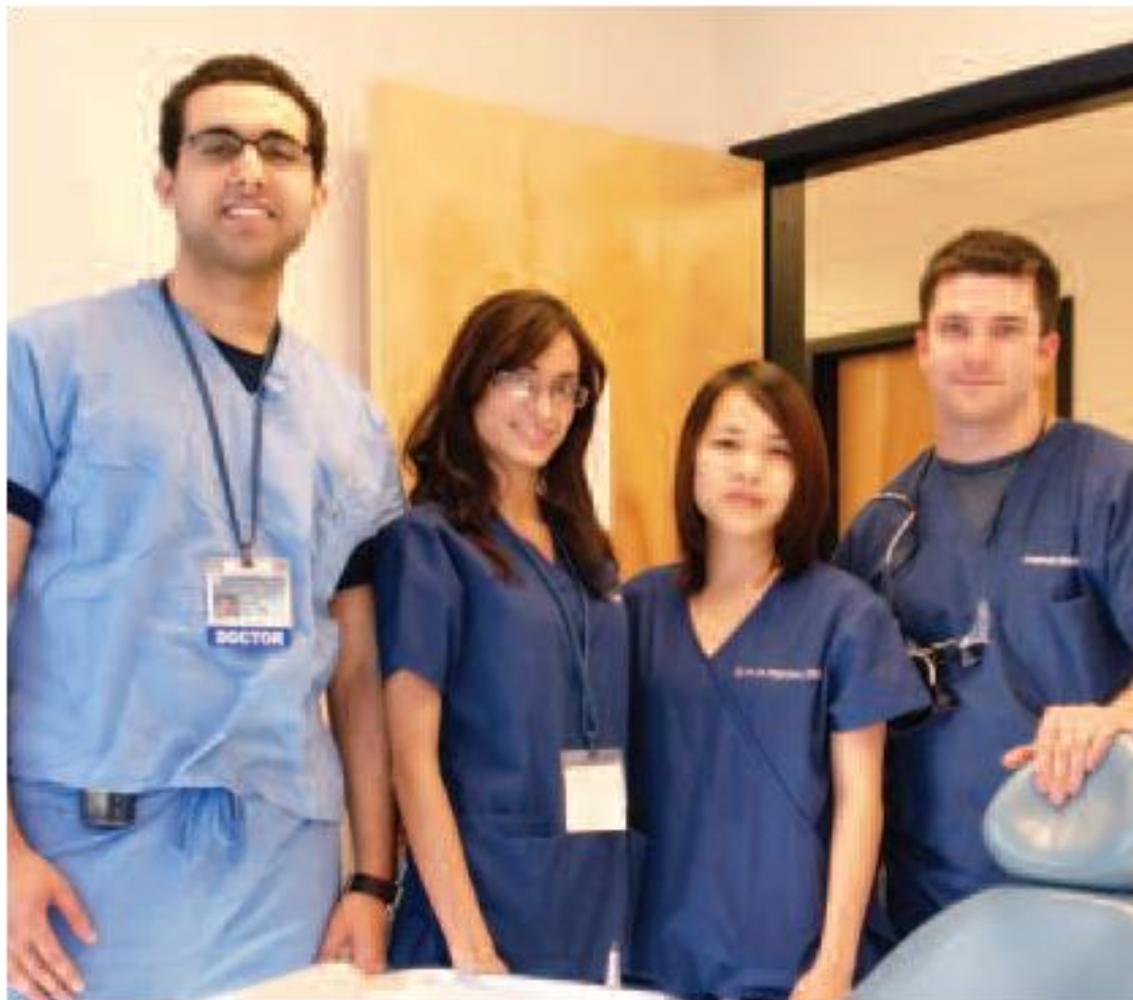


medhub

communicate. collaborate. inform.

Quick Reference Guide For Residents and Fellows

University Hospital, Rm. 1816
750 E. Adams St.
Syracuse, NY 13210
(315) 464-7617 – Office
(315) 464-7619 – Fax
www.upstate.edu/gme



What is MedHub?

MedHub is a web-based Residency Management System designed to track and document a variety of critical program and resident activities relating to institutional reimbursement and program accreditation including:

- Resident activities for scheduling
- Curricula delivery and evaluations
- Procedure logging
- Conference attendance tracking
- Reporting

Web-based ensures that you can access MedHub from wherever you can access the internet from home, the hospital, or from your favorite coffee house!

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MedHub Basic Facts:

I. MedHub is a fully secured web based system that is accessible by the following individuals:

- Residents, Sub-Speciality residents (Fellows) & First Year Residents (interns)
- Program Administrators
- Program Directors and Faculty
- GME Office
- Hospital Finance
- Read Only Users (nurses, paging , technicians, etc.)

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Why do Residents like MedHub?

A hands-on ability to track your residency educational experience in real time-anywhere with internet access including:

- Evaluation results
- Rotation/Call/Shift Schedules
- Ability to view Conference Activity (schedules, resources)
- Personalized calendar
- Ability to log procedures and review summaries
- Ability to evaluate others and review your evaluations
- Ability to review program and rotational Goals & Objectives
- Ability to create Curriculum Vitae through the entries in your “MyPortfolio”
- Ability to review demographic records and files shared by your program.

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What Resident Activity is managed by MedHub?

- Master Rotation Schedules
- Shift/Call Schedules
- Continuity Clinic Activity
- Vacations, Away Conferences and Leaves of Absence
- Resident/Faculty Demographics
- Evaluations (All Types)
- Conferences
- Procedures
- Duty Hours Documentation

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What do I need to do on MedHub:

ALL Upstate Residents and Fellows are required to use MedHub for:

- Document and verify duty hours every week – MANDATORY for all residents!
- Complete evaluations
- Log procedures (if required by your program)
- View scheduling (rotation/shift/call) and conference information
- Review curricula
- Address alerts

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How do I?

- Log in
- Complete Duty Hours
- Complete & View Completed Evaluations
- View Goals and Objectives
- Log Procedures
- View Schedules

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How do I log in?

Navigate to: <https://upstate.medhub.com/index.mh>

Use your Upstate user name and MedHub password sent to you by MedHub from “support @ medhub.com” (DO NOT delete this email)

The screenshot shows a web browser window displaying the MedHub login page. The browser's address bar shows the URL <https://upstate.medhub.com/index.mh>. The page features the Upstate Medical University logo and a navigation bar with links for "Forgot My Password" and "Help". The main content area contains a welcome message and a login form with fields for "username:" and "password:", a "remember me" checkbox, and a "Login" button. Below the login form, there are links for "Recommended Browsers" (Internet Explorer 7+, Mozilla Firefox 3.0+, Apple Safari 3.0+, Google Chrome 2.0+) and "Additional Tools" (Adobe Reader 8+, Flash Player 9+). The footer includes copyright information: "Copyright © 2002-2013 MedHub, Inc. All rights reserved. Powered by MedHub. [Legal Notice](#) | [Privacy Policy](#)".

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Details on Logging on to MedHub:

Your username and password will be emailed to you from support@medhub.com. If you do not receive it, check your email “spam” settings and contact your Program Coordinator.

- You will be asked/prompted to change your password upon initial access and directed to the “Change Password screen”.
- Follow the simple directions to change your password. Keep in mind the following rules when creating your new password:
 - Password cannot be the same as the current password
 - Password MUST be 5-12 characters in length
 - Password MUST contain at *least* one (1) non-alpha character (such as a number)
- If you forget your password on subsequent log-ins, merely click the “Forgot My Password” link on your home screen.

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What's on My Portal Page?:

☞ My Communications

- Alerts (duty hours & evaluations)
- Messaging
- Announcements
- Resources/Documents
- Rotation-specific curriculum objectives

☞ My Schedule

- Calendar View
- This week's Duty Hours
- Absence requests
- Rotation Schedule

☞ MedHub Community link – Access to a number of valuable online video “how to” tutorials

☞ Portal news – You can select from available news sources

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Sample of Resident MedHub Portal Page:

The left side of your homepage shows “urgent tasks”, your schedule, messages, and other helpful information

Internal Medicine
Welcome, Alisha Hemraj

Main Navigation Bar

- myHome
- Portfolio
- Schedules
- Procedures
- Evaluations
- Conferences
- Help

Urgent Tasks
Incomplete Duty Hours (1)

Personal Calendar
Monday, April 6
7:00am - 8:00am Morning Report 5342 (Knohl)
12:15pm - 1:15pm Overview of Chronic Leukemias WSK 103 (Polesz)
Tuesday, April 7
7:00am - 8:00am Morning Report 5342 (Knohl)
12:15pm - 1:00pm Journal Club (Vaidya, Joshi)
12:15pm - 1:00pm Intern Report WSK 103 (Jaiswal, Karkee)
Wednesday, April 8
7:00am - 8:00am Morning Report 5342 (Knohl)

Tasks
This week's duty hours (0.0 hrs logged)
Review Records
Update Contact Information
Learning Modules
Trainee On-Boarding

Resources/Documents
Faculty Directory
Resident/Fellow Directory
MedHub Community
balance works (ICAP)
CLER
Abstract Attestation Form PDF File - 239K
Education Fund Guidelines 2014-15

Graduate Medical Education - Portal Channel (Resident)

Reuters - Health News
US FDA approves Astellas drug for invasive fungal infections
Sexual problems equally common after C-section, natural birth
Novartis wins approval for first U.S. biosimilar drug

Main Navigation Bar



Can view useful video “how-to” tutorials by selecting this link.

The middle section shows your tasks, resources, and curriculum objectives

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How do I Complete Duty Hours?

- To enter duty hours click on the “This week’s duty hours” link located on the home portal page [under “Tasks” section].
- Access is provided on a **two-week rolling basis** after which lockout occurs and a resident must contact their program coordinator. By design, there is no resident unlock. Residents who have not completed documenting their duty hours prior to the deadline and have been locked out, **MUST** go to their residency coordinator where they will need to record the duty hours (this does not apply to the Internal Medicine program).
- Residents have a **two-week** window in which to document duty hours. As a new week begins, they are locked out of the latter week. Lockout occurs at 12:01 am EST Sunday morning for the previous week. Residents that have failed to log any duty hours for the prior week will be reminded by email and alert on their portal page. They would still have a full week to document duty hours for the previous week.
- So long as residents have access to manage duty hours subject to the lockout work flow above, those hours can be modified, edited, removed, etc.
- MedHub calculates duty hours against the combined AGGME and NYS DOH regulations for each weekly time sheet. If a resident is interrupted when entering their duty hours and needs to come back at a later time to finish recording duty hours, they can click the “Save incomplete duty hours” button (at the bottom on the screen). When all entries are made and finalized, the resident needs to press the “submit completed duty hours” button.

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How do I Complete Duty Hours (screen shot):

The screenshot shows a web browser window with the URL <https://upstate-test.medhub.com/u/r/myhome.mh>. The page is for Dr. Alisha Hemraj, a Resident, and is dated Monday, April 6, 2015. The main navigation bar includes 'Internal Medicine', 'myHome', 'Portfolio', 'Schedules', 'Procedures', 'Evaluations', 'Conferences', and 'Help'. Below the navigation, a 'Welcome, Alisha Hemraj' message is displayed. The main content area is divided into several sections: 'Urgent Tasks' (with a link to 'Incomplete Duty Hours (1)'), 'Tasks' (with a link to 'This week's duty hours (0.0 hrs logged)' circled in red, and other links like 'Review Records', 'Update Contact Information', 'Learning Modules', and 'Trainee On-Boarding'), 'Graduate Medical Education - Portal Channel (Resident) (LOCKED)', 'Personal Calendar' (showing events for Monday, April 6 and Tuesday, April 7), 'Resources/Documents' (with links to 'Faculty Directory' and 'Resident/Fellow Directory'), and 'Reuters - Health News' (with a link to 'US FDA approves Astellas drug for invasive fungal infections').

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A Note on Duty Hour Compliance:

If the hours you enter into MedHub seem to violate any ACGME standards regarding Duty Hours, those entries will be flagged.

They will be considered “potential violations” because they are from only one week, whereas the ACGME averages over a 4-week period. If there are “potential violations” in the duty hours you record, MedHub will prompt you to explain these “potential violations” after SUBMIT your hours for the week.

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How do I Complete & View Completed Evaluations?

If there are evaluations for you to complete in MedHub, they will show up in your “Urgent Tasks” area.

Monday, April 6, 2015

Internal Medicine

Welcome, Uma Bhat

Urgent Tasks

- [Incomplete Duty Hours \(1\)](#)
- [Incomplete Evaluations \(3\)](#)

Personal Calendar

Monday, April 6

7:00am - 8:00am
[Morning Report](#)
5342 (Knohl)

Tasks

- [This week's duty hours \(24.0 hrs logged\)](#)
- [Review Records](#)
- [Update Contact Information](#)
- [Learning Modules](#)

Curriculum Objectives

Graduate Medic

The GME Office
exceptional ab
coordinates the
our Annual GM

Teamwork No

Additionally all
the survey mor
important surve

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How do I Complete & View Completed Evaluations?

- You can also click on the “Evaluations” navigation tab
- If you have any evaluations you need to complete, they will be listed under the “Evaluation Requests” section
- You can view evaluations that have been completed about you by clicking on “Review Completed Evaluations” link

The screenshot shows the MedHub website interface. The 'Evaluations' tab is highlighted in the top navigation bar. Below the navigation bar, there are tabs for 'Incomplete Evaluations', 'Aggregate Evaluations', 'Competency Summary', 'Milestones Summary', and 'Trend Charts'. The 'Evaluation Requests' section is expanded, showing a table of requests. The 'Evaluation Requests' tab is also highlighted with a red box.

| Supervisor Identification Requests | Service | Rotation | Request Date | Identified (Required) | Status |
|---|------------|----------------|--------------|-----------------------|------------|
| (no incomplete requests) | | | | | |
| >> All Supervisor Identification Requests | | | | | |
| Evaluation Requests | Date | Rotation | Service | Clinic | Status |
| Dr. Katerji, Ibrahim - Resident of Faculty | 03/30/2015 | 3/25-3/31/2015 | VAH4 | -- | Incomplete |
| VAH4 - Rotation - Team | 03/30/2015 | 3/25-3/31/2015 | VAH4 | -- | Incomplete |
| Dr. Kumar, Asvini - Trainee/R1 Evaluates Sr. Teaching Trainee | 03/30/2015 | 3/23-4/2/2015 | VAH4 | -- | Incomplete |

Note: If you were delivered an evaluation in error, you can remove it by clicking the link (above) and then clicking the "Insufficient contact to evaluate" link at the top of the form.

Buttons:

Link: [Review Completed Evaluations](#)

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How do I View Goals & Objectives?

Goals and Objectives are easily accessed from your home screen. They are in the middle column at the bottom.

Monday, April 6, 2015 Dr. Uma Bhat Res

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Internal Medicine myHome Portfolio Schedules Procedures Evaluatio

Welcome, **Uma Bhat**

Urgent Tasks

- [Incomplete Duty Hours \(1\)](#)
- [Incomplete Evaluations \(3\)](#)

Personal Calendar

Monday, April 6

- 7:00am - 8:00am
[Morning Report](#)
5342 (Knohl)
- 12:15pm - 1:15pm
[Overview of Chronic Leukemias](#)
WSK 103 (Poiesz)

Tuesday, April 7

- 7:00am - 8:00am
[Morning Report](#)
5342 (Knohl)

Tasks

- [This week's duty hours \(24.0 hrs logged\)](#)
- [Review Records](#)
- [Update Contact Information](#)
- [Learning Modules](#)

Curriculum Objectives

- [Continuity Clinic AM and PM](#)
- [Specialty Clinics \(10 files\)](#)
- [All Curriculum Objectives...](#)

Resources/Documents

Graduate Medical Education - Portal Channel (Resident)

The GME Office wants your feedback for the GME Resident/Fellow Teamwork! The person you nominate should show exceptional abil within their own residency program or as a consultant. The individu person who coordinates the schedule, provided complex care to a s gives GREAT handoffs at night. This person will be honored at our Ceremony in May. Let us know by clicking here:

Teamwork Nomination Form -
<https://www.surveymonkey.com/s/2015UpstateTeamwork>

Additionally all residents/fellows are required to complete a survey c experience at Upstate. We have tried to make the survey more use addition of drop-down menus for questions. Please take 10 minutes very important survey which helps us to preserve the ACGME accr your program and the institution.

GME Annual Survey -
<https://www.surveymonkey.com/s/2015UpstateAnnualReview>

Both surveys will close on **April 17, 2015** so submit now!

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How do I Log Procedures?

MedHub provides procedure logging by clicking on the “Procedures” link on the red navigation bar.

Please check with your program to determine if you should log procedures in MedHub, ACGME or both.

You can also view completed procedure logs and generate summary reports by clicking on your “Procedures” navigation bar.

Monday, April 6, 2015 Dr. Uma Bhat | Re

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Internal Medicine myHome Portfolio Schedules Procedures Evaluati

You are here: [myHome](#) » Procedures/Cases

Procedures/Cases

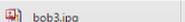
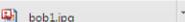
[Log New Procedure/Case](#)
Use this form to record new procedure/case logs. You can later review all of your logs by selecting the option below.

[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.



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How do I View Schedules?

Access your schedule through the “Schedules” navigational tab.

There are 4 views types for the entire academic year (top row)—by resident, by resident (details), by service, by services (all). There is a key located at the bottom of the screen

Monday, April 6, 2015 Dr. Uma Bhat | Resident | Account | Log Off

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Internal Medicine myHome | Portfolio | **Schedules** | Procedures | Evaluations | Conferences | Help

Rotations | Calls/Shifts | Clinics | Weekly Activity | Individuals

Rotation Schedules

Academic Year: July 1, 2014 - June 30, 2015 | Schedule: INTERN UPPER | View Type: Resident Resident (Details) Service Services (All) | Residents to Display: In-Program Released All Residents

| Rotation: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Resident: |
|--------------|----------|----------|-----------|------------|-------------|-------------|------------|-----------|-----------|----------|----------|----------|-----------|-----------|
| AIT Abd | 7/1-7/31 | 8/1-8/28 | 8/29-9/25 | 9/26-10/23 | 10/24-11/20 | 11/21-12/18 | 12/19-1/15 | 1/16-2/12 | 2/13-3/12 | 3/13-4/2 | 4/3-4/30 | 5/1-5/28 | 5/29-6/30 | |
| Alan Bism | | | | | | | | | | | | | | |

Windows taskbar: bob3.jpg bob1.jpg | 11:04 AM 4/6/2015

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