

MEDICAL STUDENT MEDHUB GUIDE

To login to **medhub** please go to <https://musc.medhub.com/> and click login using MUSC Single Sign On, login with your netid and password.

Download medhub app for both iphone and Android
(See page 3 for instructions for iphone and page 8 for Android)

medhub

MedHub is the system you will use to evaluate all courses, complete all diagnosis and procedure logs, and request time off during your time in medical school. At the end of every activity (block, rotation, clerkship, elective, selective etc.) you complete here at MUSC, you will receive an email notification from medhub regarding an evaluation, in which it is your professional obligation to complete according to the [Student Responsibility Policy](#). You will need to go to <https://musc.medhub.com/> and log in to view and complete these evaluations. Once logged you will find on the right-hand side of the screen all of your urgent tasks to be completed, which includes all evaluations. After completing evaluations please make sure you HIT THE SUBMIT BUTTON.

HELPFUL medhub INSTRUCTIONS

How to locate and complete Evaluations and Logs:

1. Login to <https://musc.medhub.com/>
2. Click on the **incomplete evaluations** link under the **urgent task** section on the right-hand side of the **Home Page**.
3. On the screen you will find all of the pending evaluations and logs you need to complete. Click on the **hyperlink of the evaluation** under evaluation.
4. This will bring you to the evaluation that you need to complete.
5. Once you have entered all the data please hit the **submit button** at the bottom of this evaluation.

How to Self-Initiate Forms (Absence Requests, etc):**

1. Click on the **evaluations tab**.*
2. On the right-hand side of screen, click the grey button that says Initiate Student self-evaluation
3. Choose the correct form (absence request, etc.). Clinical students will need to choose the department as well.
4. Click submit
5. This will bring you to the evaluation that you need to complete.
6. Once you have entered all the data please hit the **submit button** at the bottom of this evaluation.

* In the app you choose the box with a pencil and can self-initiate any evaluation from this instead of logging in.

** Within 2 weeks you will receive an email from the course coordinator with either a response regarding your request or acknowledgement of the request and when to expect a response.

How to complete a praise, concern or learning environment card

1. Log into musc.medhub.com
2. On the right-hand side of screen, click on the yellow highlighted link that says **Click Here –Student Mistreatment and/or Learning Environment Reporting Form** for Praise card click on the green highlighted link that says **Give Praise**.
3. This will bring you to the form that you need to complete.

How to see completed evaluations on your performance:

1. Click on **Reports tab**
2. Click on **Summary**
3. Choose courses
4. Choose date range
5. Click continue

For Clinical Students Only

How to Log required Diagnosis and Procedures

At the beginning of every clerkship/critical care course, you will receive an email notification from medhub regarding the new **REQUIRED** Diagnoses log for the clerkship rotation in which you are scheduled. During those weeks on the course, you will log the required clinical experiences in the manner in which you fulfilled the clerkship requirements. When logging these requirements, it is imperative that you choose from the drop down next to the submit, the **Save answers – I will finish later** choice to properly record your encounters and then click SUBMIT. Upon completion of **ALL of the requirements** you will change this drop down to **Submit completed evaluation** and then the **SUBMIT** button at the bottom of your log. Before selecting the “Did not complete” option on any of the diagnoses on the log, please contact your attending or clerkship director/coordinator to see how you can work on completing them. As a courtesy, you will receive a reminder during your clerkship rotation about completing your required diagnoses every Tuesday. The responsibility to complete and submit your log is your professional obligation.

NOTE: DO NOT CHANGE THE DROP DOWN TO SAY SUBMIT COMPLETE EVALUATION until ALL requirements have been met or the rotation ends.

While the log is designed to document the required experiences, there will be an opportunity for you to record additional encounters and/or specific comments. The log in MEDHUB has been designed to replicate clerkship requirements as listed in your clerkship syllabus.

How to log and Submit Logs

1. Login to <https://musc.medhub.com/>
2. Click on the **incomplete evaluations** link under the **urgent task** section on the right-hand side of the **Home Page**.
3. On the screen you will find all of the pending logs you need to complete. Click on the **hyperlink of the evaluation** under evaluation.
4. This will bring you to the log that you need to complete.
5. If you are **not done entering** all diagnosis and procedures during that clerkship, please change the drop-down menu at the bottom of the log to **Save answers- I will finish later**, then click **SUBMIT**.
6. Once you have entered all the data in the logs and ready to submit the log to the course director and coordinator, please change the drop-down menu to **Submit complete evaluation** and then hit the **submit button** at the bottom of this evaluation.

How to view your schedule in MedHub

1. Click on the **Schedules** tab
2. Choose tabs for which view of schedule, i.e. Rotations
3. Choose **academic year** you would like to view
4. Choose **enrollment period** you would like to view or all periods for full year.

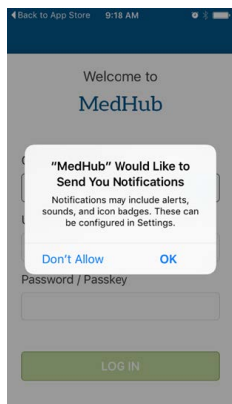
The MedHub Mobile iPhone App allows Trainees that use an iPhone to:

- View, initiate and complete evaluations
- View and complete logs
- Initiate and complete absence request forms
- View and sync calendars

Push Notifications can be turned on via **Settings > Notifications > MedHub > Allow Notifications**.

Accessing the MedHub iPhone App

The MedHub Mobile App is available for iPhone users and may be accessed via the App Store. The Trainee will search for the App by typing 'MedHub' in the search field and the MedHub Mobile App will be displayed. When the App is initially opened the Trainee will be asked if they would like to receive notifications from MedHub. When the App is opened the Trainee will select their home institution from the drop-down menu, enter their MUSC username and their netid.

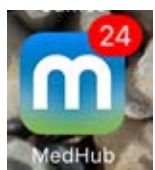


Push Notifications and Alerts

Upon login, the user has the option to allow (or prevent) notifications from the MedHub app. Push notifications pop-up on the screen of the user at first, with a prompt to answer whether they want notifications. These notices will tell a Trainee or Faculty member if an evaluation has been assigned to him or her.



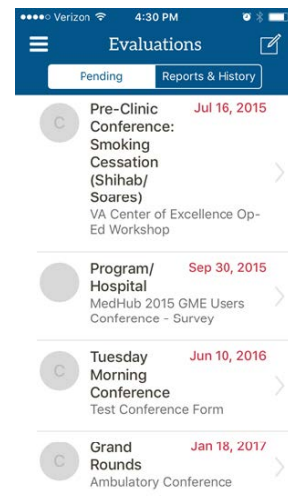
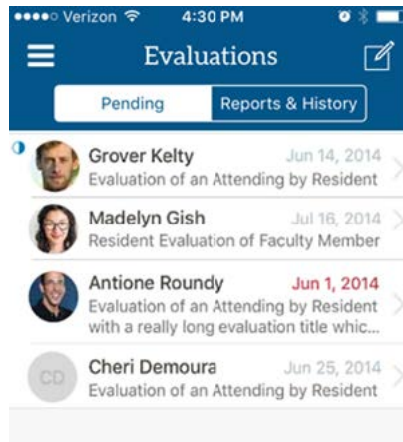
The circular red alert icon, with the number of pending incomplete evaluations (if applicable), will show within the native App when it is open, over the Evaluations icon listed at the bottom of the screen:



The red alert icon also displays outside the native app icon before the app is selected and opened

Evaluations in the iOS Mobile App

The Evaluations functionality within the MedHub app allows for a Trainee or Faculty member to complete evaluations. From anywhere inside the app, select the Evaluations icon in the menu bar at the bottom of the screen in order to go to the Evaluations functionality. Within “Evaluations,” the “Pending” area will display all forms already delivered to the user, pending completion. The oldest forms appear at the top of the screen. If the evaluation is about a thing (e.g. a conference or site), a single letter appears. If the target is a person, his or her initials or photo may appear by the form name. Select a form to begin to fill it out.

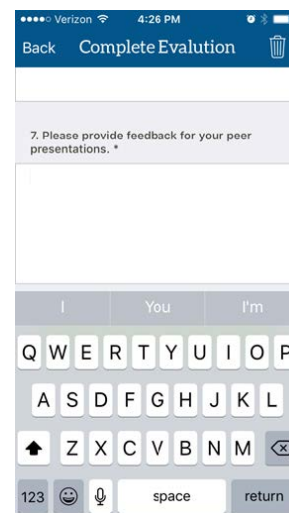


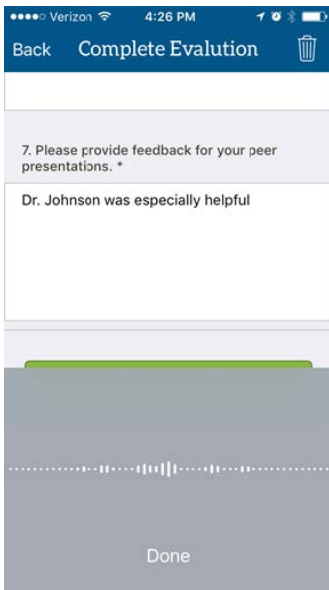
View Pending Evaluations

When viewing an incomplete evaluation, the name of the target and the evaluation form appears on the list screen, with the service/conference name if applicable, and the request date in red.

Dictating Comments in Evaluations

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.





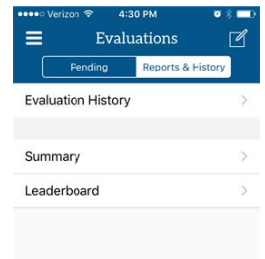
Comments and punctuation may be dictated into the phone and a transcription will appear immediately on screen. Select “Done” at the bottom of the screen, or select the long text field to return to the field and edit the transcription if necessary, when you are done speaking.

Submitting Evaluation

- Select “Submit Evaluation” button to turn in the completed evaluation. A notification will display to dismiss that the submission was successful.
- Within a pending evaluation, you have the option to select the trash can icon in the upper right corner, in order to delete the evaluation.
- (Removing an evaluation is a functionality only available for some institutions and programs). Must provide reason for deletion (i.e. “insufficient contact to evaluate”).

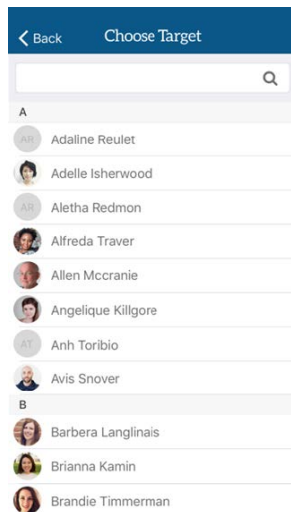
Reviewing Evaluation Summaries

Within “Evaluations,” select “Reports & History” to arrive at the landing page and select an option. Evaluation History gives the user a reference of what you completed about other people or things in the past.



Summary will display aggregate performance data of how the trainee is performing in each Milestones sub competency area for his specialty or subspecialty, if the program has enabled him or her to see this kind of information. If the program has enabled Milestones Element tracking, or EPAs, these are also options for the trainee to view his own aggregate performance. Only questions answered about a Trainee, which the program has tagged as Milestones question, and built with a Milestones scale, will flow to these displays.

Leaderboard will display how compliant the others in the user’s program are at completing their evaluations.



Initiating or Requesting Evaluations

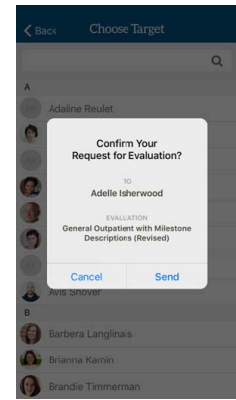
If you are initiating an evaluation, that you will complete about someone else, or “requesting” that a faculty member or educator or your choosing complete an evaluation about you, select the “box with the pencil” icon in the upper right, and then select to “Initiate” or “Request” an evaluation. Choose the program you are associated with in which to initiate or request the evaluation in.

Initiating an evaluation

- If you are initiating an evaluation, you must then choose the evaluation form (under the type of evaluation) that you wish to complete.
- “Choose a Target” (the person you will evaluate) from a list of available users in the program or institution.
- The Choose Target list is laid out in alphabetical order by First Name, and a search field is also available at the top of the screen.
- Select a target to complete the evaluation, fill it out and then submit it.

Requesting an evaluation

- If requesting an evaluation, you must then choose the evaluation form that you would like the educator to fill out about you.
- If requesting an evaluation, confirm who the evaluator you have selected will be, the form you selected for him or her to complete about you, and Send.



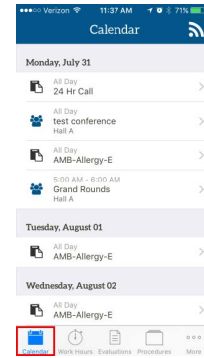
Using the MedHub iPhone App to View or Sync Calendar

Users have the ability to view their MedHub Calendar in the MedHub Mobile App and to sync their MedHub Calendar with their iPhone. The calendar is located in the menu bar. Users can tap any of the events to view their details. The Calendar allows users to see the next 60 days of events. They can sync all their MedHub events with their personal iOS calendar by clicking the subscribe button. After it has synced, they will see the events on their phone's calendar. The MedHub calendar will update every hour if any details have been changed. Users can pull down on the calendar to refresh.

Note: Only future event dates can be seen in the MedHub calendar. Events that have occurred on previous days can be viewed in the iPhone calendar after it has been synced.

Viewing the MedHub Calendar

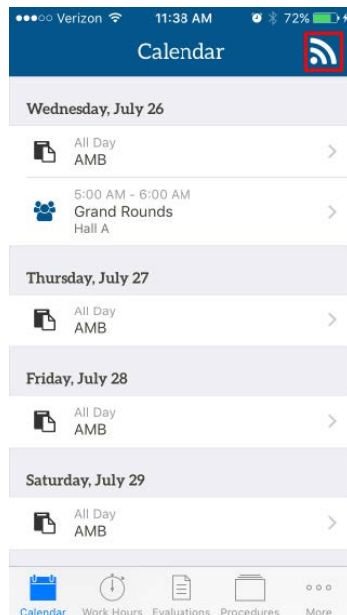
- To view the calendar, tap the **Calendar** bottom left corner.
 - To view the details of an event, tap on the event.
 - When finished viewing the event details, tap Back to return to the Calendar.
- Note:** Details cannot be edited from the mobile app.



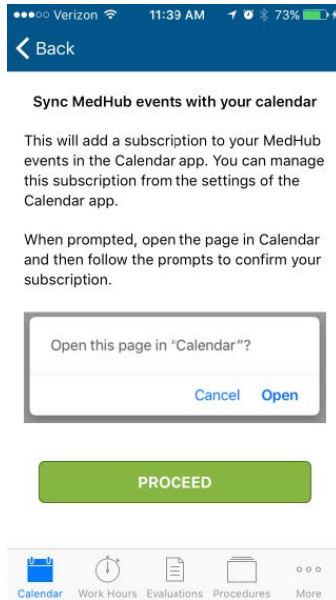
Sync MedHub Calendar to iPhone Calendar App

To sync the MedHub Calendar to the iPhone Calendar:

1. Tap the Subscribe button.



2. Tap Proceed.



3. Tap Subscribe to sync.

4. Tap View Events to see the events in the iPhone Calendar.

Unsync from Calendar App

To unsync the MedHub Calendar:

1. Tap Settings.
2. Tap Calendar.
3. Tap Accounts.
4. Tap Subscribed Calendars.
5. Tap the MedHub URL.
6. Tap Delete Account.
7. Tap Delete Account to confirm unsync.

Note: The MedHub Calendar can be resynced by following the syncing instructions.

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- View and complete logs
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Accessing the MedHub Android App

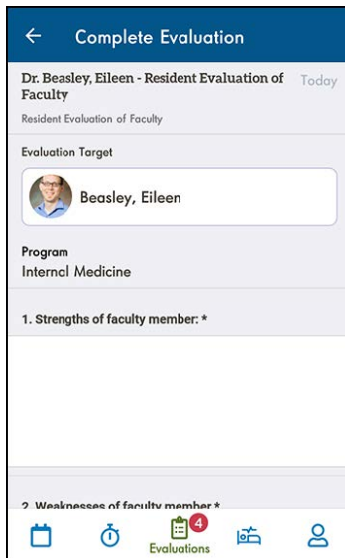
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Using the MedHub Android App to Fill Out Evaluations

The Evaluations functionality within the MedHub app allows for a Trainee or Faculty member to complete evaluations. From anywhere inside the app, select the Evaluations icon in the menu bar at the bottom of the screen in order to go to the Evaluations functionality. Within "Evaluations," the "Pending" area will display all forms already delivered to the user, pending completion.

The oldest forms appear at the top of the screen. If the evaluation is about a thing (e.g. a course or site), a single letter appears. If the target is a person, his or her initials or photo may appear by the form name. Select a form to begin to fill it out.



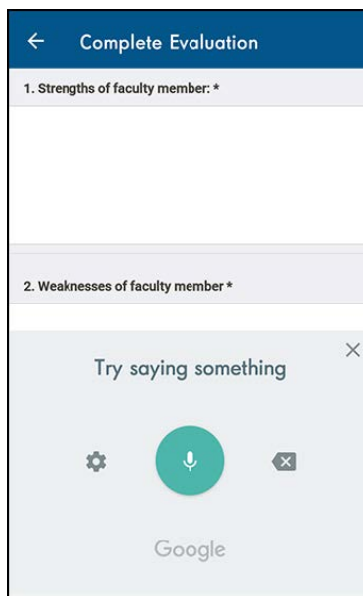
View Pending Evaluations

When viewing an incomplete evaluation, the name of the target and the evaluation form appears on the list screen, with the service/conference name if applicable, and the request date in red.

Example displaying a sample evaluation

Dictating Comments in Evaluations

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 dictation. Comments and punctuation may be dictated into the phone and a transcription will appear immediately on screen. Tap the close icon to return to the field and edit the transcription if necessary.



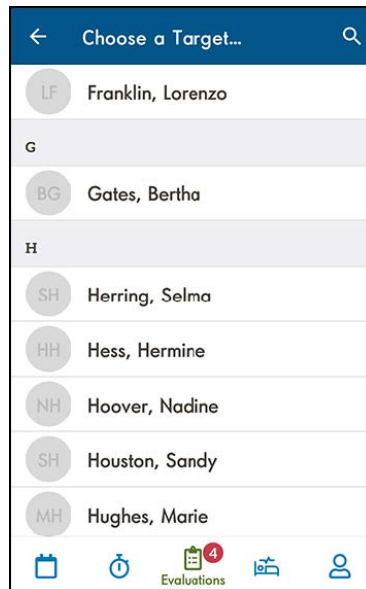
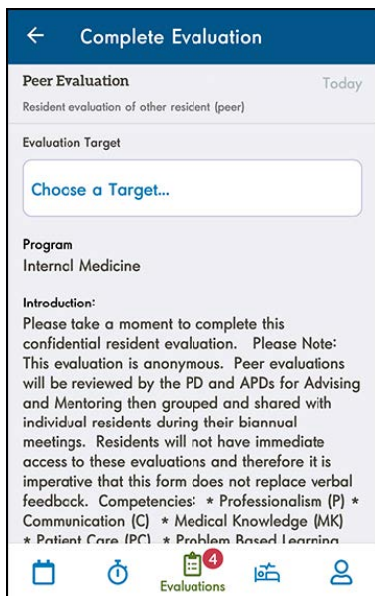
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- If requesting an evaluation, you choose the form that you would like the educator to fill out about you.
- If initiating an evaluation that you will complete, you “Choose a Target” (the person you will evaluate) from a list of available users in the program or institution.



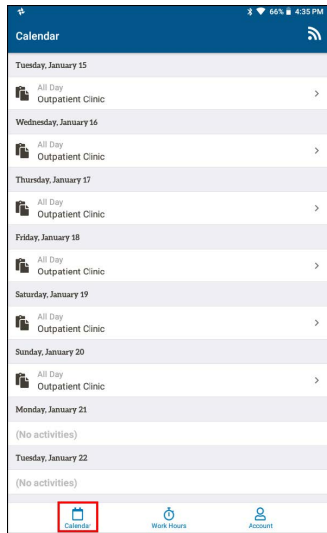
Select a target to complete an evaluation about. Fill it out, then submit it.

If requesting an evaluation, confirm who the evaluator you have selected will be, the form you selected for him or her to complete about you, and Send.

Using the MedHub Android App to View or Sync Calendar

Users have the ability to view their MedHub Calendar in the MedHub Mobile App and to sync their MedHub Calendar with their Android device. The Calendar allows users to see the next 60 days of scheduled events, and users can tap on individual events to see the event details. They can sync their MedHub events with their personal Android calendar by following the Calendar Sync instructions provided in the myCalendar section of the web app, or by clicking the subscribe button and following the provided instructions. After calendars have been synced, the user will see their MedHub

events on their personal Android device calendar. The MedHub calendar will update every hour if any details have been changed. Users can pull down on the calendar screen to refresh. **Note:** Only future event dates can be seen in the MedHub calendar.



Viewing the MedHub Calendar

- To view the calendar, tap the **Calendar** icon on the left side of the menu
- To view the details of an event, tap on the event.
- When finished viewing the event details, tap Back to return to the Calendar.

Note: Details cannot be edited from the mobile app.

Sync MedHub Calendar to Personal Calendar

For Android devices, a calendar sync must be done via the MedHub web app and not the Android mobile app. Go to the Personal Calendar section on the Home Page of MedHub and click on the **View myCalendar** button. Click on the **Sync Calendar** or the **Android Icon** button in the Sync Calendar menu. **Note:** Make sure the tab for **Android Phones** is selected on the instructions page. Follow the instructions listed on the MedHub site to connect and sync MedHub events with a personal calendar on the user's Android device. **Note:** When tapping the **Subscribe** button in the Calendar view on the mobile Android device, the Calendar Sync page will only direct users to follow the instructions for syncing calendars via the web app.

For questions regarding MedHub please contact Michele Knoll Friesinger at knollm@musc.edu.