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

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 website for UCM’s MedHub: [https://uchicago.medhub.com](https://uchicago.medhub.com)
Your Homescreen

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

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

<table>
<thead>
<tr>
<th>Weekly Compliance Checklist</th>
<th>?</th>
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<tbody>
<tr>
<td>Maximum of 80 total hours</td>
<td>81.5 hr(s)</td>
</tr>
<tr>
<td>Days off (1 required)</td>
<td>0 day(s)</td>
</tr>
<tr>
<td>Single work period - 16 hours total maximum</td>
<td>--</td>
</tr>
<tr>
<td>0 hour breaks between work periods (must)</td>
<td>--</td>
</tr>
<tr>
<td>10 hour breaks between work periods (should)</td>
<td>--</td>
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Note: you must submit your duty hours to check for compliance issues

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MedHub flags potential violations and gives an explanation of the violation when you scroll over the (!)
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 in MedHub]

- 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:

• 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)

- 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.