

Instructions for requesting a mobile EPA Obs

Complete these steps to test the ability to request assessments from a faculty/resident using the new mobile EPA Obs feature in eMerg.

1. Go to <https://emerg.fsm.northwestern.edu/> and log-in.
2. In the left navigation, select 'Request Mobile Obs.'
3. Select the current clerkship.
4. Begin to type the faculty/resident name and select the correct option. If the faculty or resident is not in the database you may enter their name on this line and proceed.
5. When interacting with a faculty member/resident, please verify the email address listed is where they want the message sent. You may then type in a different Northwestern or Northwestern-affiliated email address (e.g., luriechildrens.org, sralab.org) if the faculty uses an alternate one. The system will not accept an email address that is not affiliated with Northwestern.
6. Select the skill you'd like observed.
7. Enter an 'Encounter date.' The default is the current date.
8. Click the **Generate QR Code** button. In the clinic setting you'd ask the faculty/resident to open the camera app on their mobile device and scan the QR code.
9. If a faculty/resident is unable to scan the code at the time (or doesn't have a phone that allows them to do so), you may click on the **Send email** button to generate an email to the faculty/resident to access the assessment later.

If you have questions or concerns, please contact Melanie Wilson (melanie.wilson@northwestern.edu).