MedHub App for Faculty

Using the new MedHub app, you will be able to fill out your timesheet (duty hours), complete evaluations, log procedures and view your clinic/rotation schedule all with the convenience of using your smart phone. Below are the steps to configure the app and how to use the features described above.

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- [Procedures](#)
- [Further MedHub Resources/Training](#)

Installing the MedHub App

Launch your iOS App store or the Google Play Store and search for MedHub. The icon you will be looking for is:
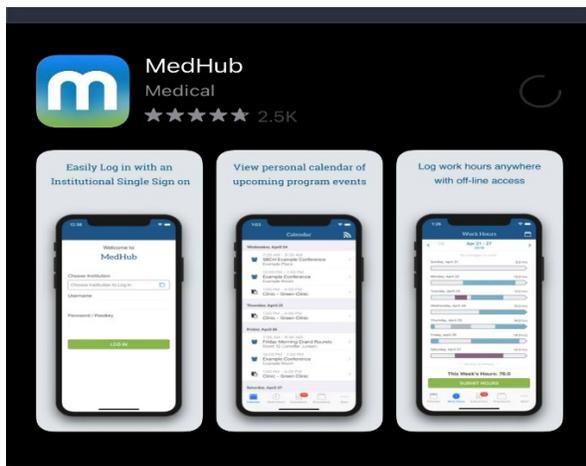
Once installed, launch the app and you will receive the first of two pop up messages. The first will state:

Click proceed and then Allow notifications. The allow of notifications will show you that you have pending evaluations that you need to complete on the app icon.
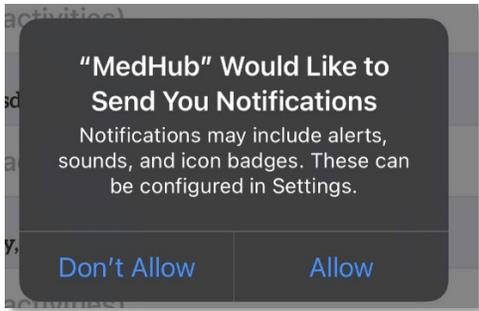
Press "Choose Institution to Log in" and then search for the Medical University of South Carolina in the search box:
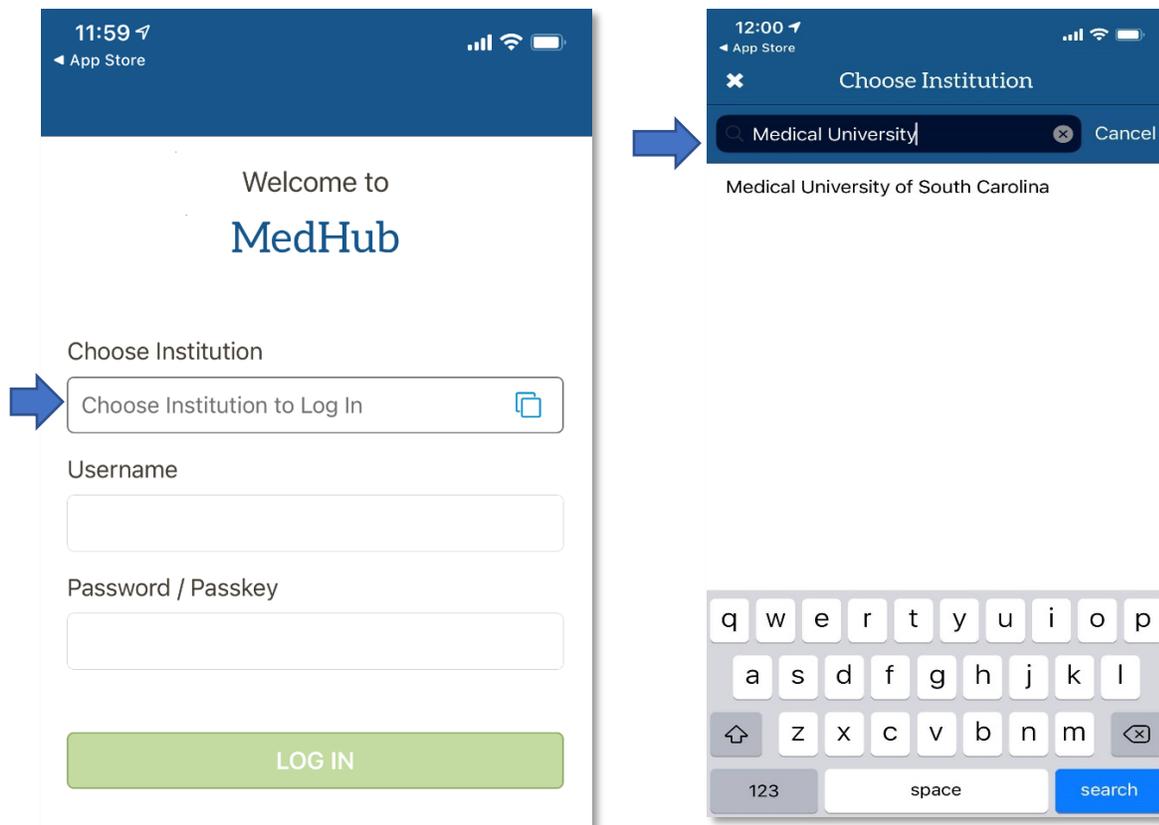
Once you have selected the Medical University of South Carolina you will be prompted for which credentials to use. Please select "MEDICAL UNIVERSITY OF SOUTH CAROLINA LOGIN". Use your NETID and your NETID password to login.
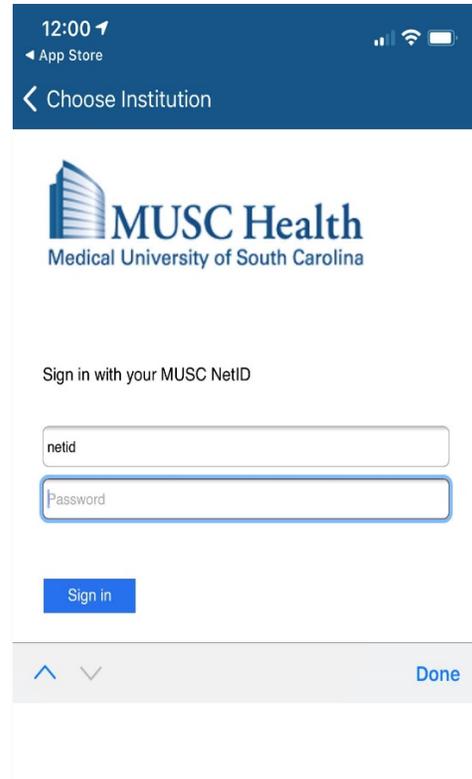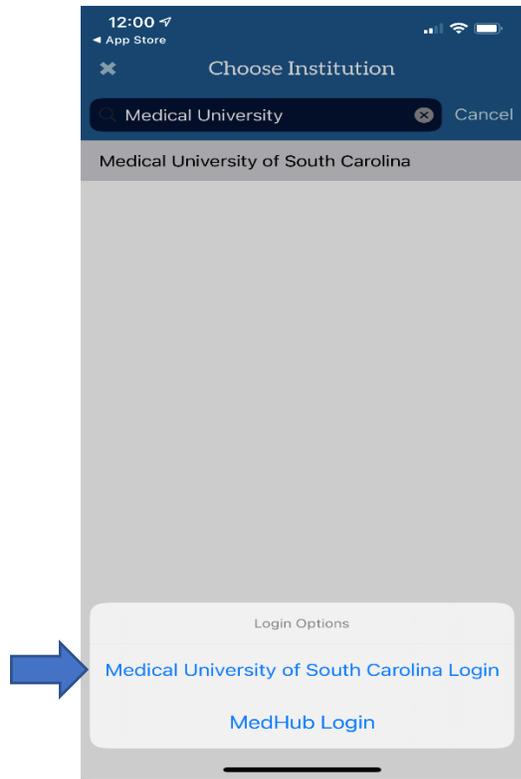
After that you can click the login to MedHub App button and now the app is fully configured.
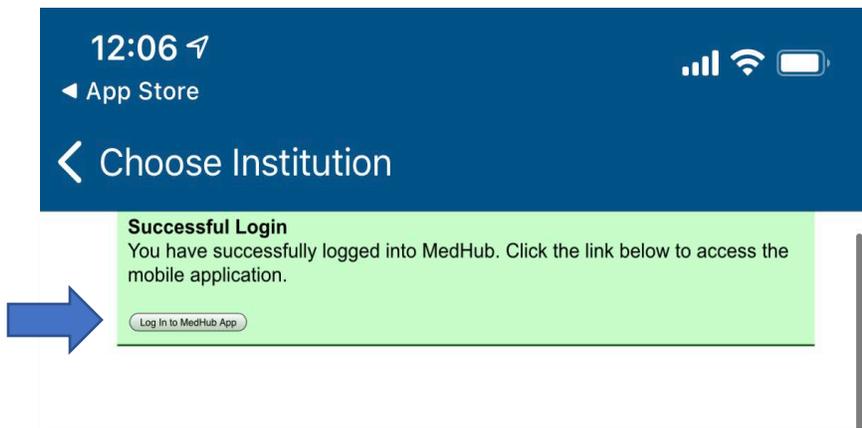
Evaluations

From inside the app, select the Evaluations icon in the menu bar at the bottom of the screen. Within Evaluations, the "Pending" area will display all forms already delivered to you, pending completion.

The oldest forms appear at the top of the screen. If the evaluation is about a conference, site or rotation a single letter appears. If the evaluation is about a person, his or her initials or photo may appear next to the form name. Select the form to begin to fill it out.
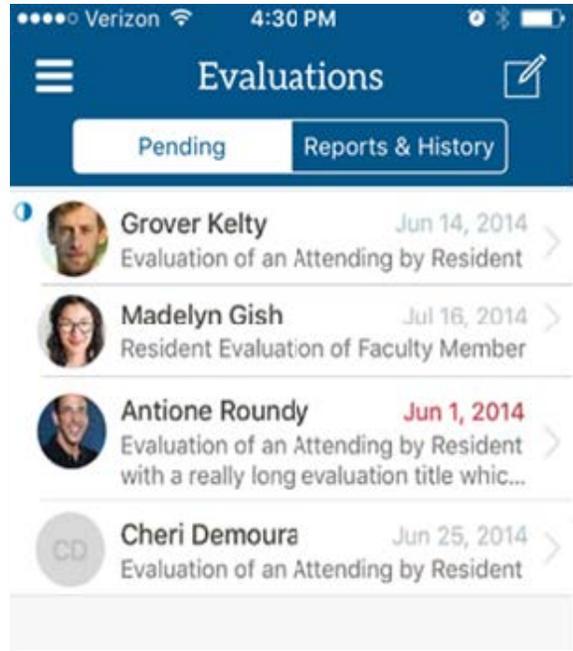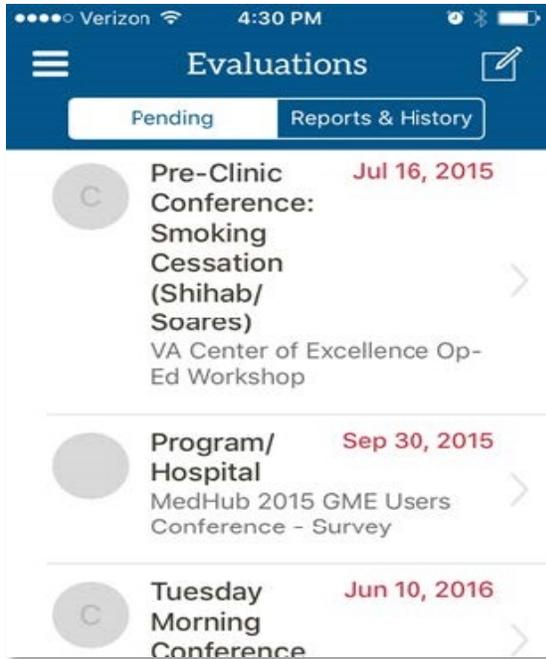
Dictating in an Evaluation

When you select a long text field to enter a comment, the device keyboard will appear. Just to the left of the space bar, select the microphone icon in order to activate the iPhone dictation feature. Comments and punctuation may be dictated into the phone and a transcription will appear immediately on screen. Select "Done" at the bottom of the screen or select the long text field to return to the field and edit the transcription if necessary, when you are done speaking.
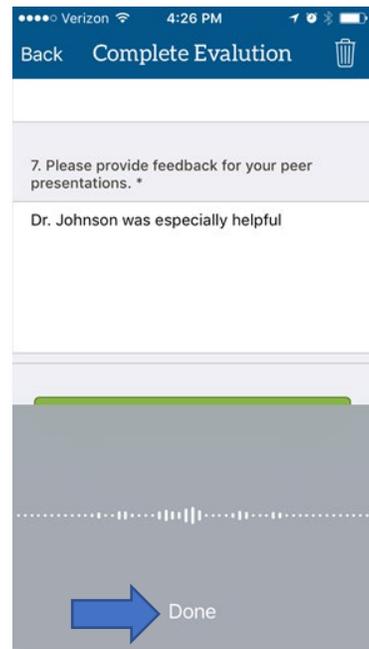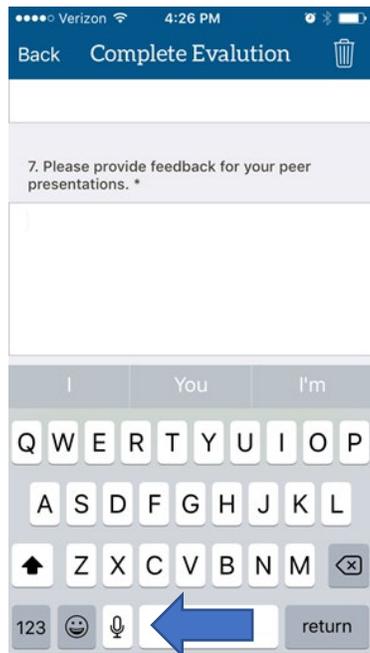
Once you have answered all the questions within the evaluation, click "Submit Evaluation". You will then receive a "Submission Successful" letting you know your results were submitted.
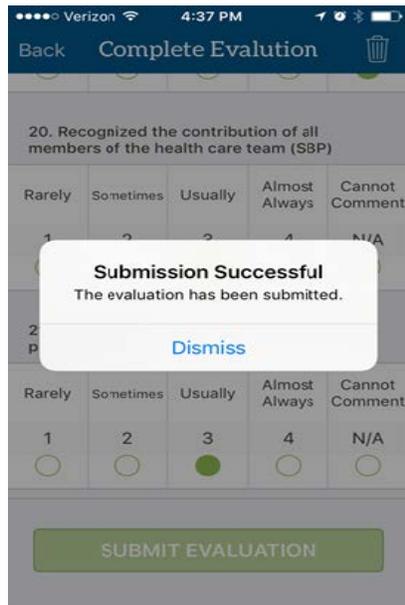
Delete an Evaluation
Within a pending evaluation, you have the option to select the trash can icon in the upper right corner that will delete the evaluation. If you chose to delete the evaluation you must provide a reason for deletion (i.e. "Insufficient contact to evaluate").
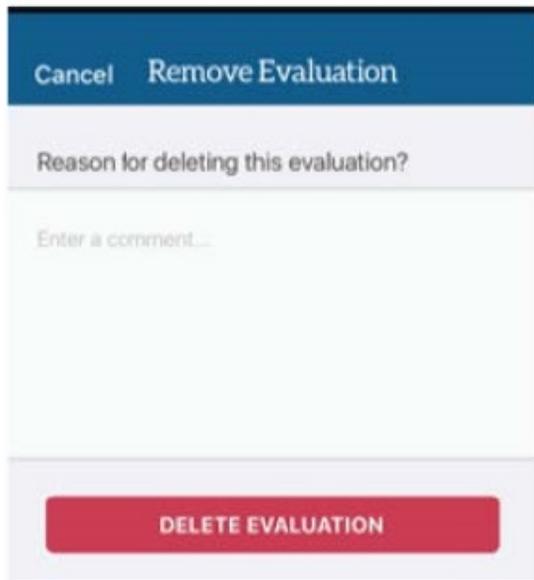
Procedures
Faculty members can view procedures pending approval that have been logged by a Trainee, and verify or reject those procedures from the MedHub iPhone App. A history of logged procedures and individual procedure details can also be viewed.

View Pending Procedures
When a Faculty member opens the MedHub App and taps the Procedures link, a list of all logged procedures pending their approval will be displayed.
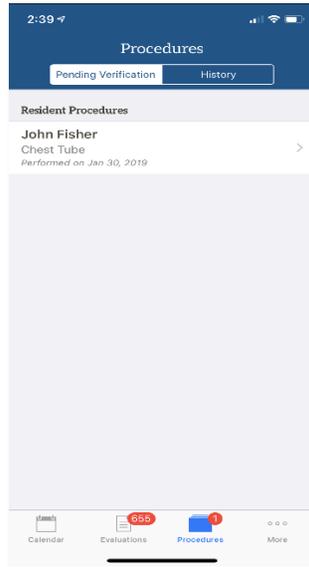
Tap on the pending request to view the request details. This includes Case Information such as the date, location, supervisor, pertinent patient information, notes from the Trainee, and any complications associated with the logged procedure. Tapping on the Procedure description provides additional details about the procedure, such as the Trainee's role (e.g., performed, assisted, observed, etc.), and whether an evaluation request is included with the logged procedure. Tapping on the Diagnosis description provides additional details about any diagnosis logged with the procedure and the Trainee's associated role.
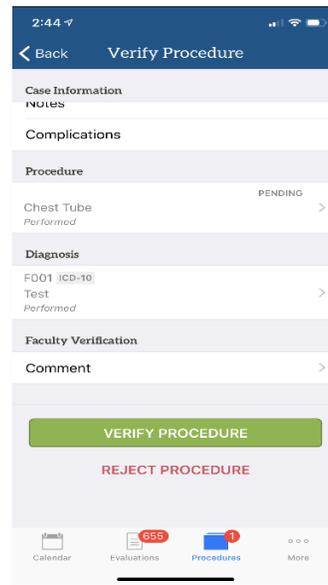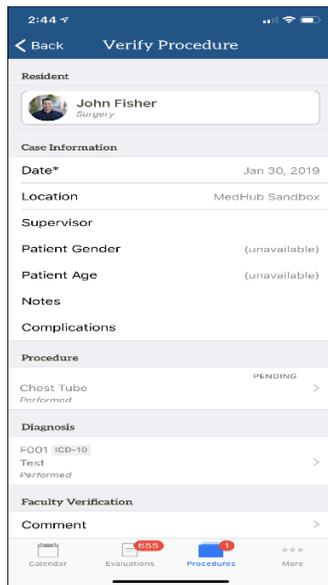
Verifying or Rejecting Pending Procedures
At the bottom of the Verify Procedure page, there is a section for the Faculty member to include any

comments related to the verification or rejection of the logged procedure. Then, tap either the Verify Procedure or Reject Procedure button. A popup will provide confirmation of the procedure verification or rejection.

Procedure History

View a list of previously verified or rejected procedures by tapping on the History button at the top navigation menu. The list of historical procedures will be displayed by date, from newest to oldest. A small document icon on the right-hand side of the procedure entry indicated that comments have been included by a Faculty member.
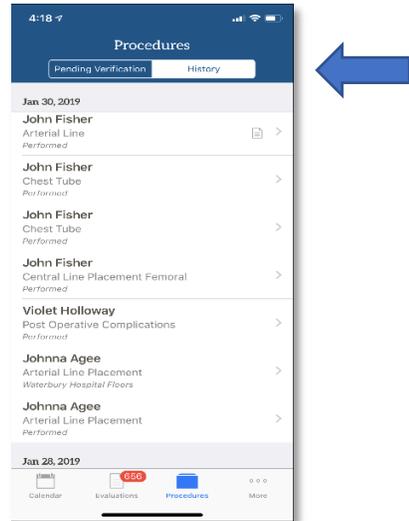
Tapping on an individual procedure entry will provide additional details for each procedure, including the procedure number, associated case information, whether the procedure was confirmed or rejected, and any Faculty comments provided.
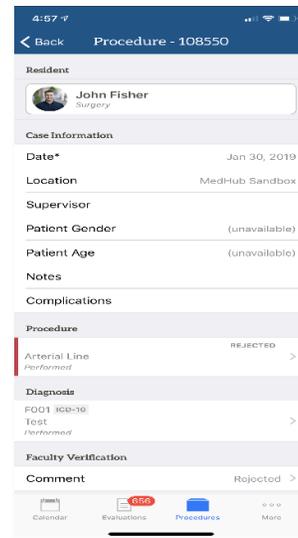
Further Instructions or Help with MedHub

For the full user guide on how to use the MedHub app or to view all MUSC MedHub user guides please go to http://medhub.musc.edu. From there you will find your tech support contacts, training videos, user guides and other resources.