)

Find a procedure Search

Procedures assigned to September assignments Help

Procedure Name ▲	Test Date	Score	Grade
Arterial Blood Gas Sampling	11/07/2007	10%	Fail RETAKE
Arterial Cannulation	02/01/2008	70%	Fail RETAKE
Arthrocentesis: Elbow		Not Taken	TAKE
Arthrocentesis: Knee		Not Taken	TAKE
Lumbar Puncture		Not Taken	TAKE
Nasogastric Intubation		Not Taken	TAKE

Tests

- My Test History
- My Assignments

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The page lists the details of the assignment by procedure name, test date, score and grade. Click on any of the category headings at the top of the table to organize the list by that field. Click the link a second time to toggle it between ascending and descending order.

This page also indicated which tests you have not yet completed (indicated by “Not Taken” in the score column).

In addition, clicking on the name of any procedure will open the **Quick Review** page for that procedure.

Finally, you can elect to take or retake the test for any of the procedures listed on the screen by clicking the “Take” or “Retake” links at the right of each entry on the list.

Procedure Content

There are three (3) types of content available for every procedure on Procedures Consult. They include:

- **Quick Review** – highly bulleted, summary content for quick reference
- **Full Details** – more comprehensive procedure content for in-depth review, including “clinical pearls” (which provide safety warnings as well as practical medical tips from experts) as well as a references section with active hyperlinks to evidence
- **Test** – take the test for that procedure, including full remediation functionality

Quick Review

The **Quick Review** page for each procedure provides highly bulleted, summary content for quick reference. The Quick Review page is organized into three (3) sections, which is consistent for all procedures content on the site:

- Streaming video player (expert video) in the upper left of the screen
- Text and illustration content along the right side of the screen
- Testing and related links in the lower left of the screen

The screenshot displays the 'Procedures CONSULT' interface. At the top, there is a search bar and navigation links like 'See One • Do One • Teach One... Made Better and Safer!'. The main content area is titled 'Central Venous Catheterization: Subclavian Approach'. It includes a 'Quick review' tab, a video player on the left showing a procedure with a '5 - 10° angle to chest wall' annotation, and a list of 'Video Key Steps' (3. Anatomy, 4. Preparation, 5. Line Insertion). The right side of the page contains 'INDICATIONS' (Administration of agents, Central circulation, Maintenance of venous access, Hemodialysis), 'CONTRAINDICATIONS' (Absolute: Adequate peripheral IV access, Operator inexperience, Uncooperative patient; Relative: Significant uncorrectable bleeding disorder), and a table of 'Advantages and disadvantages of the subclavian approach'. The table lists 'Advantages' (Access to the heart) and 'Disadvantages' (Greater risk for pneumothorax).

Streaming Video Player

The streaming video player allows you to review the expert video showing the procedure being performed. Procedures Consult utilizes streaming video technology, which allows for playback to begin before the video file is completely downloaded, providing quicker access to the content.

In addition, each procedure video is organized into key steps, allowing you to skip ahead to a specific section of the video without having to watch it in its entirety.

Finally, each video includes “clinical pearls” which provide safety warnings as well as practical medical tips from experts.

Key functional elements of the video player are as follows:

1. **Playback controls.** The radio buttons on the video player can be used to control playback of the video file.

From left to right:

- Play video
- Stop video playback
- Skip to previous key step
- Skip to next key step
- View closed captioning
- Toggle sound on / off
- Slider control to adjust sound (click and drag left to decrease volume, right to increase volume)

2. **Video progress bar and time indicator.** This includes the visual progress bar as well as the video elapsed / total time indicator. Note that you can click and drag the round indicator on the progress bar from left to right to dynamically navigate to any part of the video.
3. **Video key steps.** This section of the video player lists the key steps for that video file. Clicking on any of the numbered steps followed and then clicking the play button will allow you to navigate to each of the key steps in the video directly. Note the scroll bar along the right hand side of the section, which allows you to view longer lists of key steps which exceed the vertical space of the video key steps section.
4. **Enlarge / Hide.** Clicking the “Enlarge” link, a larger format version of the video (640 x 480) will open in a separate window. This larger video player has the same format and functionality as that described above. Clicking the “Hide” link will collapse the video player, increasing the size of the text / illustration window to facilitate review of the content. Clicking the “Show Video Column” button along the left side of the screen restores the video player to its default view within the user interface.

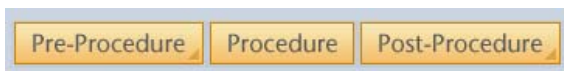


Step-by-step procedure text and illustration content

The text content for every procedure on Procedures Consult is organized into three (3) sections:

- **Pre-Procedure** – including indications, contraindications, equipment and anatomy
- **Procedure** – step-by-step instructions for performing the procedure itself
- **Post-Procedure** – including post-procedure care, complications and analysis of results (if applicable)


The three buttons along the top of the screen (see below) allow you to navigate directly to any section of the procedure text content. Use your mouse to navigate over any of the boxes. Within any of the boxes, a pop-up menu will open indicating the sub-sections included. Clicking on the sub-section name then brings you to the start of that section within the frame of the text window.



Using the scroll bar at the right side of the text window also allows full navigation of the text content.

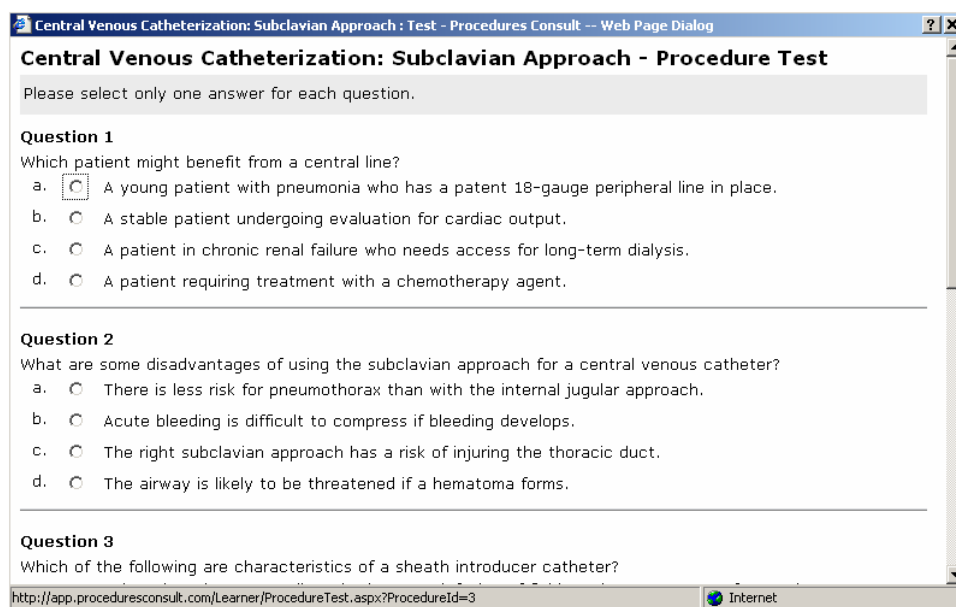
Clicking the [View codes](#) link in the upper right of the text window opens a separate window indicating the CPT and ICD-9 billing codes associated with that procedure for reference. Clicking the “Close” link in the upper right corner of the window closes the [View codes](#) window.

Clicking any of the illustrations or the “**View larger image**” link beneath each will open a larger format image of the illustration in a separate window, facilitating review of the images (particularly for tables as well as images with fine detail).


Finally, you can use the  [Print](#) link also in the upper right of the screen to print the full text content for the procedure at any time as well.

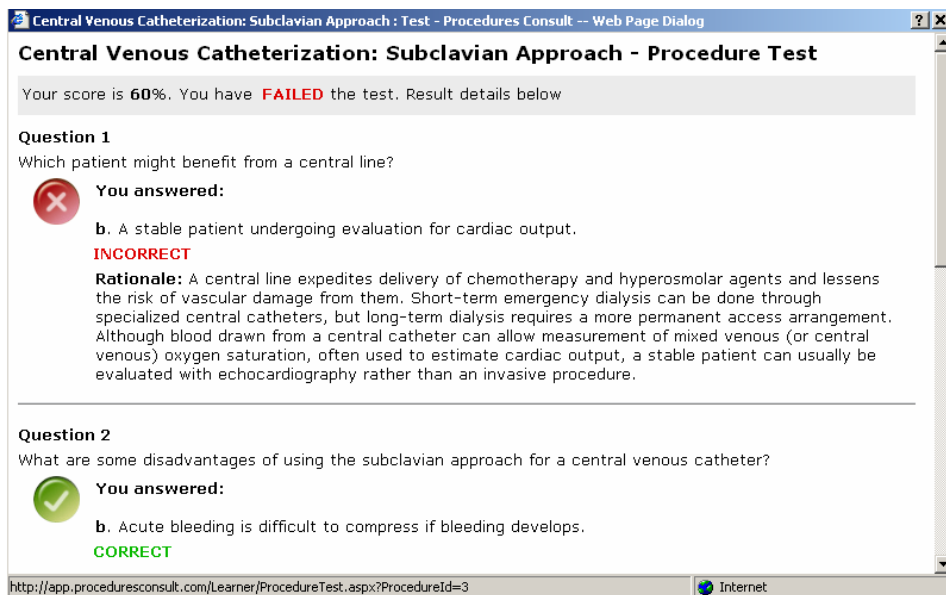
Testing and related links


Clicking the “**Take the test for this procedure**” link in the Testing and related links section of the screen in the lower left opens the interactive test for that procedure in a separate window.



Complete the test by using your mouse to select the correct answer for each question by clicking in the open circle next to each multiple choice answer. Use the scroll bars along the right side of the window to view the full content of the test.

When you have completed the test, click the  button at the bottom of the page to view the results of the test as well as the correct answers and rationale for those questions that you may have answered incorrectly.



You can click the  button at the bottom of the page to close the test window. The results of the test will not be recorded by the system.

Please note that you will not be able to return to the normal text view until you complete the test or close the test window by clicking the box with the “x” in the upper right corner. Note that closing the window prior to completing the test means that your test results will not be recorded by the system.

Clicking the “**My Test History**” and “**My Assignment**” links, also in the Testing and related links section of the screen in the lower left, will take you directly to those sections as described above.

Full Details

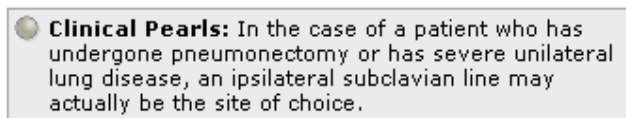
The **Full Details** page for each procedure provides more comprehensive procedure content for in-depth review, including “clinical pearls” and a references section with active hyperlinks to evidence. The **Full Details** page has the same user interface and functionality as the **Quick Review** page, as described above.

To access the **Full Details** page from the **Quick Review** page, click the “**Full Details**” link at the top of the screen. And from the **Full Details** page, you can return to the **Quick Review** page by clicking the “**Quick Review**” link also at the top of the screen.



Clinical Pearls

As described above, “clinical pearls” are included throughout the text content of the Full Details section to provide safety warnings as well as practical medical tips from experts.



References

As described above, the Full Details section includes a references section that provides active hyperlinks to the underlying evidence base.

A screenshot of the Procedures CONSULT web interface. The top navigation bar includes "Procedures CONSULT", "See One • Do One • Teach One... Made Better and Safer", a search box, and a "Search" button. The user is logged in as "Jay". The main content area is titled "Full details" and has tabs for "Pre-Procedure", "Procedure", and "Post-Procedure". On the left, there is a video player showing a procedure with a blue background and various medical instruments. Below the video is a "Video Key Steps" list with four items: "1. Equipment", "2. The Seldinger Technique", "3. Anatomy", and "4. Preparation". On the right, there is a "REFERENCES" section with a list of 14 references. A "Return to Text" link is located at the top right of the references list. The bottom of the interface has a footer with "Procedures CONSULT", "16", and "February 2008".


Clicking on any of the blue superscript references throughout the Full Details text brings you to the beginning of the references section within the frame of the text window. Clicking the “**Return to Text**” link at the top of the references section returns you to the position in the text content where you clicked the superscript link.

Testing

See full discussion in “Testing and related links” above.

Also of Interest

Printing

You can use the  [Print](#) link in the upper right of the screen to print the full text content for any of the procedures on Procedures Consult.

Technical Support

Need help with Procedures Consult? On-screen help is provided every step of the way.

Online Help

Click the **Help** link at the top of any page to get assistance using the various pages and features of Procedures Consult.



Searching Online Help Topics

Procedures Consult online help offers many search options, including:

- Table of Contents
- Index
- Keyword Search

To access the Table of Contents, click the **Contents** tab at the top of the help window. The Table of Contents opens in the left-hand pane. A book icon represents each section within the Table of Contents. Click on the book to view the topics listed within the section. Click the section a second time to close the section.

To access the Index, click the **Index** tab at the top of the help window. The Index opens in the left-hand pane along with an alphabetical list of keywords. You may search the Index by typing in a keyword and clicking Go. The Index window lists the topics associated with the keyword. Select a topic to display it in the main window.

To access Search, click the **Search** tab at the top of the help window. A search window opens in the left pane along with an alphabetical list of help topics. Type a word or phrase in the Search field and click Go. The Search window displays a list of results. Click on one to display it in the main window.

FAQs

Get answers to frequently asked questions designed to help you quickly solve commonly encountered problems.

The FAQ section automatically displays when you access online help. To return to it, click the Contents tab and click the **Frequently Asked Questions** topic listed at the top of the Table of Contents.

Customer Support

For customer support, e-mail us at MCSPRODUCTSUPPORT@ELSEVIER.COM or call +1 (866) 227-0589 (U.S. and Canada).

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