



THE UNIVERSITY OF
CHICAGO
MEDICINE

**MedHub Quickstart Guide -
Residents & Fellows**

MedHub is an online 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.

This training will help you get started!

How to:

- I. Log In
- II. Complete Duty Hours
- III. Complete & View Completed Evaluations
- IV. View Goals and Objectives
- V. Log Procedures (if applicable)
- VI. View Schedules

I. Log-In

The website for UCM's MedHub: <https://uchicago.medhub.com>

The screenshot shows the MedHub login interface. At the top left is the University of Chicago Medicine logo. To the right are links for 'Forgot My Password' and 'Help'. The main content area contains a welcome message and a 'Login' button. Below this is the 'medhub' logo and a list of recommended browsers and additional tools. At the bottom, there is a copyright notice and a link to 'Powered by MedHub'. Two callout boxes are present: one pointing to the login form with the text 'Use the MedHub username that has been e-mailed to you.' and another pointing to the 'Login' button with the text 'Use the MedHub password that has been e-mailed to you. If you haven't received a MedHub username or password, first check your SPAM folder for an e-mail from MedHub Notification <do-not-reply@medhub.com>'.

THE UNIVERSITY OF CHICAGO MEDICINE

Forgot My Password Help

Welcome to the University of Chicago Residency Management System. This resource provides UCHICAGO 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.

username:

password:

remember me

Login

medhub

Recommended Browsers: [Internet Explorer 7+](#)
[Mozilla Firefox 3.6+](#)
[Apple Safari 3.0+](#)
[Google Chrome 2.0+](#)

Additional Tools: [Adobe Reader 8+](#)
[Flash Player 9+](#)

Copyright © 2002-2013 MedHub. Powered by MedHub. [Log](#)

Use the MedHub username that has been e-mailed to you.

Use the MedHub password that has been e-mailed to you.

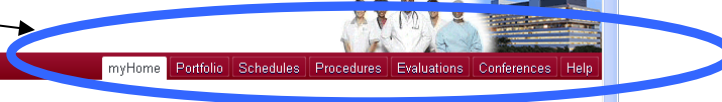
If you haven't received a MedHub username or password, first check your SPAM folder for an e-mail from MedHub Notification <do-not-reply@medhub.com>

Your Homescreen

The screenshot shows the MedHub home page for a resident. The browser address bar indicates the URL: <https://uchicago-test.medhub.com/ur/myhome.mh?message=passwordchanged>. The page header includes the University of Chicago Medicine logo and the text "Internal Medicine". The navigation bar contains links for "myHome", "Portfolio", "Schedules", "Procedures", "Evaluations", "Conferences", and "Help". The main content area is divided into three columns. The left column contains "Urgent Tasks" (Incomplete Duty Hours), "Personal Calendar", "Rotation Schedule", "Request Forms", "Messaging", and "Announcements". The middle column contains "Tasks" (This week's duty hours, Review Records, Update Contact Information), "Resources/Documents" (Faculty Directory, Resident/Fellow Directory, Residency Program Directory, MedHub Community, Search Resources/Documents), and "Curriculum Objectives". The right column contains "Reuters - Health News" (Nobel prizewinner dies before announcement, California governor prevents ban on male circumcision, Vermillion blood test shows promise in identifying patients, Parents delaying, skipping recommended vaccines, Novavax vaccine shows promise in early trial) and "New England Journal of Medicine - Current Issue" (Genomewide Association between GLCC11 and Response to Glucocorticoid Therapy in Asthma, Restrictions on the Use of Prescribing Data for Drug Promotion, Antitrypanosomal Therapy for Chronic Chagas' Disease, Ectopic Tooth in the Maxillary Sinus, Orbital and Cerebral Arteriovenous Malformations). Annotations include a red circle around "Internal Medicine", a box around the middle section, and a box around the newsfeeds.

Your Program

Navigation Bar

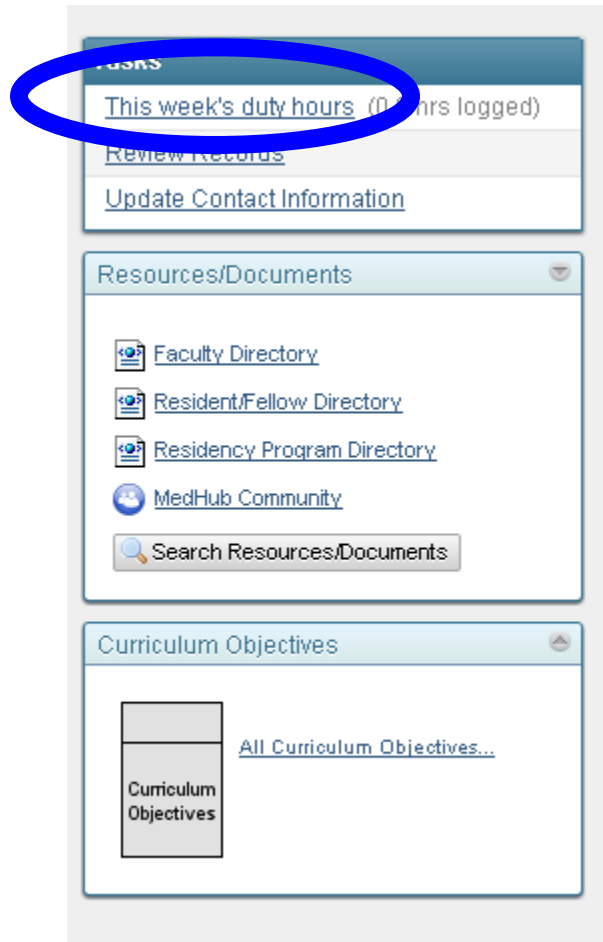


The middle section shows your tasks, resources, and curriculum objectives.

The right side of your home page contains various newsfeeds. You can customize this area if you'd like to.

The left side of your homepage shows Urgent Tasks, your schedule, messages, and other helpful information.

II. Complete Duty Hours



- Access from your homepage – upper middle column:
- Access is provided on a **two week rolling basis** after which lockout occurs and you must contact your program coordinator.
- Residents have **two weeks** in which to document duty hours after which they are locked out. Lockout occurs at 12:01am 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 still would 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.
- 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 to have the hours logged.
- MedHub calculates duty hours against the new ACGME regulations for each weekly time sheet. As hours are recorded, they can be saved in MedHub by clicking on the "Save incomplete duty hours" button at the bottom of the time sheet.



Duty Hours – Graphical Interface

Weekly Duty Hours - MedHub

https://uchicago-test.medhub.com/uf/schedule_timesheet.mh?startDate=06/02/2013&...

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Internal Medicine myHome Portfolio Schedules Procedures Evaluations Conferences Help

You are here: myHome > Weekly Duty Hours

Weekly Duty Hours

Incomplete Duty hours saved
You will need to submit the final duty hours for this week before the lockout

Review Compliance Checklist

Item	Value	Status
Maximum of 80 total hours	10.5 hr (0)	✓
Days off of required	6 days (0)	✓
Single work period - 16 hours maximum	--	✓
2 hour break between work periods @ 15:00	--	✓
10 hour break between work periods @ 18:00	--	✓

Note: you must login every 10 minutes to check for compliance. See help

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 2013	1	2	3	4	5	6	7
June 2013	2	3	4	5	6	7	8

10.5 hr

Standard Work Period

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

Monday, June 3, 2013 0.0 hr

Tuesday, June 4, 2013 0.0 hr

Wednesday, June 5, 2013 0.0 hr

Thursday, June 6, 2013 0.0 hr

Friday, June 7, 2013 0.0 hr

Saturday, June 8, 2013 0.0 hr

Total: 10.5 hr

To enter hours:

1. Click on your start time.
2. Click on your end time.
3. Choose the Work Period type from the drop-down box.
4. Make sure you SAVE your work each time by clicking the “Save Incomplete Duty Hours” button at the bottom of the page.
5. Once you’ve entered ALL of your hours for the week, click the “Submit Completed Duty Hours” button at the bottom of the page.



Duty Hours 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 you SUBMIT your hours for the week.

Weekly Duty Hours

Incomplete Duty hours saved
You will need to submit the final duty hours for this week before the lockout

Weekly Compliance Checklist

Maximum of 80 total hours	83.5 hr(s)	X
Days off (1 required)	0 day(s)	X
Single work period - 16 hours total maximum	--	✓
8 hour breaks between work periods (must)	--	X
10 hour breaks between work periods (should)	--	X

Note: you must submit your duty hours to check for compliance issues

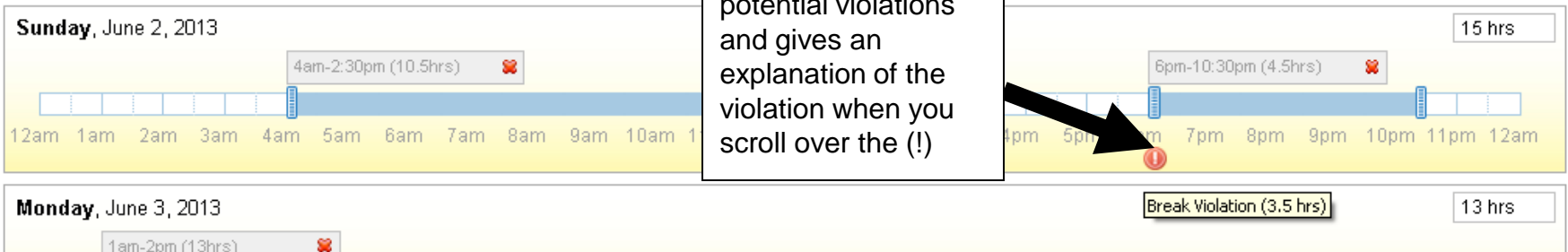
May 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- Incomplete Duty Hours
- Compliant Duty Hours
- Non-compliant Duty Hours

Duty Hours History Report

- [Use Standard Interface](#)
- [Help - Data Entry Demo](#)



III. Complete and View Completed Evaluations

- If there are evaluations for you to complete in MedHub, they will show up in your “Tasks” area.
- You can also click on the “Evaluations” navigation tab:

Evaluations - MedHub - Windows Internet Explorer

https://uchicago-test.medhub.com/uf/evaluations.mh

Thursday, June 6, 2013 Dr. Resident Test Resident Account Log Off

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Internal Medicine myHome Portfolio Schedules Procedures Evaluations Conferences Help

You are here: myHome » Evaluations

Evaluations

Evaluation Requests					
Evaluation	Date	Rotation	Service	Clinic	Status
(no incomplete requests)					

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.

[Review Completed Evaluations](#)

Performance Evaluations (0)

Performance Evaluations - Aggregate View

•If you have any evaluations you need to complete, they will be listed under “Evaluation Requests”

•You can view evaluations that have been completed about you by clicking on “Review Completed Evaluations”

IV. View Goals and Objectives

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

The screenshot displays a web interface for a medical resident. At the top, there is a navigation bar with tabs for 'myHome', 'Portfolio', 'Schedules', 'Procedures', 'Evaluations', 'Conferences', and 'Help'. Below this, a 'Welcome, Resident Test' message is visible. The main content area is divided into several panels:

- Urgent Tasks:** Shows 'Incomplete Duty Hours (1)'.
- Personal Calendar:** Displays a calendar for June 6-10, with 'No activities' listed for each day.
- Tasks:** Includes links for 'This week's duty hours (83.5 hrs logged)', 'Review Records', and 'Update Contact Information'.
- Resources/Documents:** Lists links for 'Faculty Directory', 'Resident/Fellow Directory', 'Residency Program Directory', and 'MedHub Community'.
- Curriculum Objectives:** This panel is highlighted with a blue oval and contains a link for 'All Curriculum Objectives...'. It also features a 'Curriculum Objectives' icon.
- Reuters - Health News:** Displays several news articles, including 'Nobel prizewinner dies before announcement', 'California governor prevents ban on male circumcision', and 'Vermillion blood test shows promise in identifying patients'.

The bottom of the screen shows a taskbar with an 'Internet' browser icon and a 90% zoom level.

- You can also view and edit your personal Goals and Objectives in the "Portfolio" section under the "Goals and Objectives" tab.

V. Log Procedures (if applicable)

Log Procedure/Case - MedHub - Windows Internet Explorer

https://chicago-test.medhub.com/ultr/procedures_log.mh

File Edit View Favorites Tools Help

Log Procedure/Case - MedHub

Internal Medicine myHome Portfolio Schedules Procedures Evaluation

You are here: myHome > Procedures > Log Procedure/Case

Log Procedure/Case

Background Information

Procedure Date: 08/08/2013

Location: OTHER - Specify... other

Supervisor: (none)

Patient Information

Patient ID: new patient

Patient Gender: (unavailable) Patient Age: (unavailable)

Procedures

CPT® Procedure: Role: Actions:

(no procedures -- at least one is required)

Add Procedure

Add: CPT® Procedure:

(no procedure types -- modify search terms)

4 Add Custom Procedure Type (not in list above)

Diagnosis:

Complications:

Procedure Notes:

Log Procedure Log Another Procedure

- 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 site, or another site.
- You can also view completed procedure logs and generate summary reports from the “Procedures” homepage if your procedures are logged directly through MedHub.



VI. View Schedules

- Access through the “Schedules” tab of the navigation toolbar.
 - Schedules (4 views)- For the entire Academic Year (Top Row)
 - By Resident (Resident names listed in alpha -order down the left hand column)
 - By Resident (Details) -Delineates Continuity Clinics (CC) / Alternate Activities (AA)
 - By Service (Services listed in the left hand corner)
 - By Services (All)
 - Key at the bottom of all Rotation Schedule Views
- Accessing Shift Calls
 - From, the Master Rotation View, click on the service rotation acronym
 - Click on the rotation name on your portal page
 - Check your personal calendar
- Your personal calendar can be synced with Android, iPhone, Outlook, and can be downloaded into Excel!
- Access your Personal Calendar from your MedHub homepage.

