



## Resident and Fellow Quick Start Guide

MedHub is a web-based application designed to house, document, track and monitor residency/fellowship requirements and educational experiences. This system will allow you to review your rotation, clinic and call schedule, submit work hours, complete evaluations, log procedures, review your conference schedule and set up your learning portfolio.

### Getting Started

To log-in, navigate to your MedHub URL. If you are unsure what this is, contact your program coordinator. Log-in information is sent through an automated message from MedHub. The e-mail will contain a username and a temporary password. Upon log-in, you will be asked to change your password.

Residents and fellows all have a user type of RESIDENT to indicate that the user is a trainee. Residents and fellows are identified as either a resident or fellow from their “review records” link on the portal page as part of their training history.

### Home

The Home page is the central or portal page for each user. This page is essentially a communication channel where the GME Office or the residency or fellowship program may post pertinent information.

This page is also where you can navigate between functionality components (i.e. schedules, evaluations, etc.) or view particular tasks that may need to be completed. The portal page is also a location where specific resources or documents are provided for your viewing.

### Tasks

Under the Tasks section, this is where you’ll have the ability to log the current week’s work hours, review your own records, and update your contact information, among other potential tasks pertinent for your training program.

Reviewing your records allows you to see your basic demographic information as well as see any files that have been shared with you by the GME Office or your training program.

You may have the ability to update your contact information as needed as well as record your work hours.

Tasks

- [This week's work hours](#) (0.0 hrs logged)
- [Review Records](#)
- [Learning Modules](#)
- [Tests](#)
- [Trainee Onboarding](#)

### Urgent Tasks

Adjacent to the Tasks section are urgent tasks. This box will appear in red if you have any particular items that need to be completed (i.e. evaluations, incomplete work hours, etc).

**Urgent Tasks**

- [Incomplete Evaluations](#) (35) (35 late)
- [Incomplete Tests](#) (4)
- [Trainee Onboarding - Documents due](#)
- [Incomplete Learning Modules](#) (4)

### Personal Calendar

You have the ability to keep a personal calendar in MedHub and sync it to either an Outlook or Google e-

mail account or through an iPhone or Android. By selecting the “View myCalendar” button, it will allow you to add any appointments, meetings, etc for each day within each month. If your training program has created a conference schedule, these conferences will also appear on your personal calendar automatically.

### Rotation Schedule

The rotation schedule lists the rotations you are scheduled for the academic year.

### Curriculum Objectives

The Curriculum Objectives provides you the ability to review the list of objectives specific to rotations or services for which you are scheduled. These objectives will only appear IF your training program has uploaded them to the system.

### Messaging

Messaging allows you to send and receive messages through the MedHub system. When sending a message through MedHub, this does not go to the recipient’s e-mail unless you designate that the message you are sending should go to their e-mail as well. If you have been sent a message, it will appear in this Messaging section where you can select the message to review the content.

Residents/fellows also have the capability to send anonymous messages to their DIO or Program Director.

### Announcements

Any announcements posted by either the GME Office or your training program may be visible here.

### Resources/Documents

There are various directory links that are available to you in case you need to find a particular individual’s contact information. The GME Office or your training program may also add other information to this section that you will have access and can review.

### Add New Channel

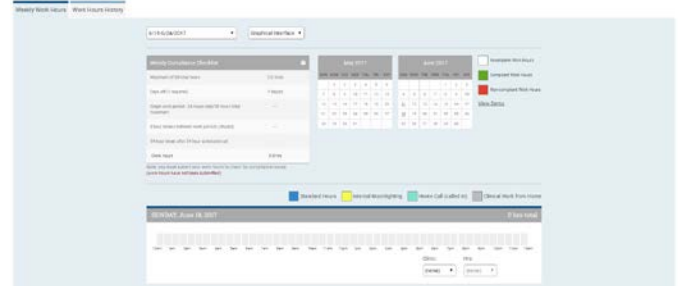
You have the ability to customize your home page when it comes to various news feeds you may want to appear automatically when you log-in. The “Add New Channel”

button allows you to add various feeds from a variety of news sources.

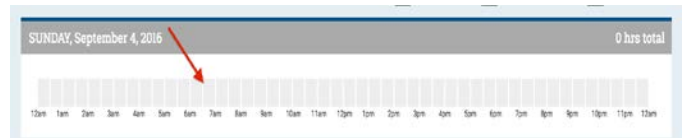
## Functionality

### Work Hours

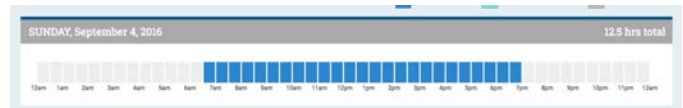
To add each week’s work hours, select the “This week’s work hours” link located in the Tasks section from your home page. This will take you directly to the timesheet where you can begin to enter your hours.



To add your hours for each day, select the start time you begin your day...



And select the end time of either that same day,



or the next day.



A bar will appear that totals the amount of time you worked based on your start and end times. This is called the graphical interface view. At the bottom of the timesheet you will have an ability to save and/or submit your hours. Saving your hours simply saves your hours; it does not submit your hours for reporting purposes.

You also have the ability to switch to another view of the work hour timesheet. This is called the pull-down interface view.

9/4-9/10/2016 Graphical Interface

Graphical Interface  
 Pull-Down Interface

The pull-down interface allows you to log hours using a drop-down format vs. a graphical representation of hours. In this format, you would also log your start and end times. The “more entries” link below the designated drop-downs provides additional drop-downs, in case you have multiple in and out times throughout the day. The term “standard” in the drop down refers to your daily schedule which encompasses all activities (rotations, clinics, etc.) that occur within a given day.

SUNDAY, September 4, 2016

In:  Out:  Type: (standard)

(standard)

[more entries](#)

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MONDAY, September 5, 2016

In:  Out:  Type: (standard)

(standard)

[more entries](#)

Once you have submitted your hours, and all associated work hour rules have met compliance, the compliance checklist identified at the top of the timesheet will indicate the rules where you have met compliance.

Weekly Compliance Checklist		
Maximum of 80 total hours	120.0 hr(s)	✘
Days off (1 required)	2 day(s)	✔
Single work period - 24 hours duty/28 hours total maximum	--	✘
8 hour breaks between work periods (should)	--	✔
14 hour break after 24 hour scheduled call	--	✔
Clinic hours	0.0 hrs	

The compliant week you have submitted will show up in green on the monthly calendar located adjacent to your timesheet.

August 2016							September 2016						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

If you submit a non-compliant work hour timesheet, the compliance checklist will indicate what rules are not in compliance by appearing in red.

Weekly Compliance Checklist		
Maximum of 80 total hours	120.0 hr(s)	✘
Days off (1 required)	2 day(s)	✔

You may be required to submit rationale regarding the potentially non-compliant submission (i.e. patient volume).

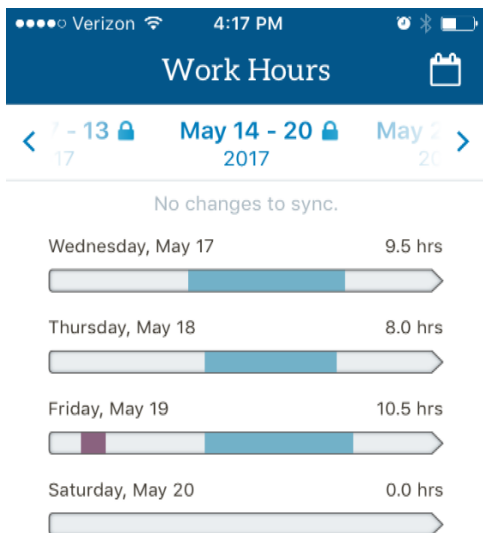
To review past work hour submissions, select the link called, “Work Hour History Report” located adjacent to the monthly calendars.

Weekly Work Hours [Work Hours History](#)

This report provides you a listing of each week that has been submitted along with the total number of hours for that week, days off, and any compliance rationale based on a non-compliant week.

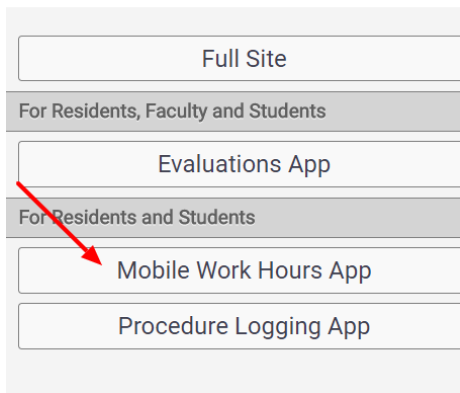
### Mobile Work Hour App

The MedHub Mobile Work Hour App is available for iPhone users and may be accessed via the App Store.



For those using Android devices, the Mobile Work Hour App may be accessed by entering the institution’s site with a mobile device

You will be asked if you wish to access the “Full Site” or the “Mobile Work Hours App.”



### Portfolios

You have the ability to manage and track your own portfolio information. Faculty who are identified as mentors or the Program Director can also view your portfolio, along with your program coordinator.

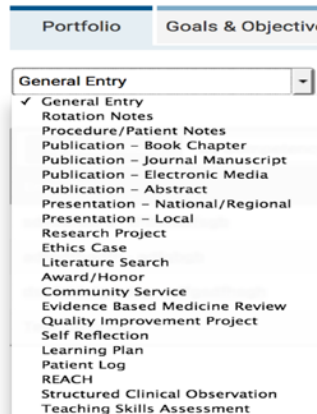
There are several portfolio entry options which you can choose. Each portfolio entry option has its own specific fields related to that entry.

To access the portfolio functionality, you will select the Portfolio tab located at the top right hand side of the home page, also known as the navigation bar.



You can select a portfolio entry type by choosing an option from the drop down list that describes the type of entry you would like to include in your portfolio.

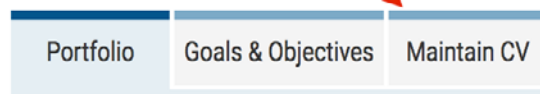
### Portfolio



When adding a portfolio entry, you also have the ability to share this entry with the faculty members who have been added as your mentor.

Some of these portfolio entry types also allow you to create a CV that will display these entries which you can manage.

### Portfolio



### Schedules

The schedule allows you to view the services or rotations that you have been assigned as well as clinics and specific calls. To access the schedule, select the Schedules tab located at the top right hand side of the home page.



You can review the schedule for all rotations you are assigned. You can view the schedule by resident

(residents or fellows listed on the left hand side of the schedule) or by service (rotations/services listed on the left hand side of the schedule).

Schedule		View Type	
IM-Primary		ChildAdultPsych-ChildAdultPsych_PGY1	
Resident		Resident (Details) Service Services (All)	
1	2	3	4
7/1-7/31	8/1-8/31	9/1-9/30	10/1-10/31
AMB-1 OccMed-E-Y (7/29-7/31)	OccMed-E-Y (8/1-8/11) AMB-OPT	Chief-Elec AMB-VA-Spel AMB-AL-E AMB	ResTeach-E-Y <sup>2</sup>
VAC 7/22-7/28			

The dates at the top of the rotation schedule indicate the dates of that specific rotation block as identified by your training program.

Academic Year		Schedule	
July 1, 2015 - June 30, 2016		IM-Primary ChildAdultPsych-1	
Rotation:	1		
Resident:	7/1-7/31		
Allen, Cyndi (2)	AMB-1 OccMed-E-Y (7/29-7/31)		
	VAC 7/22-7/28		

The name of the service or rotation you are scheduled will appear in the rotation block in the by resident view. In the by service view, your name will appear in the block of that particular service.

Rotation:		1	2
Service:	7/1-7/31	8/1-8/31	
AMB-OPT	Wong, S. Faulk, S.	Allen, C.	

You may also see other residents, fellows and faculty members scheduled to that same service or rotation so you'll know who is rotating with you.

To see your clinic schedule, select the Clinics tab located at the top of the rotation schedule.

Rotations	Calls/Shifts	Clinics	Weekly Activity	Individuals
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You can filter the information based on the clinic to see who is or has been assigned to a specific clinic.

Clinic/Activity	Display	Mode	Dates
Chase Clinic	All Users Residents Faculty	View Modify	September 2016
SEPTEMBER 2016			
Sunday	Monday	Tuesday	Wednesday
4CU W AM (12:00am-10:00am) Archuleta, Aileen	5	6	7 8

To see your call schedule, select the Calls/Shifts tab located at the top of the rotation schedule.

Call/Shift Schedules

Rotations	Calls/Shifts	Clinics	Weekly Activity	Individuals
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This will show you the view of the current call schedule for the day, week or month.

Call/Shift Schedules		View	Week
Rotations	Calls/Shifts	View	Week
Academic Year	Call/Shift Schedule	Daily	Weekly Monthly
July 1, 2016 - June 30, 2017	ON CALL		09/04-09/10/2016
September 4-10, 2016			
Call/Shift	Sunday (9/4)	Monday (9/5)	Tuesday (9/6)
Night Call - IM Primary Care	...	...	Allen, C.
Test Shift	...	Allen, C.	...

You can also filter the call schedule by selecting the "Call/Shift Schedule" drop down to select a specific rotation or service to view the call assigned for that particular rotation block.

Shift/Call Schedule	Faculty	Shifts/Calls
Service: AMB-1	(None)	Test Shift (TS) (2AM)
Rotation: 9/1-9/10/2016	(None)	Special Call (Sub-service)
Status: Final Version	Resident: Allen, C. (2)	Night Call - IM Primary Care (NCMPC) (RM)
	Multi-Service Archuleta, A. (2)	Special Call (Sub-service)
	Chase, K. (2)	8:00am-5:00pm M, Tu, W, Th, F
	Duffy, C. (2)	8:00am-5:00pm M, Tu, W, Th, F

SEPTEMBER 2016					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7	8	9
TS #3:00am-5:00pm	TS #3:00am-5:00pm	TS #3:00am-5:00pm	TS #3:00am-5:00pm	TS #3:00am-5:00pm	TS #3:00am-5:00pm
Allen, C. (2)	Allen, C. (2)	(None)	(None)	(None)	(None)
(None)	(None)	(None)	(None)	(None)	(None)
NCMPC #3:00am-5:00pm	NCMPC #3:00am-5:00pm	NCMPC #3:00am-5:00pm	NCMPC #3:00am-5:00pm	NCMPC #3:00am-5:00pm	NCMPC #3:00am-5:00pm
(None)	(None)	(None)	Allen, C. (2)	(None)	(None)

## Procedures

Procedures allows you to log procedures or case encounters within MedHub as well as review various reports of your submitted logs. To access procedures, select the Procedures tab located at the top right hand side of the home page.

Home	Portfolio	Schedules	Procedures	Evaluations	Conferences	Help
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There are four links that you will have access. They include:

1. Log New Procedure/Case



2. View Recorded Procedures/Cases
3. Procedure/Case Summary Report
4. Procedure/Case Demographic Breakdown

#### Procedures/Cases

##### Log New Procedure/Case

Use this form to record new procedure/case logs. You can later review all of your logs by selecting the option below.

##### View Recorded Procedures/Cases

Review all of your recorded procedures. This page also provides access for modifying and deleting procedure logs.

##### Procedure/Case Summary Reports

Overview of procedure requirements, diagnosis requirements, procedure certifications, continuity of care and visit types.

##### Procedure/Case Demographic Breakdown

Charts of procedures according to patient demographics.

**Log New Procedures/Case** – This link provides you the ability to log your procedures/cases or diagnoses. You will have the ability to:

1. Identify the date of the procedure, case, or diagnosis.
2. Choose the location you performed, assisted, observed, simulated, etc. the procedure, case or diagnosis.
3. Identify the supervisor that observed you if necessary or required by your training program.
4. Choose the patient ID, gender and age if needed or as you wish in case you want to have an idea of the demographic breakdown of your patients.
5. Select the procedure, case or diagnosis from a list (defined by your training program) and classify your role or level of responsibility associated with that procedure, case or diagnosis.
6. Log Procedure.
7. Based on your training program's settings, you may be prompted to send an evaluation for a particular procedure that you performed.

**View Recorded Procedures/Case** – After each submission of procedures, cases or diagnoses, you have the ability to view what has been recorded. You will view:

1. By Procedure/Case Logs allows you to view all of your logs that you have submitted. You will also be able to view the detail of the log as well as modify if needed. You can delete the log if there is an error within that particular log and you need to re-submit.

Patient ID	Procedure Date	Procedure	Diagnosis	Supervisor	Actions
...	03/03/2016	Arterial Line	Soft wound	Anthony Ward	View Log   Refresh Log
...	03/03/2016	Abdominal Paracentesis	Artery site unperfused	Anthony, M	View Log   Refresh Log

2. By Procedure Type allows you to view the procedures or cases you have submitted along with the chosen level of responsibility (i.e. role) of each procedure or case. You can also view, modify and delete the log as needed. You will also be able to view if the supervisor has verified your procedure as well.

Patient ID	Procedure Date	Procedure	Role	Supervisor	Actions
...	03/03/2016	Arterial Line (%)	Performed	Anthony Ward	View Log   Refresh Log
...	03/03/2016	Abdominal Paracentesis (%)	Simulated	Anthony, M	View Log   Refresh Log

3. By Diagnosis allows you to view the diagnoses you have submitted as well as view, modify or

delete the log associated with the diagnosis.  
 You may see this particular tab or log diagnoses  
 IF your program has enabled this information.



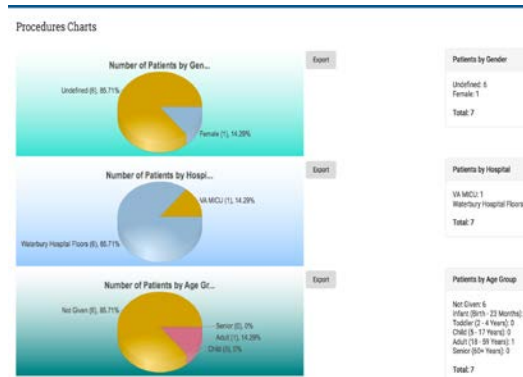
**Procedure/Case Summary Reports** – This provides you the ability to review the requirements assigned to each procedure/case or diagnosis as well as audit your own performance regarding the requirements. You have the ability to review:

1. Procedure Requirements provides you an outline of the requirements you have completed at that time.
2. Diagnosis Requirements provides you an outline of the requirements (if any are defined) you have completed at that time.
3. Procedure Certifications provides you a list of all of the procedures for which you have been certified.
4. Continuity of Care statistics on each patient if a patient ID has been designated. The patient ID field may or may not be listed in the log as this is dependent on a setting determined by your program. If you do not see the ability to log a patient ID, you will not see any data on this particular tab. The patient ID field allows you to see the number of visits by patient as well as the specific procedures/cases or diagnoses completed on that patient.
5. Visits Summary provides you the ability to review the number of visits that were recorded for each rotation or clinic.
6. Counts by Type provides you an ability to review the total counts of procedures or cases and your level or role of responsibility. The Diagnosis count provides a total that you may have performed, observed, etc, but does not designate the count by level of responsibility.

Procedure	Total	Performer	Assisted	Observed	Not performed	Observed	Not Observed	Certified Count
Abdominal Procedures	0	4	0	0	0	1	4	5/5/2016
Amputation	1	1	0	0	0	0	0	
Arterial Line	0	0	0	0	0	0	0	

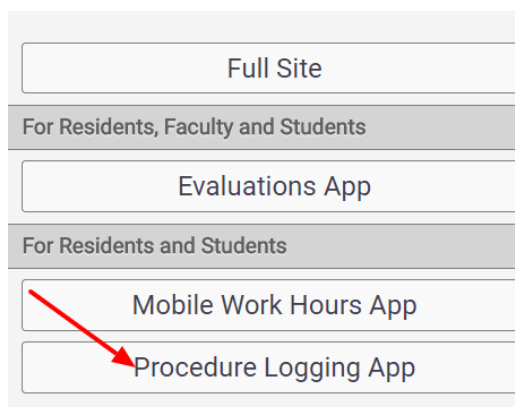
**Procedure Demographic Breakdown** - This provides you the ability to see particular demographic breakdowns of your patients based on the information submitted in your procedure/case log. Any gender, age,

or location information entered in the log, will appear in a pie graph based on the entries submitted by you.



### Mobile Procedure App

The MedHub Mobile Procedure App can be accessed via a mobile device. It is not available from the App Store. When you log into the institution’s site with a mobile device you will be asked if you wish to access the “Full Site” or the “Mobile Procedure App.”



The Mobile Procedure App may be used to log new procedures, view recorded procedures, procedure/diagnosis requirements and track statistics for procedures logged.

### Evaluations

To access evaluations, select the Evaluations tab located at the top right hand side of the home page.

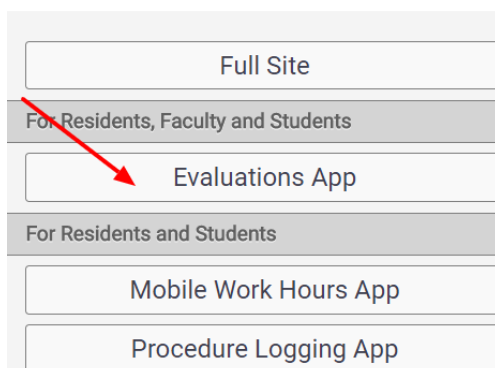


This section will allow you to:

1. Complete evaluations that you have been requested to complete as well as review all evaluations you have completed in the past.
2. Review your individual performance evaluations that have been completed of you.
3. See an aggregate or summary information of evaluations that have been completed of you.
4. Review competency summary or milestone summary data.
5. Assess trend data compared with peers by overall average or across the various competencies.

### Mobile Evaluation App

The MedHub Mobile Evaluation App can be accessed via a mobile device. It is not available from the App Store. When you log into the institution's site with a mobile device you will be asked if you wish to access the "Full Site" or the "Mobile Evaluation App."



When you log into the Mobile Evaluations App a list of pending evaluations will be displayed.

When an evaluation is selected you will be able to complete the form on the mobile device.

For answer types that include comments the user may use the mobile device's microphone to dictate the text by clicking inside the comment area.

### Conferences

If conferences have been set up by your training program, you will be able to view a conference schedule under the Conferences tab. To access conferences,

select the Conferences tab located at the top right hand side of the home page.



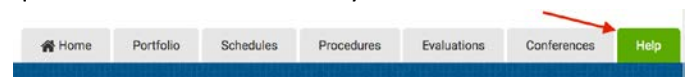
This allows you to see an upcoming conference schedule, as well as review the complete conference schedule for the academic year and view your own conference attendance (if conference attendance was taken). Scheduled conferences may also appear on the personal calendar found on your portal or home page.

You can also run your own conference attendance report that identifies how many conferences you've attended based on the requirements set up by your program. This is found at the bottom of the list of scheduled conferences.

[Conference Attendance Report](#)

### Help

The Help tab, located in the navigation bar provides you the ability to search for specific topics in case you have questions about functionality.



Aside from searching for help topics, you can also send a support ticket either to your program coordinator/administrator or the MedHub support team if you should have a question regarding the functionality.