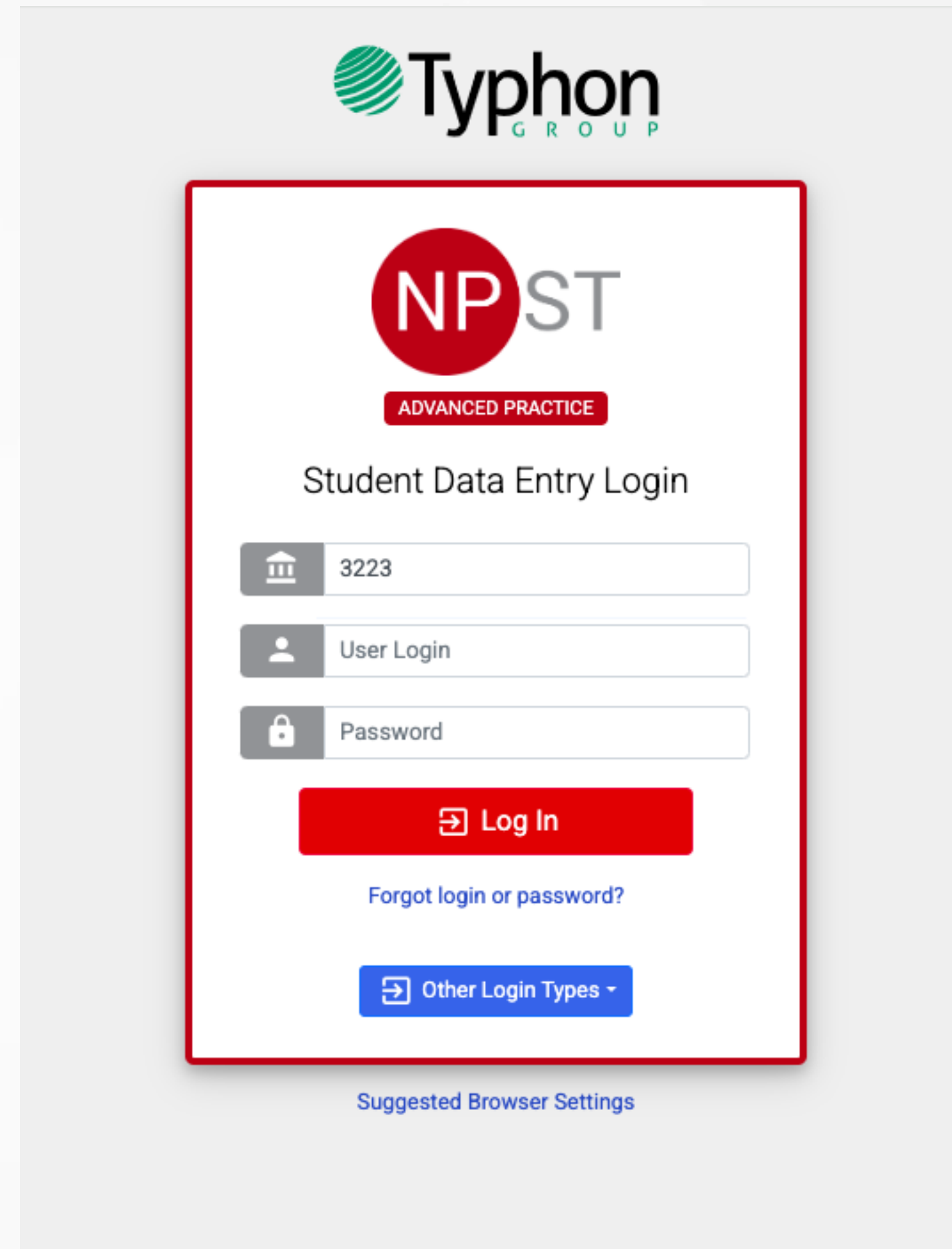


How to: Typhon

Spring 2025


Logging in for the first time

- Go to the [Typhon website](#)
- Enter the school's code – 3223
- User Login is your complete SUNY Poly email address
- Click on 'forgot login or password'
- Follow the prompts to have a password reset link sent to your email
- Follow the prompts to set up your account, pay the fee, etc.



The screenshot shows the login interface for the Typhon Group NPST system. At the top, the Typhon Group logo is displayed. Below it is the NPST logo, which consists of a red circle containing the letters 'NP' and the letters 'ST' to its right. Underneath the NPST logo is a red button labeled 'ADVANCED PRACTICE'. The main heading is 'Student Data Entry Login'. There are three input fields: the first is for the school code, containing '3223'; the second is for the user login, containing 'User Login'; and the third is for the password, containing 'Password'. Below the input fields is a large red 'Log In' button. Underneath the 'Log In' button is a blue link that says 'Forgot login or password?'. At the bottom of the login area is a blue button labeled 'Other Login Types' with a dropdown arrow. Below the entire login area is a link for 'Suggested Browser Settings'.

Typhon home screen



SUNY Polytechnic Institute (3223) - NPST Data Entry Section
MAIN MENU

1 Student, Sample ▾

Home

Case Log Management

- [Add New Case Log](#)
- [View/Edit Case Logs](#)
- [Missing Information](#) ▲ (15 cases)

Case Log Reports

- [Case Log Totals \(Graphical\)](#)
- [Case Log Highlights \(by Day/Week/Month\)](#)
- [Case Log Details \(Bulk Export\)](#)

Other Activities & Reports

- [My Time Logs](#) ▲ (2 missing days)
- [My Hours by Course](#)
- [My Conference Logs](#)
- [My External Documents](#)
- [My Portfolio](#)
- [My Evaluations & Surveys](#)
- [My Schedule](#)

Information & Setup


YOUR ACCOUNT <ul style="list-style-type: none">Modify Account InformationSet Up Default ChoicesAudit Trail	DOWNLOADS <ul style="list-style-type: none">Blank Case Log WorksheetMost Common ICD/CPT CodesProgram Documents/Templates
DIRECTORIES <ul style="list-style-type: none">Clinical Site DirectoryPreceptor Directory	HELP <ul style="list-style-type: none">InstructionsVideo TutorialSupport TicketsFAQs

Need more information? Any program, permission, or content-related questions should be directed to your Typhon program administrator, [Erynn Lowery](#).

Messages & Alerts

- WARNING: Your NY Nursing License expired on 7/31/2019**
- WARNING: Your Physical expired on 3/31/2020**

Searching the Preceptor database

 SUNY Polytechnic Institute (3223) - NPST Data Entry Section
MAIN MENU 1 Student, Sample ▾

Home

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- WARNING: Your Physical expired on 3/31/2020



Clinical Site Directory



Home

Clinical Site Directory

Search the list of active clinical sites. Click on the ⓘ info button to view more details about that clinical site.

Overview Map | Export to Excel

Show 10 entries

Request New Clinical Site

Search:

Name	Contact	Phone	Address	City	State	Zip Code
Acacia Certified Home Care			2150 Bleeker St	Utica	NY	13501
Acacia Home Health			980 Prospect Ave	Bronx	NY	10459
Action Wellness NP in Family Health	Melinda Clarke, PMHNP	6315005925	80 Orville Dr	Bohemia	NY	11716
Adi Pediatrics	Dr. Vijay Adi	(518)627-0627	2614 Riverfront Center	Amsterdam	NY	12010
Adi Pediatrics, P. C.	Dr. Padma Adi, MD	518-395-9215	2317 Balltown Road	Niskayuna	NY	12309
Adirondack Health	David Mader	(518) 891-4141	2233 NY-86	Saranac Lake	NY	12983
Adirondack Health Women's Health	Joanne Johnson	518-897-2726	309 Old Lake Colby Road	Saranac Lake	NY	12983
Adirondack Internal Medicine and Pediatrics	Asima K.	315-724-9874	1 Oxford Road	New Hartford	NY	13413
Adirondack Medical Practice	Anthony Politi	518-643-8008	3384 Route 22	Peru	NY	12972
Adirondack Pediatrics, PC	Amy Bly	518-798-9538	84 Broad Street, 1st Floor	Glens Falls	NY	12801

Showing 1 to 10 of 720 entries

Previous | 1 | 2 | 3 | 4 | 5 | ... | 72 | Next

- Using the search bar, enter your site's name
- If nothing appears, click on the green "Request New Clinical Site" button

Request New Clinical Site



Home

Request Addition of a Clinical Site

This page will let you request that a clinical site be added to the system. Before requesting an addition, use the search box to make sure your site is not already there. If you see your site marked "Inactive", do not add it again. In this case, contact your program administrator directly and ask them to make the site "Active" so it can be selected in your default setup.

SEARCH for existing clinical site:

If not already existing, please enter the required information below and press "Save Data". Your request will be reviewed by your program before it will be available in the drop-down list. You will receive a confirmation e-mail after your request has been reviewed.

▶ = REQUIRED

Contact Information	
▶ Clinical Site Full Name:	<input type="text"/>
▶ Main Contact:	<input type="text"/>
▶ E-Mail:	<input type="text"/>
▶ Phone #:	<input type="text"/>
▶ Address:	<input type="text"/>
▶ City:	<input type="text"/>
▶ State:	<input type="text"/>
▶ Zip/Postal Code:	<input type="text"/>

Save Data

Cancel

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- Fill in every field and click the green "Save Data" button
- Please allow up to one week for site to be added

Preceptor Directory



Home

Preceptor Directory

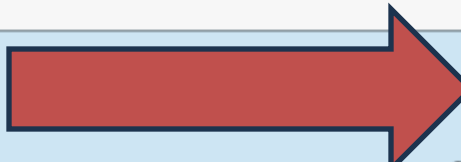
Search the list of active preceptors. Click on the ⓘ info button to view more details about that preceptor.

[X Export to Excel](#) [+ Request New Preceptor](#)

Show entries Search:

Name	Practice/Group	Specialty	Credentials	Phone	Address	City	State	Zip Code
ⓘ Abbasi, Uzma		GI	MD					
ⓘ Abdelhak, Tamer	Albany Medical Center		MD	518-262-4016	43 New Scotland Avenue	Albany	NY	12203
ⓘ Abel, Jessica	UVM - Champlain Valley Physician's Hospital		FNP	518-562-7305	75 Beekman Street	Plattsburgh	NY	12901
ⓘ Abel, Kristofer	UVM - Champlain Valley Physician's Hospital		PA	518-562-7305	75 Beekman Street	Plattsburgh	NY	12901
ⓘ Abrams, Bernadette	Four winds hospital	Psychiatric NP		5185843600	30 crescent Ave	Saratoga springs	NY	12866
ⓘ Abriel, Linda	SPHP - Capital Region Urology		NP	518-438-1019	319 Sound Manning Blvd	Albany, NY	NY	12208
ⓘ Ackerbauer Kissinger, Kathleen	Rehman, Hafeez MD	Primary Care	NP	518-627-0469	2510 Riverfront Center	Amsterdam	NY	12010
ⓘ Adams, Carlie	Irongate Family Practice	Family Medicine	PA	518-793-4409	3 Irongate Ctr	Glens Falls	NY	12801
ⓘ Adams, Robin	St. Mary's - Johnstown Health Center	Pediatrics	NP	518-762-3161	700 S. Perry Street	Johnstown	NY	12095
ⓘ Adetona, Adetutu	Lansingburgh Family Practice	Primary Care	MD	518-235-8034	595 5th Avenue	Troy	NY	12182

Showing 1 to 10 of 1,471 entries Previous **1** 2 3 4 5 ... 148 Next



- Using the search bar, enter your preceptor's name
- If nothing appears, click on the green "Request New Preceptor" button

Request New Preceptor



Home

Request Addition of a Preceptor

This page will let you request that a preceptor be added to the system. Before requesting an addition, use the search box to make sure your preceptor is not already there. If you see your preceptor marked "Inactive", do not add them again. In this case, contact your program administrator directly and ask them to make the person "Active" so it can be selected in your default setup.

SEARCH for existing preceptor:

If not already existing, please enter the required information below and press "Save Data". Your request will be reviewed by your program before it will be available in the drop-down list. You will receive a confirmation e-mail after your request has been reviewed.

▶ = REQUIRED

Contact Information	
▶ Preceptor Full Name:	LAST, First Title
▶ E-Mail Address:	
▶ Specialty:	
▶ Practice/Group Name:	
▶ Phone #:	
▶ Address:	
▶ City:	
▶ State:	
▶ Zip/Postal Code:	



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- Complete ALL fields. Please be sure you are entering preceptor's last name first
- Use capital letters where appropriate, check spelling, ensure email address is correct
- Each preceptor must have their own unique email address

Entering a case log



Home

Case Log Management

- [Add New Case Log](#)
- [View/Edit Case Logs](#)
- [Missing Information](#) ▲ (15 cases)



Case Log Reports

- [Case Log Totals \(Graphical\)](#)
- [Case Log Highlights \(by Day/Week/Month\)](#)
- [Case Log Details \(Bulk Export\)](#)

Other Activities & Reports

- [My Time Logs](#) ▲ (2 missing days)
- [My Hours by Course](#)
- [My Conference Logs](#)
- [My External Documents](#)
- [My Portfolio](#)
- [My Evaluations & Surveys](#)
- [My Schedule](#)

Information & Setup

YOUR ACCOUNT

- [Modify Account Information](#)
- [Set Up Default Choices](#)
- [Audit Trail](#)

DOWNLOADS

- [Blank Case Log Worksheet](#)
- [Most Common ICD/CPT Codes](#)
- [Program Documents/Templates](#)

DIRECTORIES

- [Clinical Site Directory](#)
- [Preceptor Directory](#)

HELP

- [Instructions](#)
- [Video Tutorial](#)
- [Support Tickets](#)
- [FAQs](#)


Need more information? Any program, permission, or content-related questions should be directed to your Typhon program administrator, [Erynn Lowery](#).

Messages & Alerts

- WARNING: Your NY Nursing License expired on 7/31/2019**
- WARNING: Your Physical expired on 3/31/2020**

- Click "Add New Case Log"



Entering a case log

 SUNY Polytechnic Institute (3223) - NPST Data Entry Section
ADD CASE LOG 1 Student, Sample ▾

[Home](#)

Add a Case Log

Enter the date of the case log encounter, then press "Continue".

Date of Encounter:  

[\[TODAY\]](#)

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- Click [TODAY] if the case was from the same day, otherwise, enter the date of encounter
- Click the green "Continue" button

= REQUIRED

Student Information

Semester: Spring

Course: NUR 580 Beginning Clinical

Preceptor: Stemmer, Carrie

Clinical Site: Bassett - Herkimer Health Center

Rural Visit

Underserved Area/Population

ICD-10 Diagnosis Codes

#1 #2 #3 #4 #5 #6 #7 #8

Typhon only allows three digits after the decimal

CPT Billing Codes

#1 #2 #3 #4 #5 #6 #7 #8 #9 #10 #11 #12

Patient Demographics

Group Encounter

Age: years Pre-Term Child

Prenatal visit, enter fetus age: weeks

Biological Sex: - Select One -

Race: - Select One -

Clinical Information

Time with Patient: minutes

Consult with Preceptor: minutes (not part of patient time)

Type of Decision-Making: - Select One -

Medications

Types of New/Refilled Rx This Visit

Analgesic & Antipyretic

Cardiology

Case ID #: 1302-20250129-001 Date of Encounter: 1/29/2025

Time with Patient: minutes

Consult with Preceptor: minutes (not part of patient time)

Type of Decision-Making: - Select One -

Student Participation: - Select One -

Reason for Visit: - Select One -

Chief Complaint:

Encounter #: - Select One -

Type of H & P: - Select One -

Types of New/Refilled Rx This Visit

- Analgesic & Antipyretic
- Cardiology
- Dermatology
- Endocrinology
- ENT
- GI Agents
- Gynecology
- Hematology/Oncology
- Infectious Diseases
- Neurology
- Ophthalmology
- Psychiatric
- Pulmonary
- Rheumatology
- Urology
- Vaccines
- Wound Management
- Miscellaneous

Adherence Issues with Medications

- Caretaker failure
- Complexity/demands of treatment
- Denial of need
- Disappearance of symptoms
- Disbelief in benefits/efficacy
- Fear of addiction
- Financial concerns
- Forgetfulness
- Knowledge deficit
- Physical disability
- Pregnancy
- Psychiatric diagnosis
- Religious reasons
- Other/side effects:

Other Questions About This Case

Case Type - Primary Care: - Select One -

Case Type - Pediatrics: - Select One -

Case Type - Women's Health: - Select One -

Case Type - Specialty: - Select One -

- Make sure your student information is correct
- Enter patient demographics
- Complete as many fields as you can – it is to your benefit to enter as much information as possible to ensure your encounters are counting for the hours you need to complete.
- At the end of your time at Poly, you will be able to pull a report with graphical analysis showing how many cases you entered in each category.
- More info is better!

Entering a Case Log



External Documents

Typhon GROUP SUNY Polytechnic Institute (3223) - NPST Data Entry Section
MAIN MENU 1 Student, Sample

Home

Case Log Management

- Add New Case Log
- View/Edit Case Logs
- Missing Information **▲** (16 cases)

Case Log Reports

- Case Log Totals (Graphical)
- Case Log Highlights (by Day/Week/Month)
- Case Log Details (Bulk Export)

Other Activities & Reports

- My Time Logs **▲** (3 missing days)
- My Hours by Course
- My Conference Logs
- My External Documents**
- My Portfolio
- My Evaluations & Surveys
- My Schedule

Information & Setup

YOUR ACCOUNT

- Modify Account Information
- Set Up Default Choices
- Audit Trail

DOWNLOADS

- Blank Case Log Worksheet
- Most Common ICD/CPT Codes
- Program Documents/Templates

DIRECTORIES

- Clinical Site Directory
- Preceptor Directory

HELP

- Instructions
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Messages & Alerts

- WARNING: Your NY Nursing License expired on 7/31/2019**
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- Your clinical instructor will ask that you upload proof of your CastleBranch compliance, Student/Preceptor agreement, and any paper timesheets or evaluations

External Documents

External Documents

This report shows the external documents you have uploaded to the system. Optionally, you may see a score or grade from your program in the "Score" column.

From: MM/DD/YYYY To: MM/DD/YYYY Category: --All--

Upload a Document Apply Filters Export to Excel Export All Documents

Date	Category / Description	Score	Clinical Site	View	Options
2/8/2022	Student/Preceptor Agreement [Carrie Stemmer] Document Uploaded: 2/8/2022 2:42:28 PM ET		Bassett - Herkimer Health Center		
2/8/2022	Time Logs [580 - Carrie Stemmer] Document Uploaded: 2/8/2022 3:00:40 PM ET		Bassett - Herkimer Health Center		
Total Documents:					2



- Click on the green "Upload a Document" button
- Complete all fields and then click on the green "Upload File" button

Upload a New External Document

Enter the log information for your document, browse for the file on your computer, then press "Upload File".

▶ = REQUIRED



Document Information

▶ Document Date: MM/DD/YYYY [TODAY]

▶ Category: --Select One--

▶ Brief Description:

▶ Clinical Site: --Select One--

Linked to Case ID#: --Not Linked--

Linked to Time Log: --Not Linked--

▶ File to Upload: Choose File No file chosen

File must be less than 20 MB.
Must be one of the following document types: DOC/DOCX, PPT/PPTX, XLS/XLSX, RTF, TXT, PDF, ZIP, GIF, JPG/JPEG or PNG.

Upload File Cancel

Typhon Tutorials & FAQs

The screenshot displays the Typhon web application interface. At the top, the Typhon logo is on the left, followed by the text "SUNY Polytechnic Institute (3223) - NPST Data Entry Section" and "MAIN MENU". On the right, a user profile icon is labeled "1 Student, Sample". Below the header is a "Home" link. The main content area is divided into several sections:

- Case Log Management:** Includes links for "Add New Case Log", "View/Edit Case Logs", and "Missing Information" (with a red triangle icon and "(16 cases)").
- Case Log Reports:** Includes links for "Case Log Totals (Graphical)", "Case Log Highlights (by Day/Week/Month)", and "Case Log Details (Bulk Export)".
- Other Activities & Reports:** Includes links for "My Time Logs" (with a red triangle icon and "(3 missing days)"), "My Hours by Course", "My Conference Logs", "My External Documents", "My Portfolio", "My Evaluations & Surveys", and "My Schedule".
- Information & Setup:** This section is highlighted with a red arrow pointing to the "HELP" sub-section. It contains:
 - YOUR ACCOUNT:** "Modify Account Information", "Set Up Default Choices", "Audit Trail".
 - DOWNLOADS:** "Blank Case Log Worksheet", "Most Common ICD/CPT Codes", "Program Documents/Templates".
 - DIRECTORIES:** "Clinical Site Directory", "Preceptor Di".
 - HELP:** "Instructions", "Video Tutorial", "Support Tickets", "FAQs".
- Messages & Alerts:** Contains two red warning messages:
 - "WARNING: Your NY Nursing License expired on 7/31/2019"
 - "WARNING: Your Physical expired on 3/31/2020"

At the bottom of the page, there is a copyright notice: "©2025 Typhon Group LLC".

- Typhon has an extensive video tutorial library, detailed instructions, and an FAQ section to help with any potential issues



THANK YOU

