

MedHub Manual

for Unit Coordinators

How To Log In To MedHub

1. Go to the SUNY Upstate iPage: <http://www.upstate.edu/ipage/intra/>



2. Click on "Clinical Launch Pad"



3. Click on "MedHub"

4. Enter your username and password:

- a. Your username should be the same as the one you use to log into GroupWise
- b. Your password is unique and may or may not be the same one you use for your computer and GroupWise
 - i. If you do not know your password, click on the "Forgot My Password" link and follow the instructions



Welcome to the SUNY Upstate Residency Management System.
This resource provides SUNY residents with the ability to plan their rotation schedules, keep track of their educational progress, and communicate with other residents, faculty members, and administrators.
If you need access, please contact your program administrator.

Log in

Username

Password

[Forgot my password](#)

remember me

[Help](#)

Recommended Browsers
Google Chrome
Mozilla Firefox
Apple Safari 9+
Internet Explorer 9+

Additional Tools
Adobe Reader 8+
Flash Player 9+



How to Pull Aggregate Evaluation Reports in MedHub (for Course Coordinators)

1. After logging into MedHub, select the Course you want a report for from the drop down menu and then click on the "Reports"

Wednesday, August 16, 2017

Colleen Dillenbeck | Course Admin | Account | Log Off

UPSTATE MEDICAL UNIVERSITY | State University of New York

Microscopic Anatomy

Welcome, Colleen Dillenbeck

Microscopic Anatomy (MANA108)

Urgent Tasks (none)

Resources/Documents

- Faculty Directory
- Resident/Fellow Directory
- Student Directory
- Residency Program Directory
- Student Course Directory
- Session Calendar
- MedHub Community

User Management

Students: (select student)

Faculty: (select faculty)

+ New Faculty Member

Schedule Management

Course Rosters

Reuters - Health News

- Philippine troops to help cull thousands of fowl in bird flu battle
- Texas governor signs bill to limit insurance coverage for abortions
- Abortion after-care costs driven up by scarcity of nearby clinics
- Some jobs tied to higher risk of rheumatoid arthritis
- End of U.S. payments to health insurers would cause premiums to rise: CBO

2. Under "Evaluation Reports", select "Aggregate Evaluation Report"

myHome » Reports

Reports

Choose Report | Select Options | Generate Report

- Compliance Reports (no reports available)
- Site Statistics
 - Audit Trail Query
- Demographics
 - Ad-hoc Faculty Demographics
 - Ad-Hoc Student Demographics
 - Student Grades
- Scheduling Reports
 - Clinic Summary
 - Student Enrollment Report
 - Student Service Report
- Conference Reports
 - Conference Attendance by Student
 - Conference Attendance Report
 - Conference Presenters Summary
 - Faculty Conference Attendance
- Procedure Reports
 - Procedure Demographics Report
 - Procedure Log Summary
 - Procedure Requirements Summary
 - Procedure Totals by Type
 - Procedures Requirements by Student
 - Procedures Summary
 - Procedures Summary by Student
- Evaluation Reports**
 - Aggregate Evaluation Report**
 - Evaluation Competencies Report
 - Evaluation Completion by User
 - Evaluation Completion Summary
 - Evaluation Delivery History
 - Evaluation Questions Summary
 - Evaluations Low Score Report
 - Evaluator Scoring Averages
 - SIS Completion History

3. Select one of the Evaluation Types in the drop down box, then click on "Go to Step 3"

Microscopic Anatomy

Home Schedules Procedures Evaluations Conferences Reports Help

myHome » Reports

Reports

Choose Report Select Options Generate Report

Options for "Aggregate Evaluation Report" Reset Form

Evaluation Type: (select type) Go to Step 3...

- (select type)
- Student evaluation of other student (peer)
- Student evaluation of resident
- Student evaluation of faculty
- Student self evaluation
- Student evaluation of a service/clinic
- Student evaluation of course
- Faculty evaluation of a student
- Resident evaluation of student
- Resident/Student/Faculty evaluation of a procedure
- Resident/Student/Faculty evaluation of a conference
- Patient/staff evaluation of a student
- Patient/staff evaluation of faculty/program/hospital
- Student evaluation of school/hospital

medhub

Home | myProfile | Schedules | Procedures | Evaluations | Conferences | Reports | Help
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4. Select your Form, Target (can select multiple), and date range

Reports

Choose Report Select Options Generate Report

Options for "Aggregate Evaluation Report" Reset Form

Evaluation Type: Student evaluation of faculty [Change Type](#)

Form*: Student - Lab MSI [select multiple](#)

Target (Resident/Faculty/Service/Conference)*:

FACULTY:
Ames, Ira
Blystone, Scott
Krendel, Mira
Maimone, Margaret
Poole, Thomas
Pruyne, David
Sirotkin, Vladimir

[select multiple](#) [show all](#)

Individual report for each target

Evaluations Issued Between Dates 07/03/2017 to 08/06/2017

Resulting Evaluations: 0

5. Under “Display Options”, check the appropriate boxes (see screen shot for suggested check boxes), then click on “Go to Step 3”

Include responses from all evaluation types using this form
 Limit to evaluations delivered by Microscopic Anatomy
Display Options:
 Repeat Scale Headers
 Display required comments
 Display total average (for scale-based questions)
 Show complete log of applicable responses
 Display scale descriptions
 Mask all text responses and comments
 Mask confidential questions
 Display Straight Averages (if all questions in the form use the same scale)
 Display Employee ID
 Display peer averages for scale-based questions
 Choose individual questions

Go to Step 3...

Helpful Hints:

*When you select the form, faculty and dates, the number of completed evaluations will show up in the box on the right of the screen. If you change the form, faculty or dates, the number of evaluations will also change.

*To select multiple faculty on the list, click on “select multiple” under the Target box. Then you can select multiple faculty or to select ALL on the list, highlight the first name and then hold down your shift key and scroll down to the bottom and select the last name – all should be highlighted now

*Note that the box before the dates can be set for “Issued Between Dates” or “Completed Between Dates” – normally you will want to go with the default “Issued Between Dates”

6. The Output Format will default to HTML – Standard (which is most likely the format you want)
- Click on “Generate Report”; the aggregate report should now be on your screen.

Reports

Choose Report | Select Options | **Generate Report**

Generate Report: "Aggregate Evaluation Report"

Output Format:

Scaling (HTML only):

Generate Report

- If you do not receive a report, go back and change your report selections – form selection, date range, etc.

7. You can now save or print the report by selecting "Print"

- When the print box comes up on your screen, select the printer you want to print to or select "save as pdf" to save the report

Return to Step 2... XLS - MS Excel Export Print

medhub
SUNY UPSTATE
Aggregate Evaluation Report - Student Evaluation Of Faculty

Generated: 08/16/2017 9:12am EDT

Evaluation: Student - Lab MSI
Target: Poole, Thomas

Date Range: 07/01/15-07/01/17
Responses: 82

Faculty Questions (Lab)	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Avg (Std):
	1	2	3	4	5	
1. This faculty member was an effective teacher in the laboratory (clear, organized, logical).*			12.20%	28.05%	59.76%	4.48 (0.7)
Dr. Poole is an excellent lab professor. He is happy to help, and adds some humor to the class. He gives clear explanations of what to look for, and set up slides to look at together on the dual scope. It was a great learning experience.						
He definitely knows what he is talking about and takes time to help us if we have questions. He is very nice.						

How To Separate Documents from Adobe

Adobe Pro (*Best option*)

- Open the document
- In the right-hand column, select “Organize Pages”
 - If that column isn’t open, select “Tools” on the top bar. Then choose “Organize Pages”
- Select the page(s) that you want to make into a new document.
 - If selecting multiple pages, hold down the Ctrl key, and select what you would like to move.
- Select “Extract” from the top bar
 - Delete Pages after extracting - If you want to pull the pages completely out of the document, when you create the new one, then select this option.
 - Extract pages as separate files – This option will create each page that you’ve selected, as its own separate file.
 - If you don’t select either, then it will leave the documents you’ve selected in the original document, as well as pull them all out into one new document.
- Then push the “Extract” button.

Adobe Reader

- Select “File”, at the top of the screen
- Select “Print”
- Change the Printer to: Adobe PDF
- Under “Pages to Print”, select the Pages Option, and select the page(s) you want to move.
- Then push “Print”
- Save the file where you want it, and the new PDF will open.
 - This will not
- Unfortunately, it is not possible to delete the newly moved files from the original document. That requires the Adobe Acrobat Pro. You could always “Print” the document to Adobe PDF twice, and save one as 1-3, and the other as 4-6. Deleting the original document altogether, when done.

How To View Course Rosters in MedHub (Course Coordinators)



1. Log into "MedHub"
2. On the "Home" page, select "Course Rosters" in the "Schedule Management" section:

Wednesday, August 16, 2017

Colleen Dillenbeck | Course Admin | Account | Log Off

UPSTATE MEDICAL UNIVERSITY | State University of New York

Practice of Medicine I

Welcome, Colleen Dillenbeck | Practice of Medicine I (MPOM105)

Urgent Tasks (none)

Resources/Documents

- Faculty Directory
- Resident/Fellow Directory
- Student Directory
- Residency Program Directory
- Student Course Directory
- Session Calendar
- MedHub Community

Resident Checker

Graduation Competencies & Educational Program Objectives

Educational Program Objectives & Graduation Competencies

User Management

Students: (select student)

Faculty: (select faculty)

+ New Faculty Member

Schedule Management

- Course Rosters**
- Student Groups
- Clinic Schedules/Alternate Activities
- Service Management
- Session Management

Reuters - Health News

Philippine troops to help cull thousands of fowl in bird flu battle
MANILA (Reuters) - The Philippines will deploy hundreds of troops to hasten a cull of about 600,000 fowl, the farm minister said on Wednesday, as part of efforts to rein in the Southeast Asian nation...

Texas governor signs bill to limit insurance coverage for abortions
AUSTIN, Texas (Reuters) - The Republican governor of Texas signed into law on Tuesday a measure that will restrict insurance coverage for abortions, compelling women to buy a supplemental plan if they...

Abortion after-care costs driven up by scarcity of nearby clinics
(Reuters Health) - The absence of a nearby abortion clinic drives up healthcare costs, a study of California's poor has found.

Some jobs tied to higher risk of rheumatoid arthritis
(Reuters Health) - Workers exposed to airborne toxins may have an elevated risk of developing rheumatoid arthritis, an immune system disorder that causes debilitating swelling and pain in the joints, ...

End of U.S. payments to health insurers would cause premiums to rise: CBO
WASHINGTON (Reuters) - Health insurance premiums for many customers on the Obamacare individual insurance markets would be 20 percent higher in 2018 if U.S. President Donald Trump follows through on a...

New England Journal of Medicine - Current Issue

3. On the next screen, select:
 - a. Course - the courses you have access to are listed here
 - b. Date period - date ranges are listed here with number of students registered in parentheses; you can also select the entire academic year
 - c. Output type - choices are pdf version or excel, both with or without pictures
 - d. Hit "Submit"

UPSTATE MEDICAL UNIVERSITY | State University of New York

Practice of Medicine I

Home > Course Rosters

Course Rosters

Course (Section): (select a course)

Date Period: (no date periods available)

Output Type: Simple Roster (PDF)

Display Options: Display Waitlist Students

Submit

4. And here is a sample of what the Simple Roster pdf course roster looks like:

Course: **Case-Based Learning II 157 students enrolled**
Date Period: **8/10/2015-3/25/2016**

Student Name	Email	Phone Number	Year
	j@upstate.edu	315	3
	@upstate.edu	518	2
	@upstate.edu	518	2
	@upstate.edu	315	2
	@upstate.edu	917	3
	@upstate.edu	917	2
	@upstate.edu	315	2

How to Complete a Professionalism Report on Behalf of Faculty in MedHub (for Course Coordinators)

1. First you need to deliver the evaluation to the faculty member.
 - After logging into MedHub, click on the “Evaluations” tab
 - Then click on “Deliver Evaluations”

UPSTATE MEDICAL UNIVERSITY State University of New York

Microscopic Anatomy

Home Schedules Procedures **Evaluations** Conferences Reports Help

Home > Evaluations Microscopic Anatomy (MANA108)

Evaluations

Use the utilities below to draft evaluations, select participants, and deliver the evaluations. To get started, visit the [Help Section](#).

Deliver Evaluations

Queued Evaluations

Evaluation Form:	Number:	Delivery Date:
(none)		

Automated Evaluations

Evaluation Forms

Modify/Print Form:
(select evaluation)

+ New Evaluation Form

[Manage Evaluation Forms](#)

2. Select the Evaluation Type – “Faculty evaluation of a student”. Click on **Continue**.

Home > Evaluations > Deliver Evaluations - Step 1

Deliver Evaluations - Step 1

Please select the type of evaluation you want delivered and the recipient selection method. ⓘ

Evaluation Type: Faculty evaluation of a student Selection Method: Individuals **Continue...**

Recently Delivered Evaluations (showing last 20)

Recipient:	Type:	Evaluation Title:	Rotation:	Service:	Clinic:	Issue Date:
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3. Make your selections:

- Evaluation Form – “Faculty of Student – Professionalism Commendation/Concern Report”
- Recipients (Faculty member) & Student(s) to evaluate (who the report is for)
- You can leave the other options as defaulted
- Click “Submit”

Deliver Evaluations - Step 2

Evaluation Type: Faculty evaluation of a student
Selection Method: Individuals

Evaluation Form(s): (select form) ▼
Faculty of Student - Professionalism Commendation/Concern Report

Select... ⓘ

Recipient(s):*	Student(s) to evaluate:*
Ames, Ira	Lab #2
Blystone, Scott	Lab #3
Krendel, Mira	Lab #4
Maimone, Margaret	Lab #5
Poole, Thomas	Lab #6
Pruyne, David	Group A (Lecture)
Sirotkin, Vladimir	Group B (Lecture)
	Group C (Lecture)

Shift/Ctrl to select multiple Shift/Ctrl to select multiple

[Outside faculty](#)

Notes: (optional)

Rotation Period: (optional) (unavailable) ▼ ⓘ

Service/Clinic: (optional) (unavailable) ▼ ⓘ

Special Options: (optional) (none) ▼

Disable 'Insufficient Contact' links

Reciprocal Evaluation: (optional) (do not send reciprocal evaluations) ▼

Delivery:*

Immediate

On Date (Queue)

Multiple Dates (Queue)

Submit

4. Confirm your selections and click on “Deliver Selected Evaluations”

Deliver Evaluations - Step 3

Evaluation Type: Faculty evaluation of a student

Evaluation Form: Faculty of Student - Professionalism Commendation/Concern Report

Delivery Date: 08/16/2017 (immediate)

STANDARD MATCHES

<input type="checkbox"/>	Recipient	Evaluation
<input checked="" type="checkbox"/>	Dr. Mitchell, Joan	Faculty of Student - Professionalism Commendation/Concern Report

 The delivery process may take several minutes. Don't click submit button below more than once or refresh the page.

Deliver additional evaluations of the same type

5. The evaluation should now be in the Faculty member’s MedHub account. Next you will take the information from the faculty member for the form and complete it on their behalf.

- From your “Home” page, select the “Evaluations” Tab
- Select “Fill out evaluation for Faculty Member”

Evaluations

Use the utilities below to draft evaluations, select participants, and deliver the evaluations. To get started, visit the [Help Section](#).

Queued Evaluations

Evaluation Form:	Number:	Delivery Date:
(none)		

Automated Evaluations

Title:	Rules:	Status:
(none)		

Evaluation Forms

Modify/Print Form:

(select evaluation) ▼

[Manage Evaluation Forms](#)

Evaluation Functions

[View Completed Evaluations](#)

[Incomplete Evaluations](#)

[Outside Evaluators](#)

[Faculty/Resident Service Assignments](#)

[Fill-Out Student Grades](#)

[Fill-Out Patient/Staff Evaluation of Student](#)

[Export Evaluation Data](#)

[Final Evaluation Question Mapping](#)

[Custom Answer Types](#)

6. Select the Faculty Member

Evaluation For A Faculty Member

Faculty:

----- Select a Faculty ----- ▼

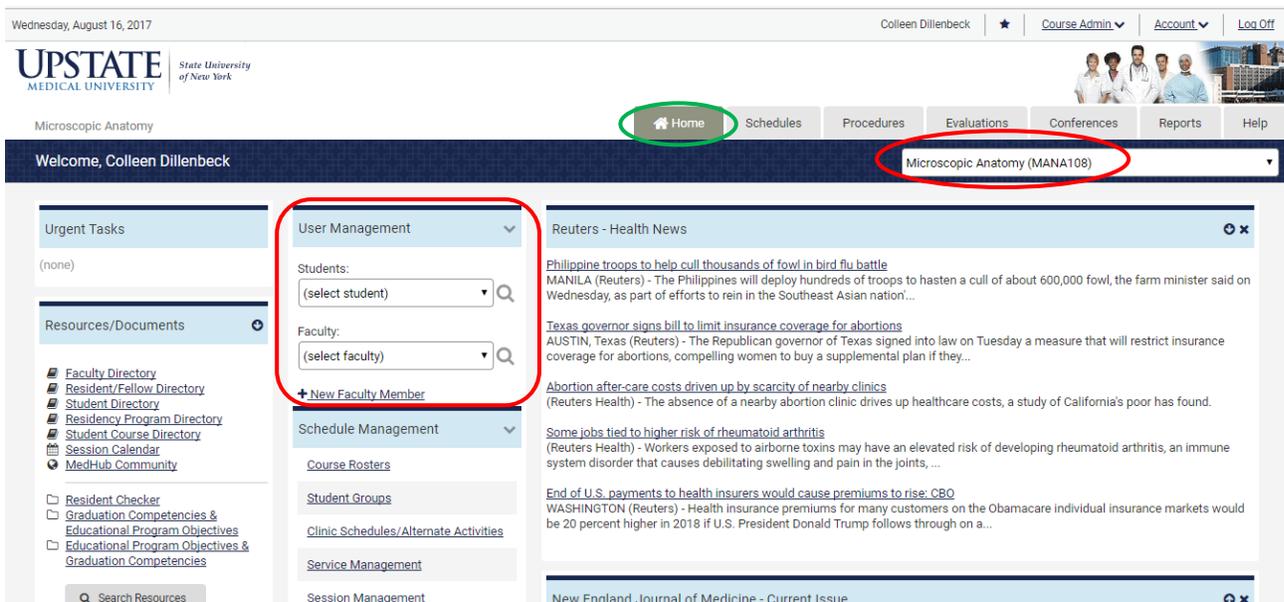
7. On the next screen there will be a list of the evaluations this Faculty member needs to complete.
 - Find the Commendation/Concern Report you delivered to them and click on it
 - Complete the form with the information provided to you from the Faculty member
 - ****NOTE – Make sure in Question 1 that you select the appropriate report type – Commendation or Concern****
 - Click on **“Submit”**

Also, please note that Question 8 on this form reminds you that it is expected that the faculty member completing this form will have discussed it with the student PRIOR to the report being submitted. If this is not the case, you are to contact the Associate Dean for Undergraduate Medical Education PRIOR to submitting the report.

The screenshot shows the UPSTATE Medical University website header with navigation tabs for Home, Portfolio, Schedules, Procedures, Evaluations, Conferences, and Help. Below the header is a breadcrumb trail: Home > Evaluations > Evaluations Form. The main content area is titled "Evaluations Form" and contains a form for a "Faculty of Student - Professionalism Commendation/Concern Report". The form includes fields for Evaluator, Course (Nervous System), and Issue Date (7/11/2017). A link for "Insufficient contact to evaluate" is present. The "Type of Report" section has a dropdown menu with options: Commendation Report (selected), Commendation Report, and Concern Report. Below this are four numbered questions with input fields: 1. What type of report is this? Commendation or Concern*, 2. Name of student: *, 3. Name of individual submitting the report: *, and 4. Date of incident: *.

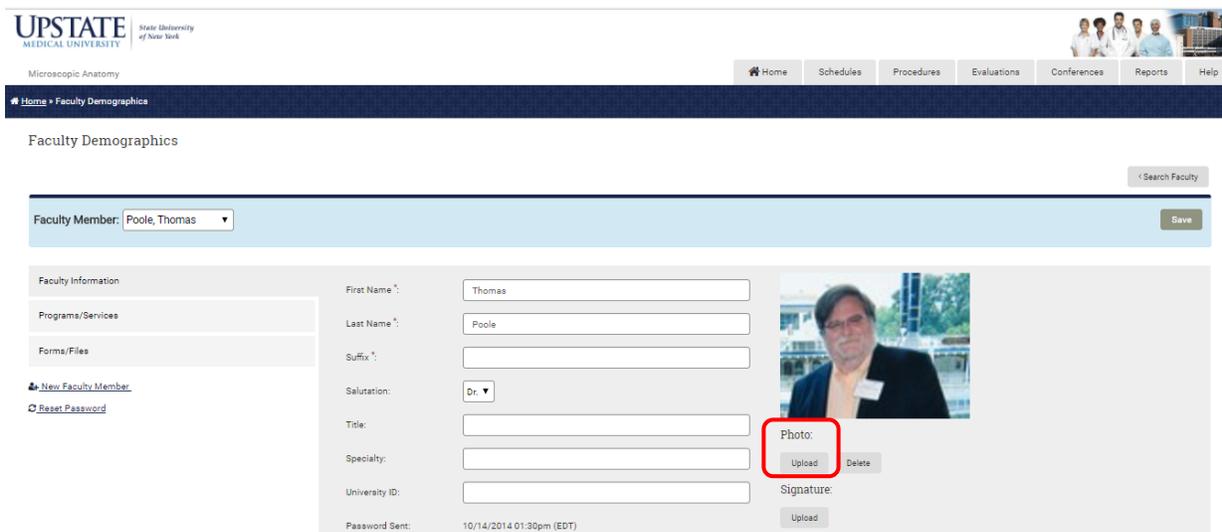
How to Upload a New Photo in MedHub

1. Log into MedHub
 - o Make sure you are on the “Home” screen
 - o Select the correct Course under the drop down menu in the upper right of the screen
2. Near the middle of the screen, find the section called “User Management”
 - o In the “Faculty” drop down menu, select the faculty member you want to upload a new picture of



The screenshot shows the MedHub interface. At the top, the date is Wednesday, August 16, 2017, and the user is Colleen Dillenbeck. The course is Microscopic Anatomy (MANA108). The 'Home' button is circled in green. The 'User Management' section is highlighted with a red box, showing 'Students' and 'Faculty' dropdown menus, both with '(select student/faculty)' and search icons. Below these are links for '+ New Faculty Member', 'Schedule Management', 'Course Rosters', 'Student Groups', 'Clinic Schedules/Alternate Activities', 'Service Management', and 'Session Management'. The right side of the page displays 'Reuters - Health News' with several news items.

3. Now you will be on the “Modify Faculty User” page
 - o Under the current picture, click on “Photo: Upload”



The screenshot shows the 'Faculty Demographics' page for Thomas Poole. The 'Faculty Member' dropdown is set to 'Poole, Thomas'. The page contains a form for editing user information, including fields for First Name, Last Name, Suffix, Salutation (set to 'Dr.'), Title, Specialty, University ID, and Password Sent. A current photo of Thomas Poole is displayed. Below the photo, the 'Photo:' label is highlighted with a red box, and the 'Upload' button is visible next to it. There is also a 'Delete' button and another 'Upload' button below the signature field.

4. Next, click on "Choose File" where the new picture is located
 - o This will bring up a separate box - find and open the new picture
 - o Make sure you follow the Photo Guidelines listed on the screen

Faculty Demographics

Faculty Member: Poole, Thomas < Search Faculty Save

Faculty Information

Programs/Services

Forms/Files

[New Faculty Member](#)

[Reset Password](#)

Upload Faculty Photo

Photo Location: Choose File | No file chosen

Upload Photo

Current Photo: [Original Photo](#)
File Format: JPG

[Thumbnail](#)
File Format: JPG

Photo Guidelines:

1. Allowable graphic format: JPG
2. Recommended photo size:
 - Larger than 100 x 100 px
 - Smaller than 600 x 600 px
3. Files must be smaller than 3Mb
4. Filenames must be less than 30 characters in length
5. Filenames must not include special characters (such as apostrophes or commas)

5. The name of the photo file will now be listed next to "Choose File"
 - o Next, click on "Upload Photo"

Faculty Demographics

Faculty Member: Poole, Thomas < Search Faculty Save

Faculty Information

Programs/Services

Forms/Files

[New Faculty Member](#)

[Reset Password](#)

Upload Faculty Photo

Photo Location: Choose File | Koala.jpg

Upload Photo

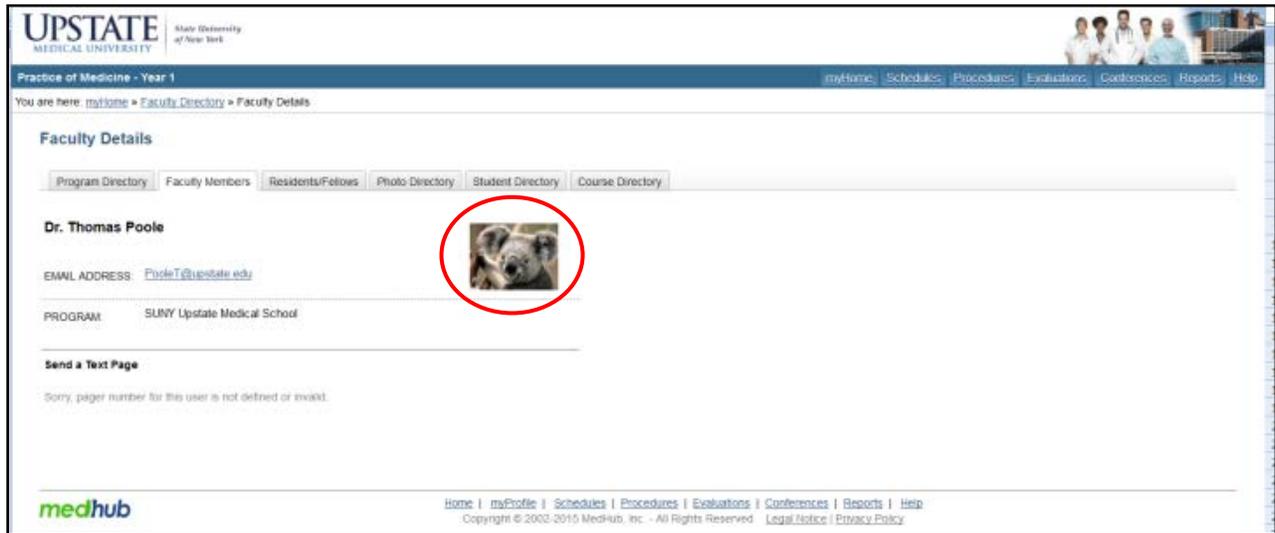
Current Photo: [Original Photo](#)
File Format: JPG

[Thumbnail](#)
File Format: JPG

Photo Guidelines:

1. Allowable graphic format: JPG
2. Recommended photo size:
 - Larger than 100 x 100 px
 - Smaller than 600 x 600 px
3. Files must be smaller than 3Mb
4. Filenames must be less than 30 characters in length
5. Filenames must not include special characters (such as apostrophes or commas)

Process complete! You should now see the new photo in the faculty member's profile - you may have to log out and back into MedHub to see the change



The screenshot displays the MedHub website interface for a faculty member's profile. At the top left, the logo for UPSTATE MEDICAL UNIVERSITY is visible, along with the text "State University of New York". The page title is "Practice of Medicine - Year 1". A navigation bar at the top right contains links for "myHome", "Schedules", "Procedures", "Evaluations", "Conferences", "Reports", and "Help". Below the navigation bar, the breadcrumb trail reads "You are here: myHome > Faculty Directory > Faculty Details". The main content area is titled "Faculty Details" and features a tabbed interface with options for "Program Directory", "Faculty Members", "Residents/Fellows", "Photo Directory", "Student Directory", and "Course Directory". The profile for "Dr. Thomas Poole" is shown, with a red circle highlighting a photo of a dog. Below the photo, the email address "PooleT@upstate.edu" and the program "SUNY Upstate Medical School" are listed. A "Send a Text Page" section contains the message "Sorry, pager number for this user is not defined or invalid." The footer includes the MedHub logo, a navigation menu with links for "Home", "myProfile", "Schedules", "Procedures", "Evaluations", "Conferences", "Reports", and "Help", and copyright information: "Copyright © 2003-2015 MedHub, Inc. - All Rights Reserved. Legal Notice | Privacy Policy".

**Please note we do NOT encourage changing faculty photos to zoo animals!