

15. MedHub Mobile App for Android

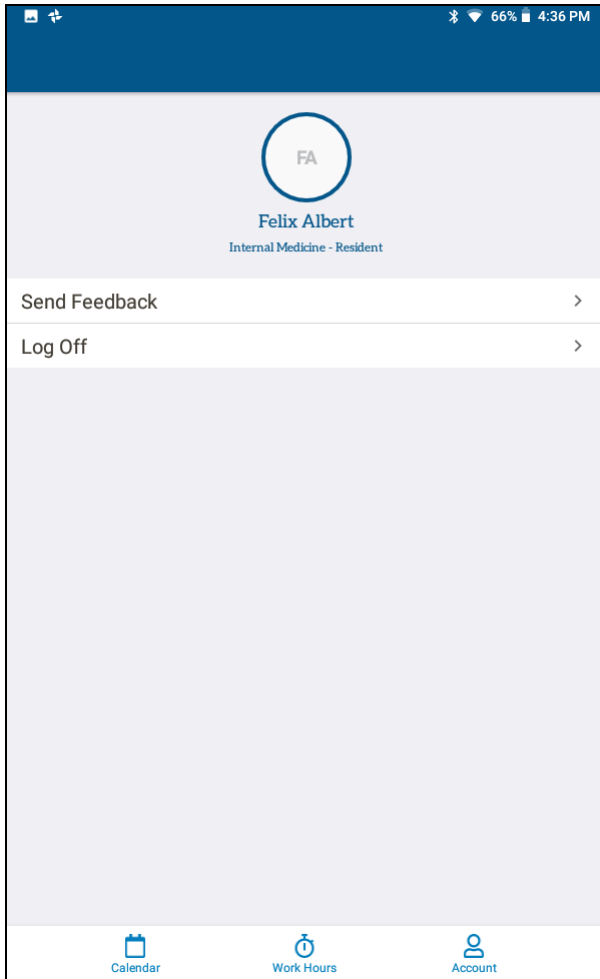
◦

The MedHub Mobile Android App allows Trainees that use an Android phone to:

- View and Log work hours in real time
- Access weekly work hour compliance overviews
- View and sync calendars

Android Account

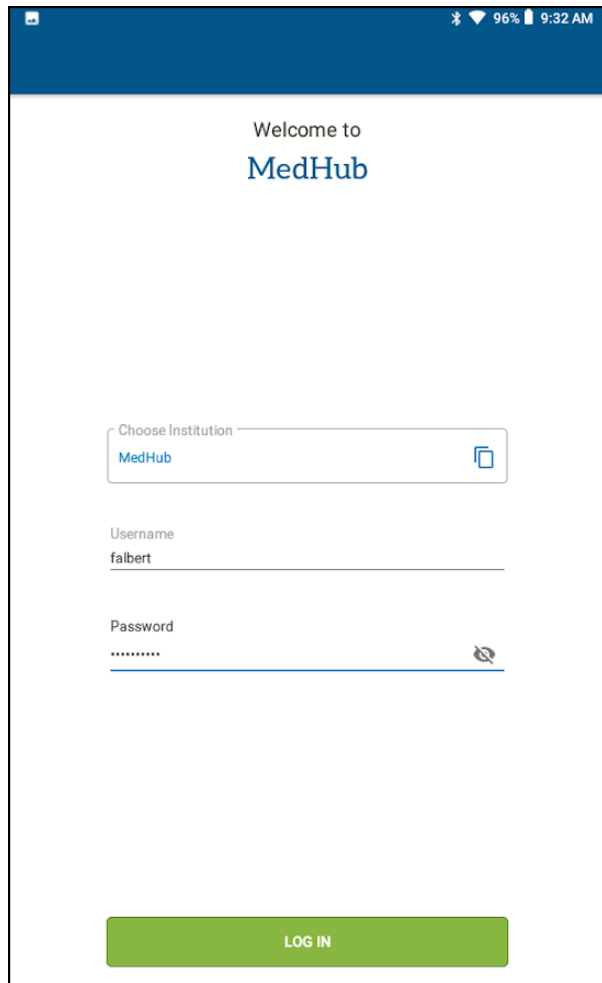
Once logged in, users have the option to Send Feedback and provide comments about the Android App to MedHub at any time, or users can log off from the Account page.



15.1. Accessing the MedHub Android App

The MedHub Mobile App is available for Android users and may be accessed via the Google Play Store. The Trainee can search for the App by typing 'MedHub' in the search field and the MedHub Mobile App will be displayed.

When the App is opened the Trainee will select their home institution from the drop-down menu, enter their username and their password/passkey (for users who use single-sign on credentials to access MedHub).

The image shows a mobile app login screen for MedHub. At the top, there is a dark blue header bar with a status bar above it showing a signal icon, 96% battery, and 9:32 AM. Below the header, the text "Welcome to MedHub" is centered. The main content area is white and contains three input fields: "Choose Institution" with a dropdown menu showing "MedHub" and a copy icon; "Username" with the text "falbert"; and "Password" with masked characters "*****" and a toggle icon. At the bottom, there is a green button labeled "LOG IN".

Welcome to
MedHub

Choose Institution
MedHub

Username
falbert

Password

LOG IN

15.2. Using the MedHub Android App to Log Work Hours

Logging Work Hours

When the Trainee logs into the MedHub Android Mobile App and navigates to the Work Hours page, the current calendar week will be displayed. Trainees have access to document work hours for two-week rolling periods in weekly blocks. After the two-week period, they are locked out and a small lock icon will appear indicating that a week can no longer be edited. To navigate to the previous week, tap the small arrow at the upper left-hand side of the screen.

To Log Work Hours:

1. Select the day of the week at the top of the screen for which the hours are to be entered.
2. Select the **Choose Time Type** drop-down to select the type of hours being logged.

Note: Moonlighting will only be available as an option if the institution has approved moonlighting.

3. Select the **Start** time by tapping on the time box and using the time picker pop-up to select hours. Select if the **End** of work hours ended on the current calendar day or the following calendar day by clicking on the calendar days listed. Select the **End** time using the time picker pop-up to select hours.
4. Tap the **Add** button to add the work hours. Total work hours are tallied at the bottom of the screen as they are entered.
5. Click on other days of the week at the top of the screen to continue entering time for each day of the week.

Additional types of work hours may be selected before leaving the screen.

Deleting an Entry

To delete entered work hours, tap on the desired entry that has already been logged, and tap on the **Delete Hours** text button to delete the entry. Select **Yes** on the pop-up to confirm the work hours deletion, or select **Cancel** to go back.

Submitting Work Hours / Viewing the Weekly Compliance Checklist

The graphical display shows the work hours that have been entered for the allowed time period. Any potential violations that have been identified will be displayed in the 'Weekly Compliance Checklist' portion of the screen. The compliance checklist will update in real time as hours are entered.

To submit the recorded work hours, tap the **Submit Hours** button at the bottom of the Work Hours screen.

📶 93% 9:37 AM

Work Hours

< Dec 30 - Jan 5
2018
Jan 6 - 12
2019
Jan 13 - 19
2019 >

Sunday, January 6	0.0 hrs
<div style="height: 15px; background: linear-gradient(to right, #ccc 49%, #0070c0 49% 51%, #ccc 51%);"></div>	
Monday, January 7	12.0 hrs
<div style="height: 15px; background: linear-gradient(to right, #ccc 25%, #0070c0 25% 75%, #ccc 75%);"></div>	
Tuesday, January 8	4.5 hrs
<div style="height: 15px; background: linear-gradient(to right, #ccc 62.5%, #0070c0 62.5% 78.75%, #ccc 78.75%);"></div>	
Wednesday, January 9	7.0 hrs
<div style="height: 15px; background: linear-gradient(to right, #ccc 16.6%, #0070c0 16.6% 41.6%, #ccc 41.6% 43.3%, #0070c0 43.3% 58.3%, #ccc 58.3%);"></div>	
Thursday, January 10	0.0 hrs
<div style="height: 15px; background: linear-gradient(to right, #ccc 0%, #ccc 100%);"></div>	
Friday, January 11	0.0 hrs
<div style="height: 15px; background: linear-gradient(to right, #ccc 0%, #ccc 100%);"></div>	
Saturday, January 12	0.0 hrs
<div style="height: 15px; background: linear-gradient(to right, #ccc 0%, #ccc 100%);"></div>	

⌵ Weekly Summary ⌵

Weekly Compliance Checklist

88 Hr Max	✔
Day Off	✔
24+4 Shift Max	✔

This Weeks Hours: 23.5

SUBMIT HOURS

Calendar

Work Hours

Account

When work hours are submitted, the system will check for any potential violations for that week. If at least one violation is identified, a screen will be displayed asking the Trainee for details around each of the violations, and they will be directed to document a mitigating reason.

92% 9:38 AM

←

Potential Break Issue

Work periods identified with less than a 10 hour break

Please help us identify the true work hours violations by specifying the reason for each break below. This step is required to submit your final work hours for the week.

Tuesday, Jan 8, 5.5 hour break

(Select Reason) ▾

SUBMIT BREAK REASONS

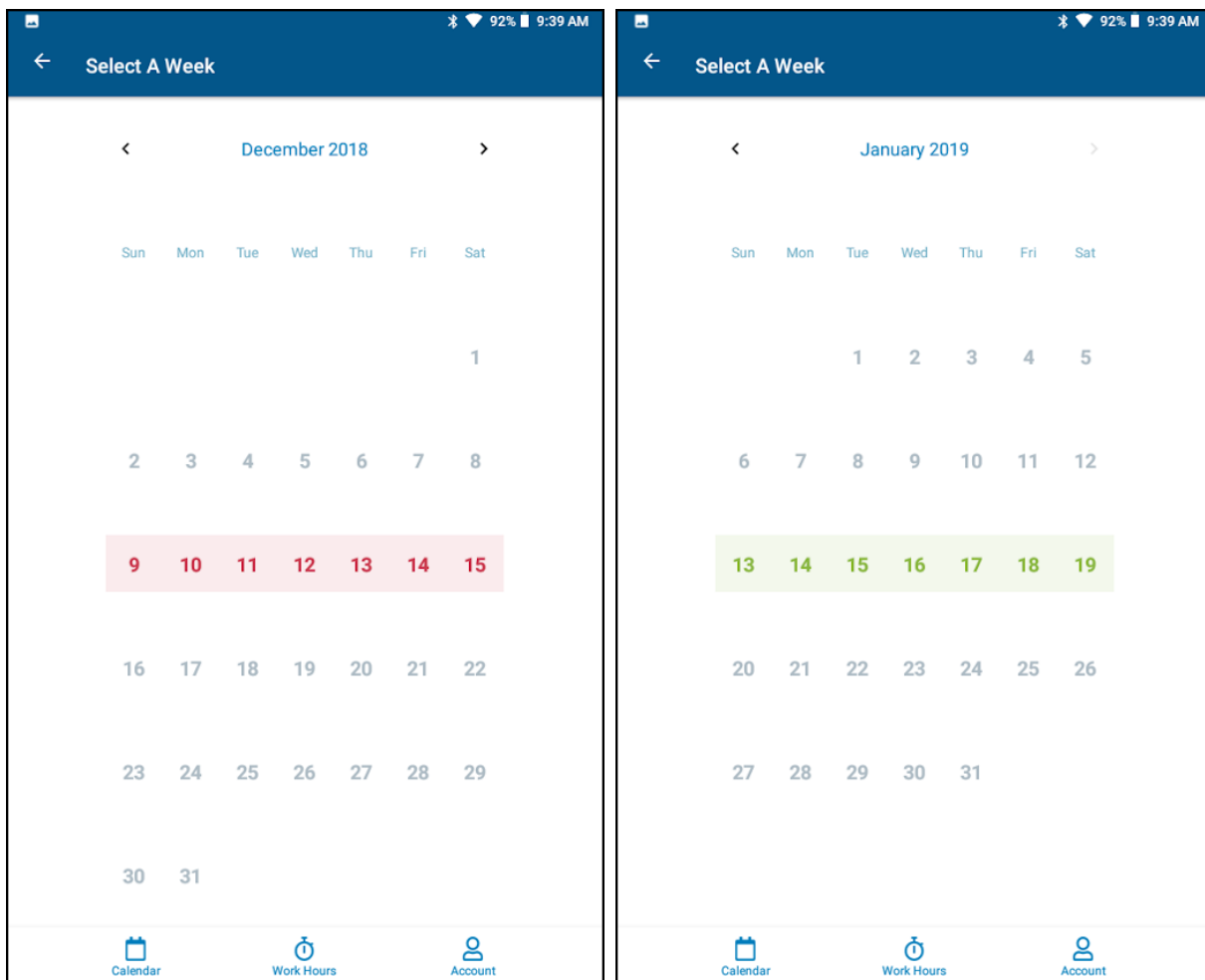
Calendar

Work Hours

Account

To view a work hours history report in a monthly calendar view, select the small calendar icon located in the upper right hand corner of the screen on the main Work Hours page.

The week(s) colored red represent a non-compliant week, where a potential violation was flagged, and the week(s) colored green represent a compliant week, where no violations were flagged.



15.3. 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 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.

Example displaying a sample evaluation:

Administrators: View Pending Evaluations

When viewing evaluation scale questions, they may display vertically or horizontally. The scale questions will be formatted differently than they are on the full version of the site at a computer or laptop.

Mobile Status and accessibility are important for Program Administrators to consider when they select scales in building an evaluation form, both for the benefit of end users who utilize the native mobile app, and those who access the Web app via Internet browser on their phones.

Using mobile-friendly scales makes it easier for the end user to read with less scrolling and selecting.

Administrators:

“Mobile Friendly” is a status displayed with green color given to shorter evaluations that Administrators are building which contain less than the criteria thresholds (mentioned below) for mobile caution.

“Mobile Caution” will appear with a yellow color when building an evaluation form. These forms are approved for display with caution. Some questions and scales may require scrolling. Any of the following criteria thresholds would make a form appear with “mobile caution” status.

- Title - 100 characters
- Intro - 400 characters
- Questions - 10 questions
- Question length - 300 characters
- Scale - 6 choice options
- Scale option length - 30 characters

“Not Mobile Friendly” will appear with a red color when building an evaluation form. This evaluation form is not recommended for mobile viewing, however it would still show for the end user with potentially more scrolling and selecting of hyperlinks. Any of the following criteria thresholds would make a form appear with “not mobile friendly” status.

- Title - 200 characters
- Intro - 800 characters

- Questions - 25 questions
- Question Length - 600 characters
- Scale options - 11 choice options
- Scale option length - 60 characters

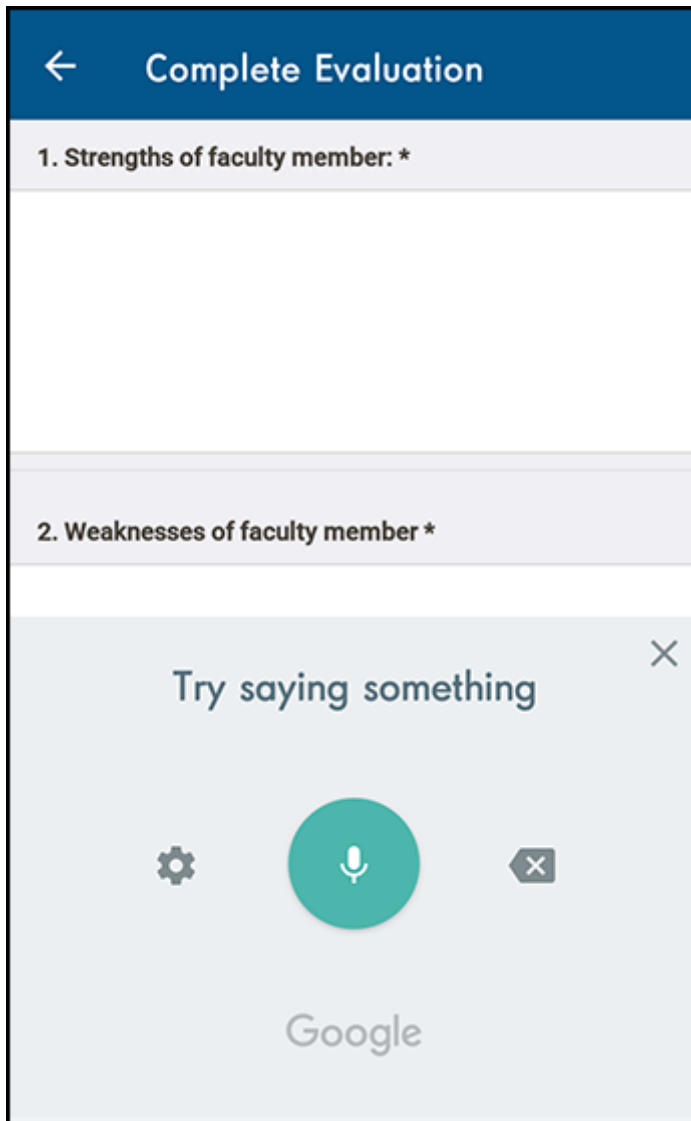
What if the Program Administrator built the form with the Formatting set as “Pop-up hint” for Scale Descriptions display? How will that “hover text” appear on the native mobile app?

On the MedHub full site, the pop-up hint will only appear when the end user hovers his or her mouse or cursor over the button for that choice option:

On the mobile app, that exact same form appears similarly. However, a hyperlink of the option title, e.g. “Needs Improvement,” may now be selected, and it leads to the Scale Descriptor text pop-up hint.

Faculty, Trainees, and Administrators:

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.

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 "History" to arrive at the landing page and select an option.

Evaluation History gives the user a reference of what he or she completed about other people or things in the past, if the evaluations were not marked with the special option of anonymous.

If "initiating" an evaluation that you will complete about someone else, or "requesting" that a faculty member or educator of your choosing complete an evaluation about you, select the "box with the pencil" icon in the upper right, and then select to "Initiate an Evaluation" or "Request 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.

Note: The Program Administrator would have had to build, lock, and set the evaluation form options on Program Settings | Evaluations, either under "Self-Initiated Evaluations" for your user type to initiate about other people or things, or under "Resident/Student-Initiated Performance Evaluations" for a trainee to send to an educator.

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.

← Complete Evaluation

Peer Evaluation Today

Resident evaluation of other resident (peer)

Evaluation Target

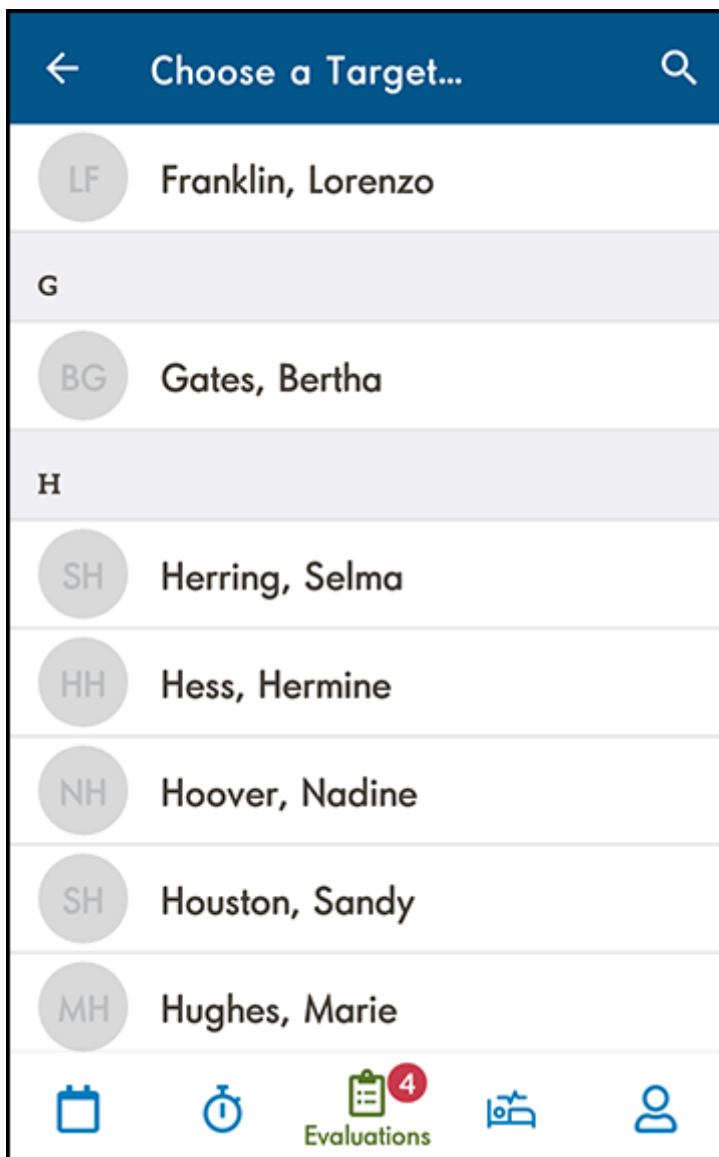
Choose a Target...

Program
Internal Medicine

Introduction:
Please take a moment to complete this confidential resident evaluation. Please Note: This evaluation is anonymous. Peer evaluations will be reviewed by the PD and APDs for Advising and Mentoring then grouped and shared with individual residents during their biannual meetings. Residents will not have immediate access to these evaluations and therefore it is imperative that this form does not replace verbal feedback. Competencies: * Professionalism (P) * Communication (C) * Medical Knowledge (MK) * Patient Care (PC) * Problem Based Learning

Calendar Clock Evaluations Microscope Person

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 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.

15.4. Using the MedHub Android App to Log Procedures

To log a new procedure select the Procedures icon and fill in the log with the applicable information and then tap 'Submit Case Log'.

When logging a procedure using MedHub, Trainees can document the following:

- Date of the procedure(s) (required) - Text
- Location (required) - Drop-down/Text
- Supervisor (required) - Drop-down/Text
- Visit Type
- Patient ID (optional) - Text - Please instruct Trainees to NOT enter patient names or social security numbers under the patient ID field.
- Patient Gender (optional) - Drop-down
- Patient Age (optional) - Drop-down
- Procedure(s)
- Diagnosis (optional)
- Complications (optional)
- Procedure Notes (optional)

Procedures

Case Information

Date*

Today >

Location

Waterbury Hospital Floors >

Supervisor

>

Patient ID

>

Patient Gender

>

Patient Age

>

Test Field*


>


Patient Age*


>

Gender*


>








4



Procedures



To Add a Procedure

1. Tap Add Procedure.

Procedures

MRN*

>

Complications

>

Notes

>

Procedures


Add Procedure


Diagnoses


Add Diagnosis

SUBMIT CASE LOG


CLEAR FORM








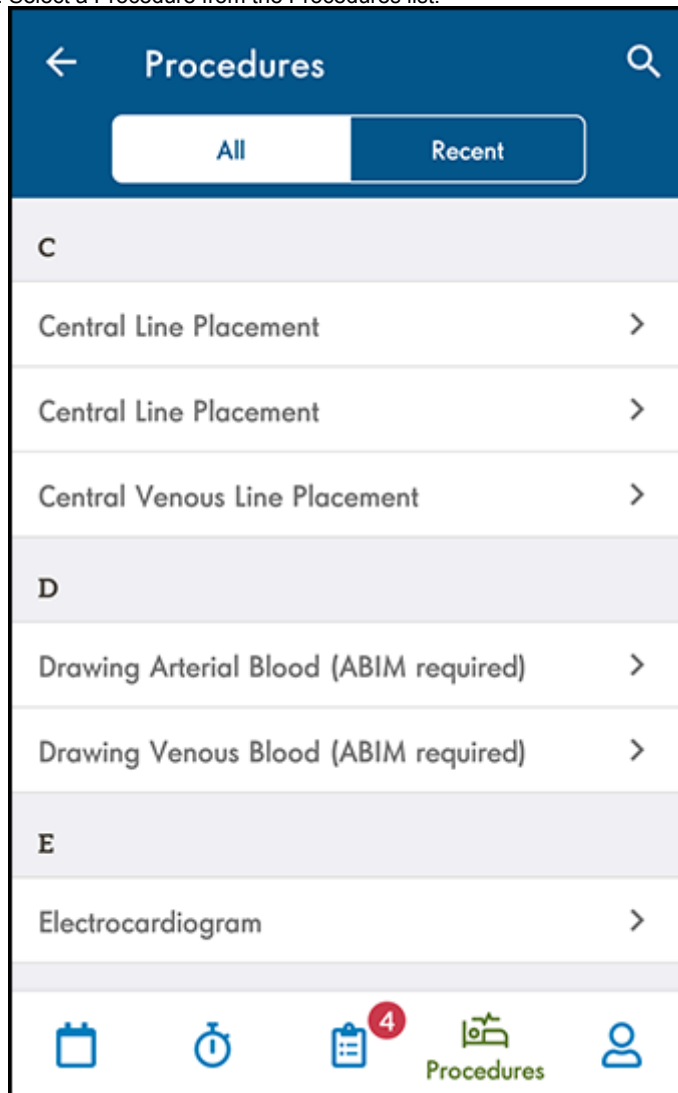
4



Procedures



2. Select a Procedure from the Procedures list.



3. Select the role during the procedure and whether or not an evaluation is requested.

Procedure

ADD

Procedure

Electrocardiogram

Role

☒ Performed

☐ Assisted

☐ Observed

☐ Supervised

Request an Evaluation

☐ Yes

☒ No

4

Procedures

4. Tap Add.

To Add a Diagnosis

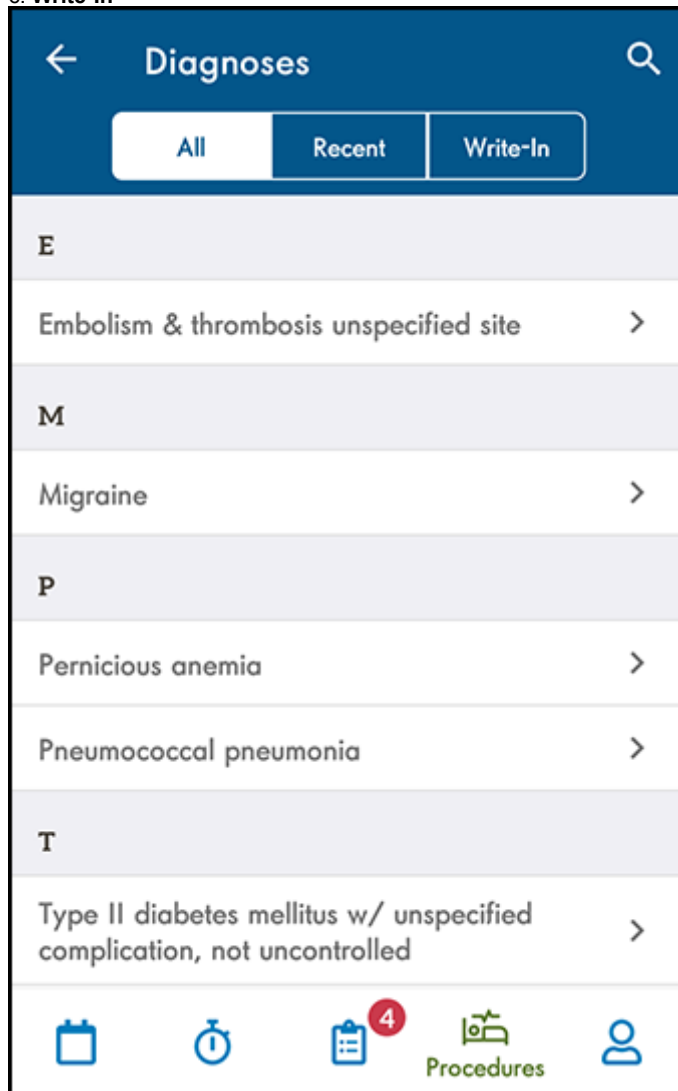
1. Tap Add Diagnosis.

The screenshot shows a mobile application interface with a dark blue header labeled "Procedures". Below the header, there are three white rows with text and right-pointing chevrons: "MRN*", "Complications", and "Notes". These are followed by a light gray section header "Procedures", a white button labeled "Add Procedure", another light gray section header "Diagnoses", and a white button labeled "Add Diagnosis". At the bottom of this section is a large green button labeled "SUBMIT CASE LOG". Below that is a light gray button labeled "CLEAR FORM". The bottom of the screen features a navigation bar with five icons: a calendar, a stopwatch, a clipboard with a red circle containing the number "4", a hospital bed icon labeled "Procedures", and a person icon.

2. Select a diagnosis from the following display options:

- a. **All**
- b. **Recent**

c. Write-In



3. Select a role, or write in a role if applicable.

4. Tap Add.

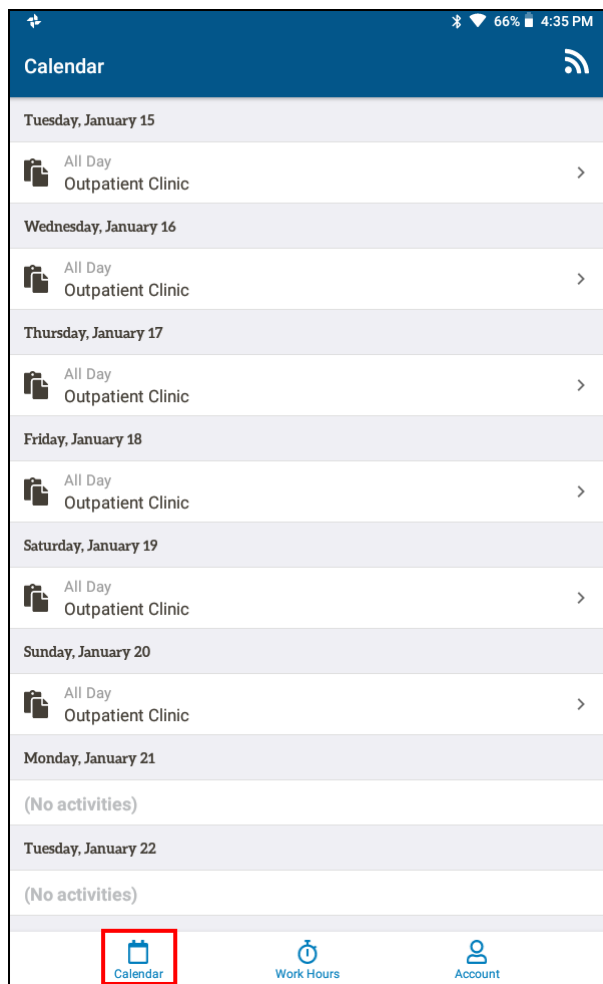
15.5. Using the MedHub Android App to View or Sync Calendar

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.

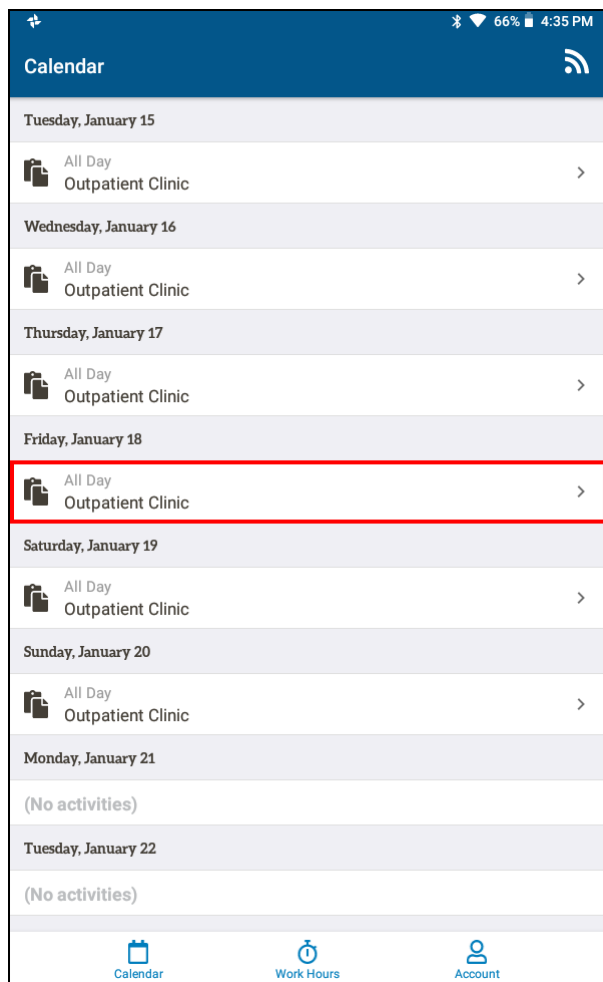
Note: Only future event dates can be seen in the MedHub calendar.

Viewing the MedHub Calendar

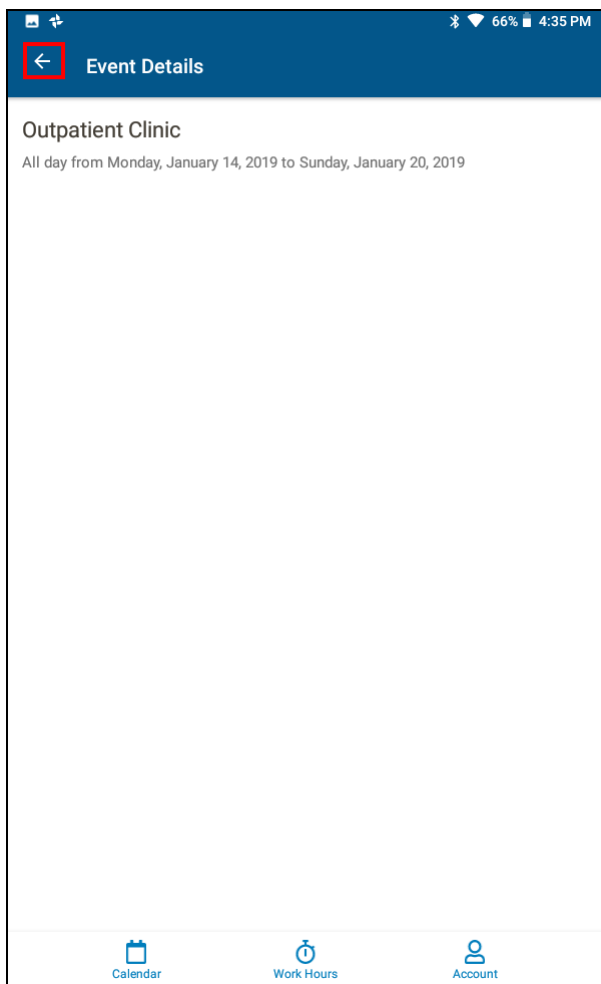
To view the calendar, tap the **Calendar** icon on the left side of the menu.



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.

Personal Calendar

JANUARY 2019

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 		

Color Key:

Shift/Call
 Event(s)

Away Conference

Vacation/LOA

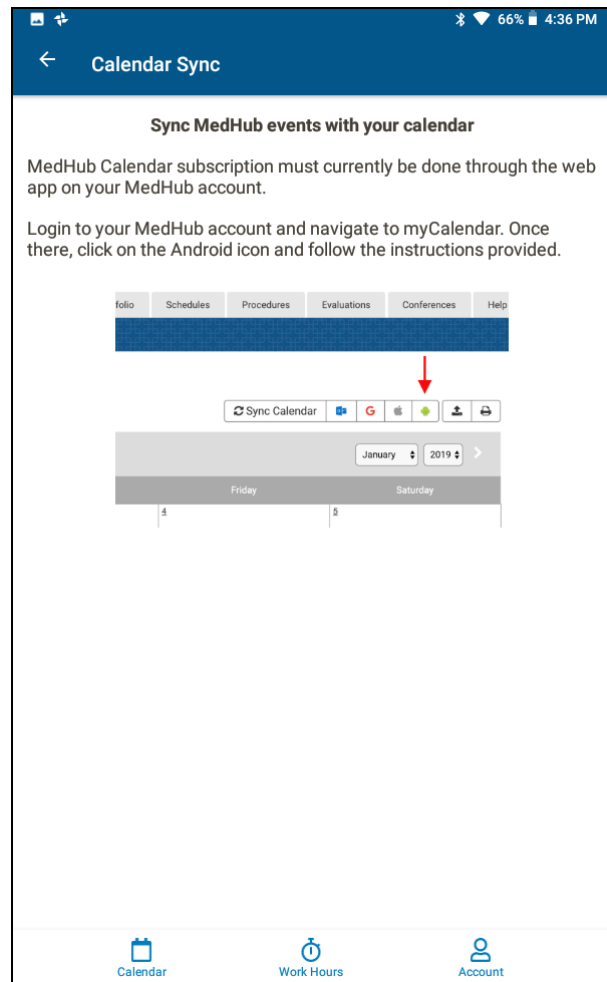
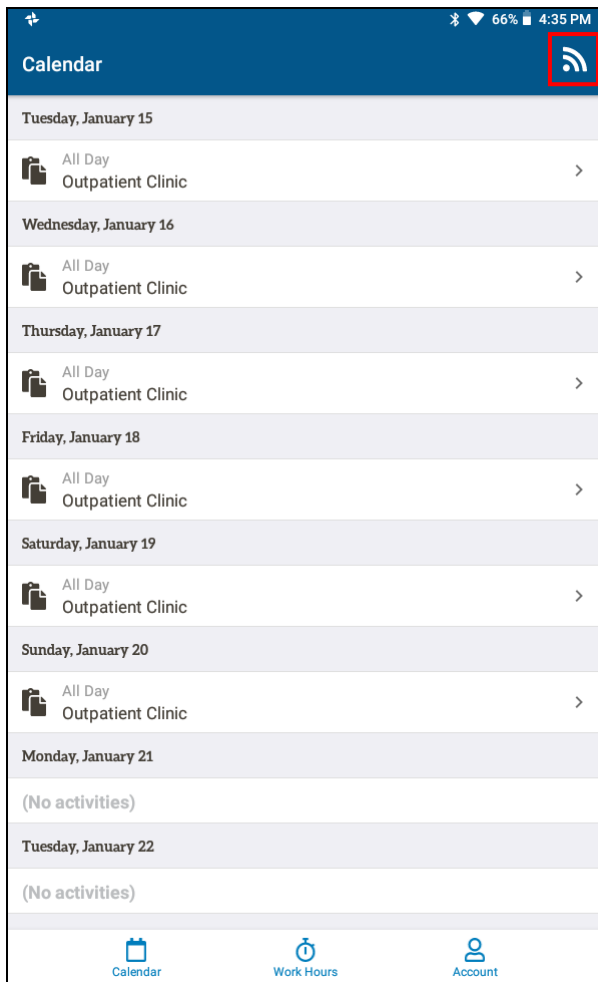
View myCalendar

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.



15.6. Using the MedHub Android App 'More' Tab

16. MedHub Mobile App for iPhone

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

1. Log work hours in real time.
2. Access weekly work hour compliance overview.
3. Complete pending evaluations, as well as initiate and request evaluations.
4. Submit and review case logs.

Faculty members may also complete evaluations and verify pending procedures via the iPhone App.

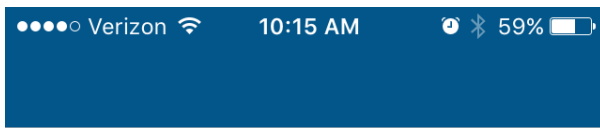
Push Notifications can be turned on via **Settings > Notifications > MedHub > Allow Notifications**.

16.1. 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 (i.e. "Work Hours have not been submitted yet.")

When the App is opened the Trainee will select their home institution from the drop-down menu, enter their username and their password/passkey (for users who use single-sign on credentials to access MedHub).



Welcome to

MedHub

Choose Institution

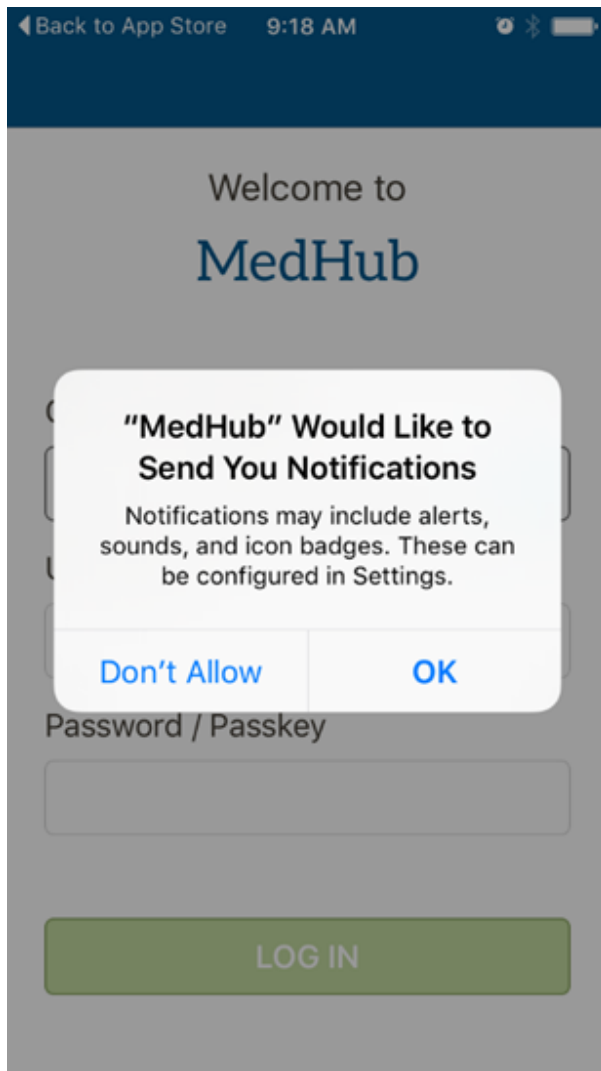
Username

Password / Passkey

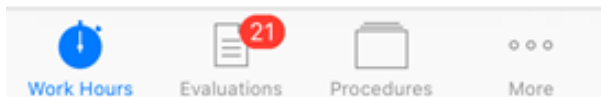
For Android users, the mobile app may be accessed by entering the user's institution's MedHub URL into the browser on the device. The user will be asked if they wish to access the 'Full Site', 'Evaluations App', 'Mobile Work Hours App', or 'Procedure Logging App'. Users will then be able to complete evaluations, record work hours, or submit case logs depending on the app they have chosen.

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 the Trainees if they still have Work Hours to submit, or will tell a Trainee or Faculty member if an evaluation has been assigned to him or her. It will also let a Faculty member know that he/she has a procedure to verify.



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



16.2. Using the MedHub iPhone App to Log Work Hours

Logging Work Hours

When the Trainee logs into the MedHub iPhone Mobile App and navigates to the Work Hours page, the current calendar week will be displayed. Trainees have access to document work hours for two-week rolling periods in weekly blocks. After the two-week period, they are

locked out and a small lock icon will appear indicating that a week can no longer be edited. To navigate to the previous week, tap the arrow at the upper left-hand side of the screen.

9:45

Work Hours

< -26 Jan 27 - Feb 2 ✓ 2019 >

No changes to sync.

Sunday, January 27	17.0 hrs
Monday, January 28	10.0 hrs
Tuesday, January 29	10.5 hrs
Wednesday, January 30	10.0 hrs
Thursday, January 31	9.5 hrs
Friday, February 01	10.5 hrs
Saturday, February 02	9.0 hrs

Weekly Summary

This Week's Hours: 76.5

SUBMIT HOURS

Calendar Work Hours Evaluations Procedures More

Entering Work Hours

1. Select and tap on the day for which the hours are to be entered. To select the previous week, tap the arrow at the upper left-hand side of the screen.
2. Select the 'Choose Time Type' drop-down to select the type of hours
Note: Moonlighting will only be available as an option if your institution has approved you for moonlighting
3. Choose the 'Start' and 'End' time using the time picker to scroll and adjust hours
4. The 'Add' button may be selected to tally the total hours
5. Click on the days of the week at the top of the screen to continue entering time for the week

Additional types of hours may be selected prior to leaving the screen.

11:51
LTE

Week
Time Entry - Jan 28

S
M
T
W
Th
F
S

17.0
10.0
10.5
10.0
9.5
10.5
9.0

Choose Time Type

Standard Work Period

START

END

04 : 30 AM

02 : 30 PM

05 : 00 AM

03 : 00 PM

05 : 30 AM

03 : 30 PM

ADD 10.0 HOURS

Today's Hours: 10.0

5:00am - 3:00pm
Standard Work Period
10.0

Calendar

Work Hours

Evaluations

Procedures

More

Deleting an Entry

1. Swipe the entry to the left and a 'Delete' button will appear
2. Select the 'Delete' button to delete the entry

Or

1. Tap the entry
2. Tap 'DELETE HOURS' and tap the OK button.

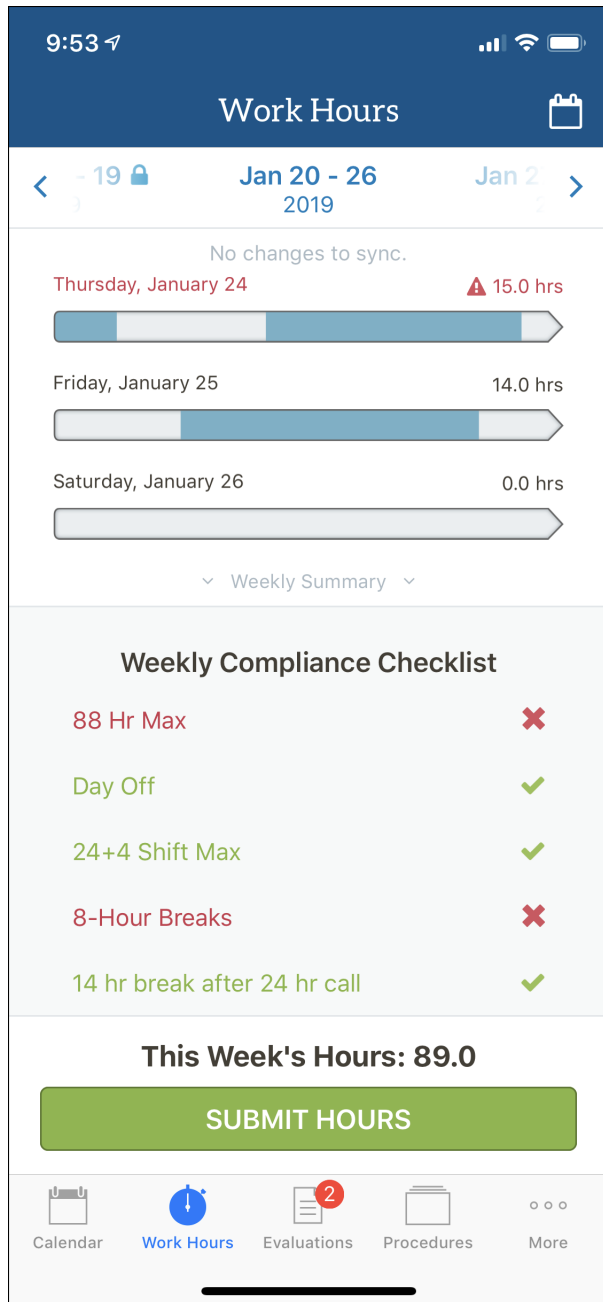
Saving an Entry

The hours will be saved automatically. If the device is not connected to the Internet, hours may still be recorded and will be saved. Once the device is connected to the Internet again the hours will be synced. A message will be displayed that says "There are changes to sync" if hours were recorded while the device was not connected to the Internet.

Submitting Work Hours Time Sheets / Viewing the Weekly Compliance Checklist

The graphical display shows the work hours that have been entered for the allowed time period. Any potential violations that have been identified will be displayed in the 'Weekly Compliance Checklist' portion of the screen. The compliance checklist will update in real time as hours are entered.

To submit the recorded work hours, tap the **Submit Hours** button at the bottom of the Work Hours screen.



When work hours are submitted, the system does an immediate check to see if there are any potential violations for that week. If at least one break violation is identified a screen will be displayed listing the potential violations, requiring the Trainee to provide details about each of the breaks/violations.

Tapping on the violation will provide Trainees with a screen to document a mitigating reason for the potential violation. The microphone on the user's iPhone may be used to dictate the reasoning.

[illegible]

9:56

Potentially Non-Compliant Hours

The submitted work hours have been flagged as potentially non-compliant

Potential Issue(s):

Maximum of 88 total hours (89.0 recorded)
Work period over maximum (24+4 Shift Max)

Reason for Potential Issue(s)

Procedures

Extended shift for aiding in a procedure.

SUBMIT BREAK REASONS

Work Hour Compliance Calendar View

Select the small calendar icon located in the upper right hand corner of the screen to view a work hours history report.

The week(s) colored red represent a non-compliant week, where a potential violation was flagged. The week(s) colored green represent a compliant week, where no violations were flagged.

Tapping the View History Report button will provide a graph of hours worked over a larger period of time.

9:58

Select A Week

January 2019

S	M	T	W	Th	F	S
		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		

February 2019

S	M	T	W	Th	F	S
					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		

VIEW HISTORY REPORT

Calendar

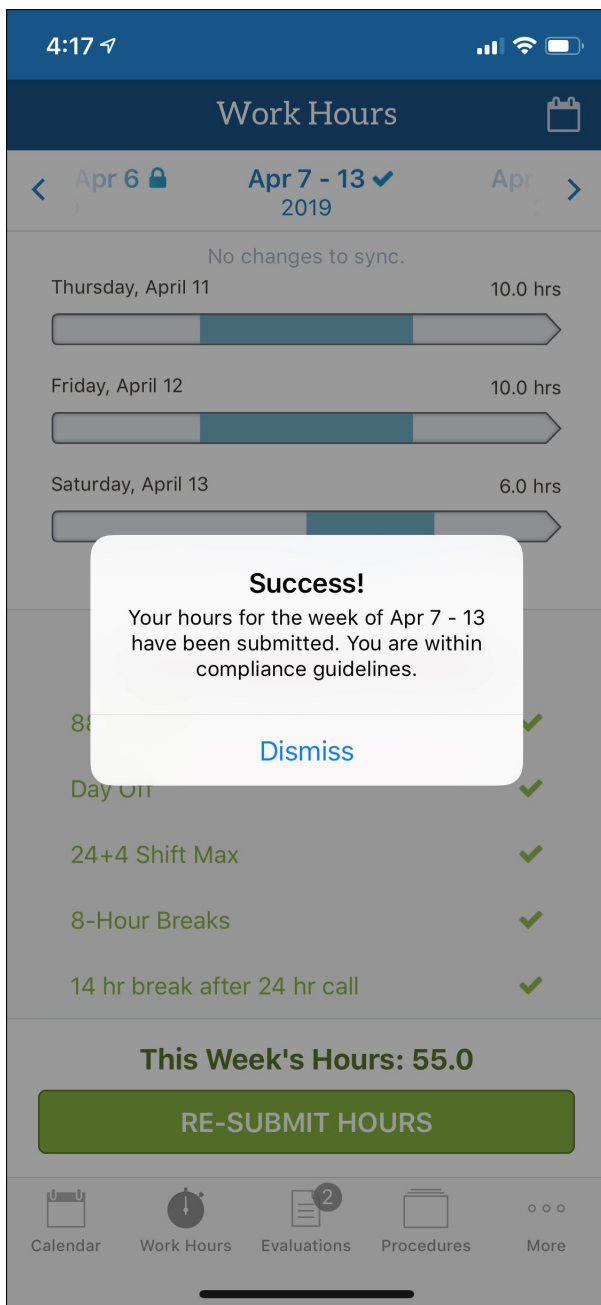
Work Hours

Evaluations

Procedures

More

After work hours have been entered and any potential violations have been resolved, the Trainee will receive a message when compliant work hours have been submitted successfully for a given period.

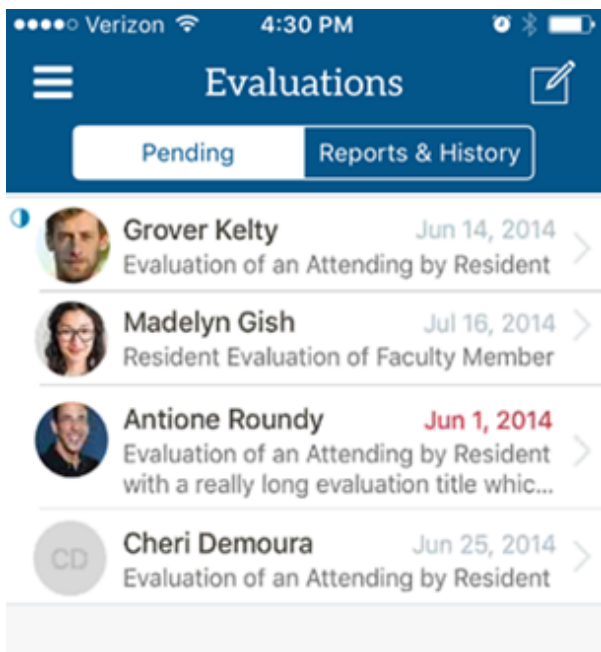
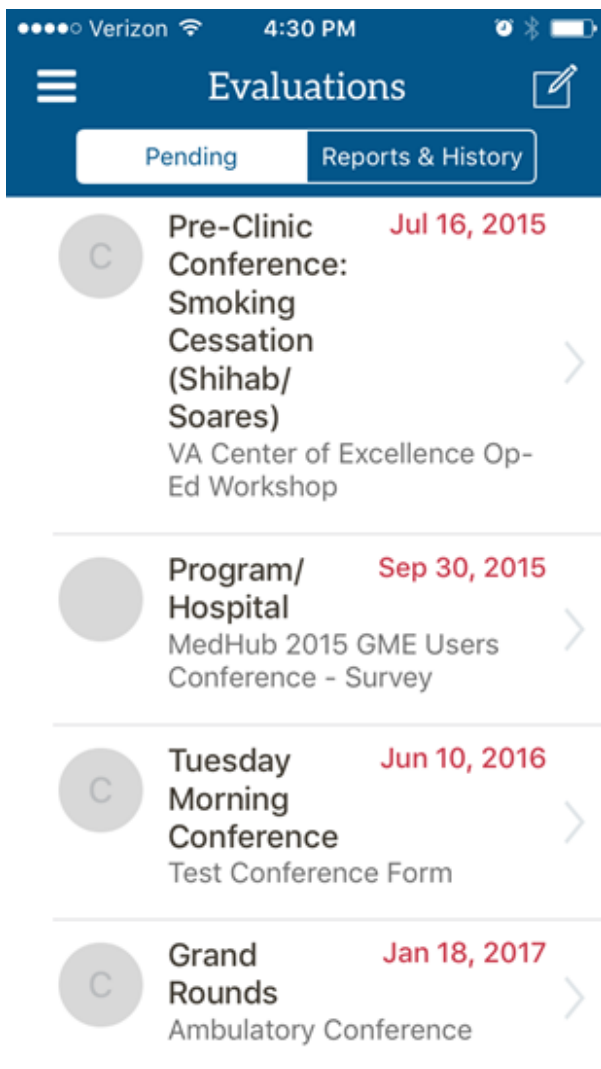


16.3. Using the MedHub iPhone App to Fill Out Evaluations

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.

Examples displaying the top of two sample evaluations:

Back

Complete Evaluation



Dr. Abbott, Josephine -
Ambulatory Conference :
Grand Rounds (01/19/17)

Jan 18, 2017

Ambulatory Conference

Evaluation Target



Abbott, Josephine

Program:

Internal Medicine - Primary Care , Level 1


Introduction:

Friday Ambulatory Conference resident
evaluation of day

Please evaluate the entire day

When evaluating the Ambulatory Conference
Day, please evaluate the entire day including
Ambulatory Report, EBM, Journal Club, hands-
on activities, and individual presentations.


Verizon 4:27 PM

Back Complete Evaluation 

Dr. Hinson, Ilse - Floors/Units May 28, 2015
- Resident Evaluation of
Attending (2014-2015)

Floors/Units - Resident Evaluation of Attending

Evaluation Target



Hinson, Ilse

Program:
Internal Medicine, Level 1

Service name:
Oncology YSC

Rotation:
05/20/2015 to 06/22/2015

Introduction:
All information included in this form will remain confidential and is used by the Internal Medicine Residency Programs in order to improve the educational/teaching experiences of our residents and faculty. We ask that evaluations be completed within two weeks of rotation completion.

Administrators: View Pending Evaluations

When viewing evaluation scale questions, they may display vertically or horizontally. The scale questions will be formatted differently than they are on the full version of the site at a computer or laptop.

Mobile Status and accessibility are important for Program Administrators to consider when they select scales in building an evaluation form, both for the benefit of end users who utilize the native mobile app, and those who access the Web app via Internet browser on their phones.

Using mobile-friendly scales makes it easier for the end user to read with less scrolling and selecting.

Administrators:

“**Mobile Friendly**” is a status displayed with green color given to shorter evaluations that Administrators are building which contain less than the criteria thresholds (mentioned below) for mobile caution.

Mobile Status:  **Mobile Friendly** 
Approved for display on most mobile devices

“**Mobile Caution**” will appear with a yellow color when building an evaluation form. These forms are approved for display with caution. Some questions and scales may require scrolling. Any of the following criteria thresholds would make a form appear with “mobile caution” status.

- - Title - 100 characters
 - Intro - 400 characters
 - Questions - 10 questions
 - Question length - 300 characters
 - Scale - 6 choice options
 - Scale option length - 30 characters

Mobile Status:  **Mobile Caution** 

Approved for display with caution. Some questions and scales may require scrolling.

[\[SHOW DETAILS \]](#)

“**Not Mobile Friendly**” will appear with a red color when building an evaluation form. This evaluation form is not recommended for mobile viewing, however it would still show for the end user with potentially more scrolling and selecting of hyperlinks. Any of the following criteria thresholds would make a form appear with “not mobile friendly” status.


- Title - 200 characters
- Intro - 800 characters
- Questions - 25 questions
- Question Length - 600 characters
- Scale options - 11 choice options
- Scale option length - 60 characters

Mobile Status:  **Not Mobile Friendly** 

This evaluation form is not recommended for mobile viewing.

[\[SHOW DETAILS \]](#)

Verizon 5:35 PM

Back Complete Evaluation 

Specific areas for comment:

4. Demonstrated respect for colleagues (P) *


Rarely	Sometimes	Usually	Almost Always	Cannot Comment
1	2	3	4	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

5. Took ownership of patients and consistently advocated for individual patient needs (PC, P) *

Rarely	Sometimes	Usually	Almost Always	Cannot Comment
1	2	3	4	N/A
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Communicated patient care plans in ways that families understood (C, P) *

Verizon 4:28 PM

Back Complete Evaluation 

7. Asked for my learning goals/expectations

☐ 1

☐ 2 Unsatisfactory

☐ 3

☐ 4

☐ 5 Satisfactory

☐ 6

☒ 7

☐ 8 Superior


☐ 9

☐ N/A Insufficient contact to judge

What if the Program Administrator built the form with the Formatting set as "Pop-up hint" for Scale Descriptions display? How will that "hover text" appear on the native mobile app?

Design:* Final (Locked) ▼

Question Layout: Scale Descriptions:

Formatting:* Standard ▼ Pop-up hint ▼ 

On the MedHub full site, the pop-up hint will only appear when the end user hovers his or her mouse or cursor over the button for that choice option:

Evaluation For A Faculty Member

Dr. Banks (Clinic Procedure 1, 08/17/17) - Procedure Evaluation by Supervisor (w popup hint)

Program: Clinical Informatics PGY: 5

Evaluator: Dr. Chester, Samuel

Procedure: Clinic Procedure 1 (performed 08/17/2017)

Location: MedHub Sandbox

Issue Date: 8/17/2017

☒ [Insufficient contact to evaluate](#) (delete evaluation)

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Insufficient contact to judge
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. Rate how well the trainee met your expectations to perform the procedure.*


2. Comment on resident procedure

Beginning to exhibit competency but has room to improve in multiple areas

On the mobile app, that exact same form appears similarly. However, a hyperlink of the option title, e.g. "Needs Improvement," may now be selected, and it leads to the Scale Descriptor text pop-up hint.

Verizon 11:39 AM

< Back Complete Evaluation

 Clinic Procedure 1

Program:
Clinical Informatics, Level 2

1. Rate how well the trainee met your expectations to perform the procedure. *

☐ [Unsatisfactory](#)

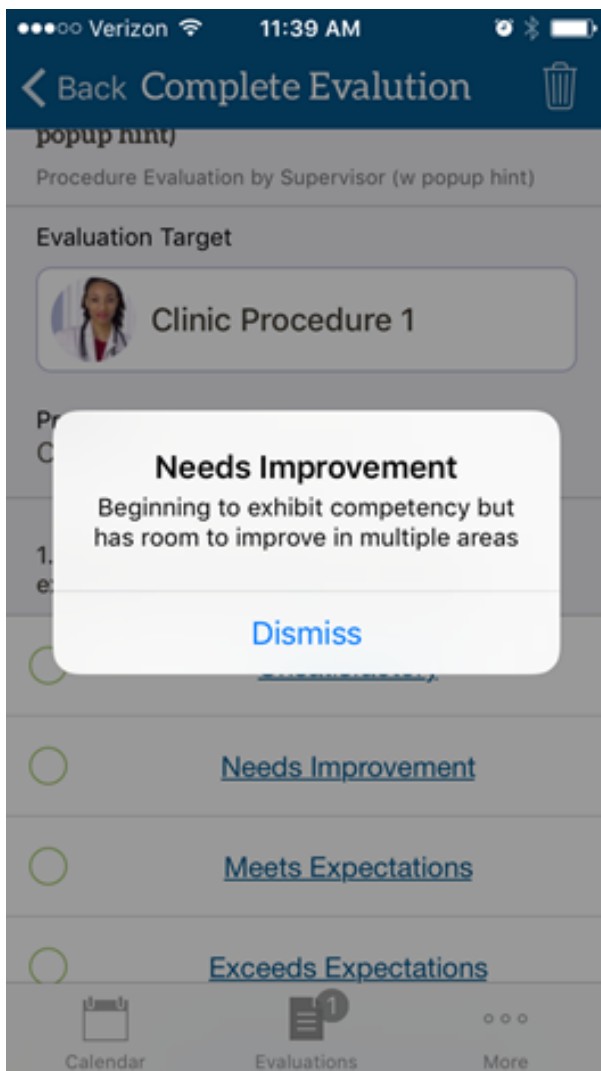
☐ [Needs Improvement](#)

☐ [Meets Expectations](#)

☐ [Exceeds Expectations](#)

☐ [Insufficient contact to judge](#)

Calendar Evaluations 1 More

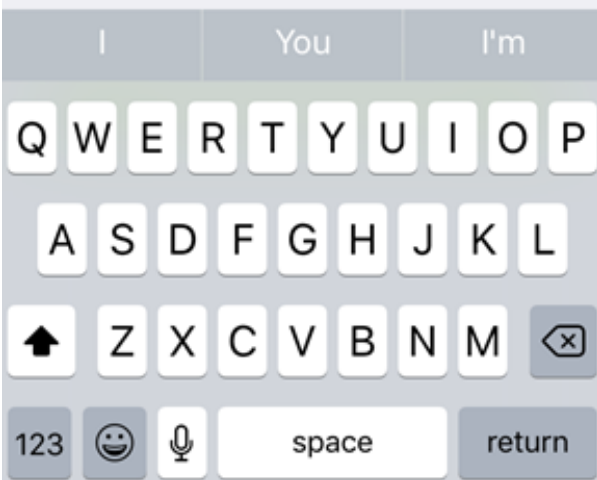


Faculty, Trainees, and Administrators:

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.

7. Please provide feedback for your peer presentations. *



Verizon 4:26 PM

Back Complete Evaluation

7. Please provide feedback for your peer presentations. *


Dr. Johnson was especially helpful

Done

Submitting Evaluation

Select "Submit Evaluation" button to turn in the completed evaluation. A notification will display to dismiss that the submission was successful.

Verizon 4:37 PM

Back Complete Evaluation 

20. Recognized the contribution of all members of the health care team (SBP)

Rarely	Sometimes	Usually	Almost Always	Cannot Comment
1	2	3	4	N/A
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submission Successful
The evaluation has been submitted.

[Dismiss](#)

SUBMIT EVALUATION

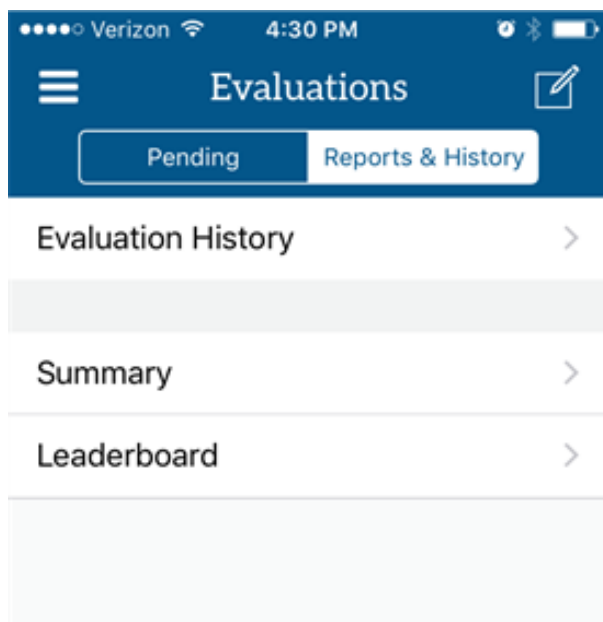
Within a pending evaluation, you have the option to select the trash can icon in the upper right corner, in order to delete the evaluation. (Removing an evaluation is a functionality only available for some institutions and programs).

A mobile app dialog for deleting an evaluation. At the top, a blue header bar contains the text "Cancel" and "Remove Evaluation". Below this is a light gray section with the text "Reason for deleting this evaluation?". Underneath is a white text input field with the placeholder text "Enter a comment...". At the bottom of the dialog is a red button with the text "DELETE EVALUATION".

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 he or she completed about other people or things in the past, if the evaluations were not marked with the special option of anonymous.



Evaluations



Pending

Reports & History



Myriam Steimle

Jul 16, 2014

Evaluation of an Attending by Resident



Brice Capers

Aug 5, 2014

Evaluation of an Attending by Resident



Myriam Steimle

Jun 15, 2014

Evaluation of an Attending by Resident



Norberto Gracie

Jun 2, 2014

Evaluation of an Attending by Resident

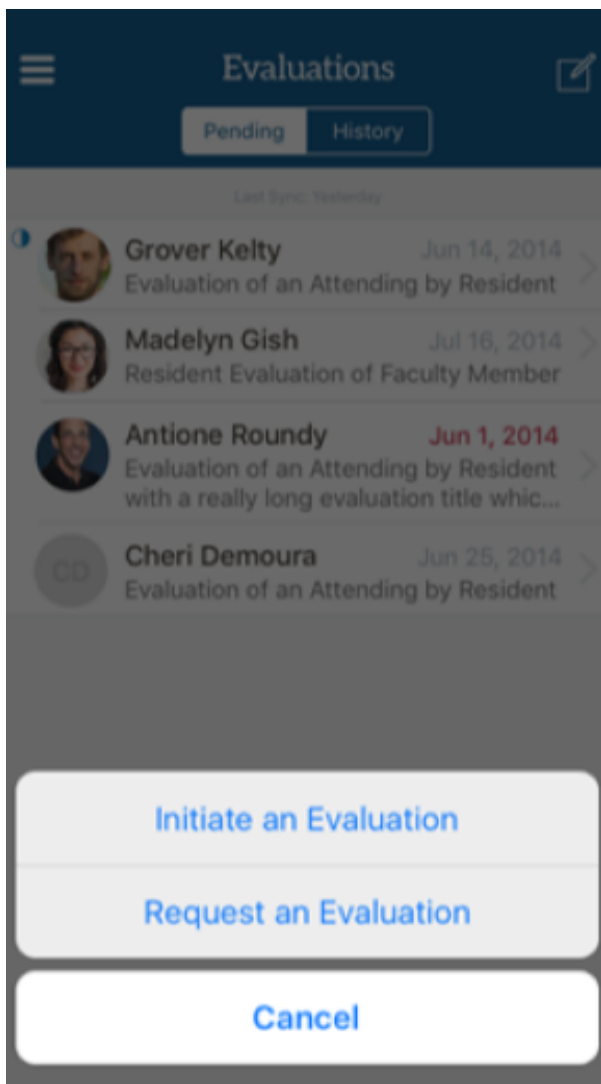


Sherrell Mccargo

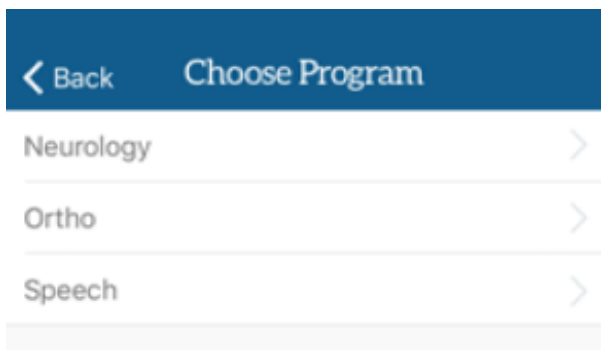
Feb 26, 2014

Evaluation of an Attending by Resident





If “initiating” an evaluation that you will complete about someone else, or “requesting” that a faculty member or educator of 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, accordingly. Choose the program you are associated with in which to initiate or request the evaluation in.



Neurology
 < Back Choose Evaluation

Resident Evaluation of Other Resident (Peer)

- Evaluation of a Resident by Resident - Peer >
- Neurology Handoff Evaluation Form >

Resident Evaluation of Faculty Member

- Evaluation of an Attending by Resident >

Resident Evaluation of Program/Hospital

- Evaluation of a Program by Resident >

Resident Self Evaluation

- Self Evaluation by Resident >

If you are initiating an evaluation, you must then choose the evaluation form (under the type of evaluation) that you wish to complete.

Note: The Program Administrator would have had to build, lock, and set the evaluation form options on Program Settings | Evaluations, either under “Self-Initiated Evaluations” for your user type to initiate about other people or things, or under "Resident/Student-Initiated Performance Evaluations" for a trainee to send to an educator.

Resident-Initiated Performance Evaluations

Resident-Initiated Performance Evaluations:

Evaluation Form:
 (none)

+ Add Form ⓘ

< Pending Choose Eval

Faculty Evaluation of a Resident

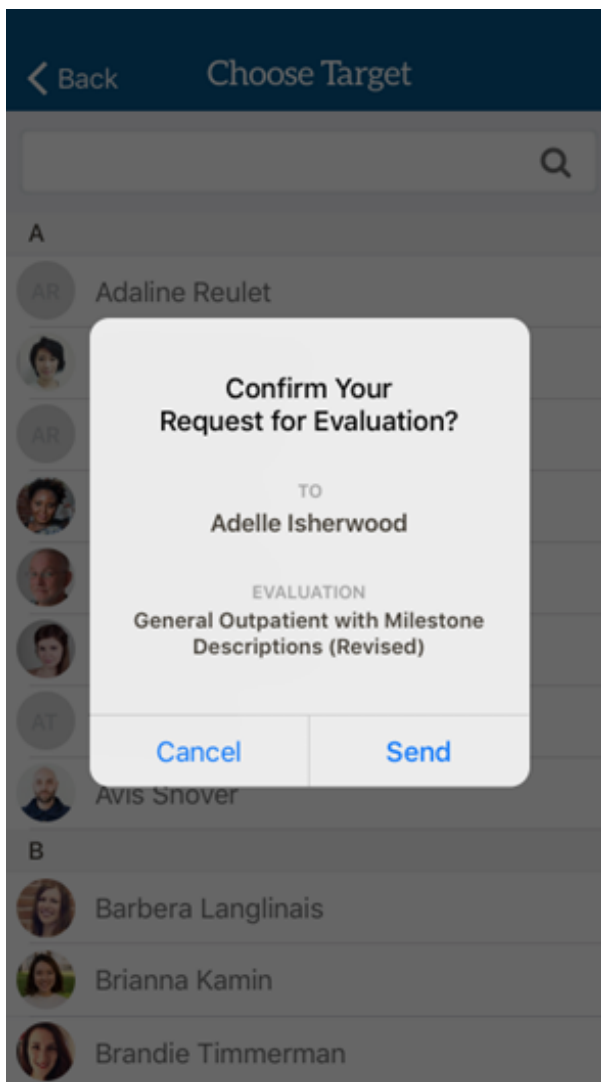
- General Outpatient with Milestone Descriptions (Revised) >
- General Inpatient with Milestone Descriptions >

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.

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 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.

Evaluations

Summary will display aggregate performance data of how the trainee is performing in each Milestones subcompetency 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.

Back

Leaderboard

1



Bbeale AppTester

9 Completed - avg: 2 days, 19 hours

2



Alleen Archuleta

9 Completed - avg: 26 days, 3 hours

3



Loura Goddard

8 Completed - avg: 329 days, 9 hours

4



Becky Gerace

2 Completed - avg: 12 hours

5



Tova Burger

1 Completed

6



Zena Murrell

1 Completed - avg: 119 days

NOTES:

(1) Average time to complete an evaluation.

Summary			
Competencies			
EPA			
Elements			
Element	AVG	Range	#
PBLI-1	3.3	2.5 - 4.0	6
PBLI-2	3.3	3.0 - 3.5	6
PBLI-3	3.6	2.5 - 4.0	6
PBLI-4	3.6	2.5 - 4.0	6
SBP-1	3.3	2.5 - 4.0	6
SBP-2	3.3	3.0 - 3.5	6
SBP-3	3.6	2.5 - 4.0	6
SBP-4	3.6	2.5 - 4.0	6
PROF-1	3.3	2.5 - 4.0	6
PROF-2	3.3	3.0 - 3.5	6
PROF-3	3.6	2.5 - 4.0	6
PROF-4	3.6	2.5 - 4.0	6
ICS-1	3.3	2.5 - 4.0	6

16.4. Using the MedHub iPhone App to Log Procedures

The MedHub Mobile App can be used by the Trainee to:

- o Log New Procedures
- o View Recorded Procedures
- o Track Statistics for Procedures Logged

Verizon 12:31 PM 52%

Procedures

New Case Log History

Case Information

Date* May 23, 2017 >

Location >

Supervisor >

Patient ID >

Patient Gender >

Patient Age >

Complications >

Notes >

Work Hours Evaluations **Procedures** More

Log New Procedures

To log a new procedure select the Procedures Button and fill in the log with the applicable information and then tap 'Submit Case Log'. When logging a procedure using MedHub, Trainees can document the following:

Date of the procedure(s) (required) - Text
 Location (required) - Drop-down/Text
 Supervisor (required) - Drop-down/Text
 Patient ID (optional) - Text - Please instruct Trainees to NOT enter patient names or social security numbers under the patient ID field.
 Patient Gender (optional) - Drop-down
 Patient Age (optional) - Drop-down
 Procedure(s)
 Diagnosis (optional)
 Complications (optional)
 Procedure Notes (optional)

To Add a Procedure

1. Tap Add Procedure.

Verizon 1:37 PM 97%

Procedures

New Case Log History

Case Information

Procedures*
Minimum of 1 Procedure is required to submit Case Log

[Add Procedure](#)

Diagnoses

SUBMIT CASE LOG

CLEAR FORM

Work Hours Evaluations **Procedures** More

2. Select a Procedure from the Procedures list OR tap 'Write-in', type in the Procedure name, and tap Next.
3. Select the role during the procedure and whether or not an evaluation is requested.
4. Tap Add.

To Delete a Procedure

1. Tap the procedure.
2. Tap the trash can button in the upper right hand corner.

●●●●○ Verizon 1:36 PM 97% 🔋

Back

Procedure

🗑️

Procedure

Test Procedure

Role

☒ Performed

☐ Assisted

☐ Observed

Request an Evaluation

☐ Yes

☒ No

⌚ Work Hours

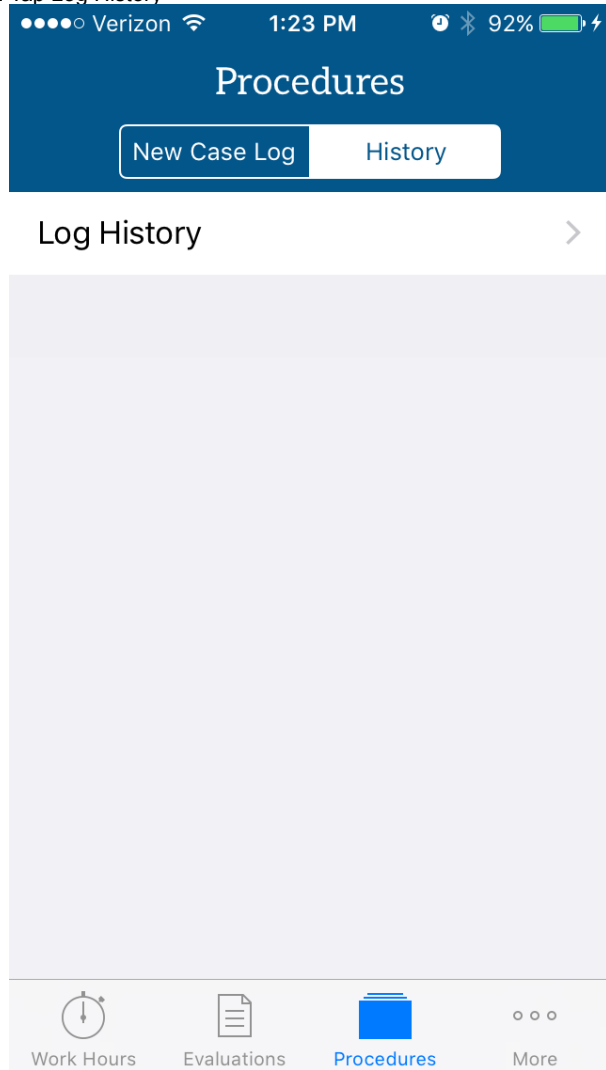
📄 Evaluations

📁 Procedures

⋮ More

To Edit a Case Log
1. Tap History

2. Tap Log History



3. Select a Case Log from the Case Logs list

4. Tap Edit in the upper right hand corner

5. Tap Update Case Log to save the edits

Note: In the iOS mobile app, on the Trainee's view of the Procedures > History, the list of procedures the Trainee has logged is limited to the last 60 days. To see an entire list of what procedures the trainee has logged, they will need to login to the full site/desktop version of MedHub.

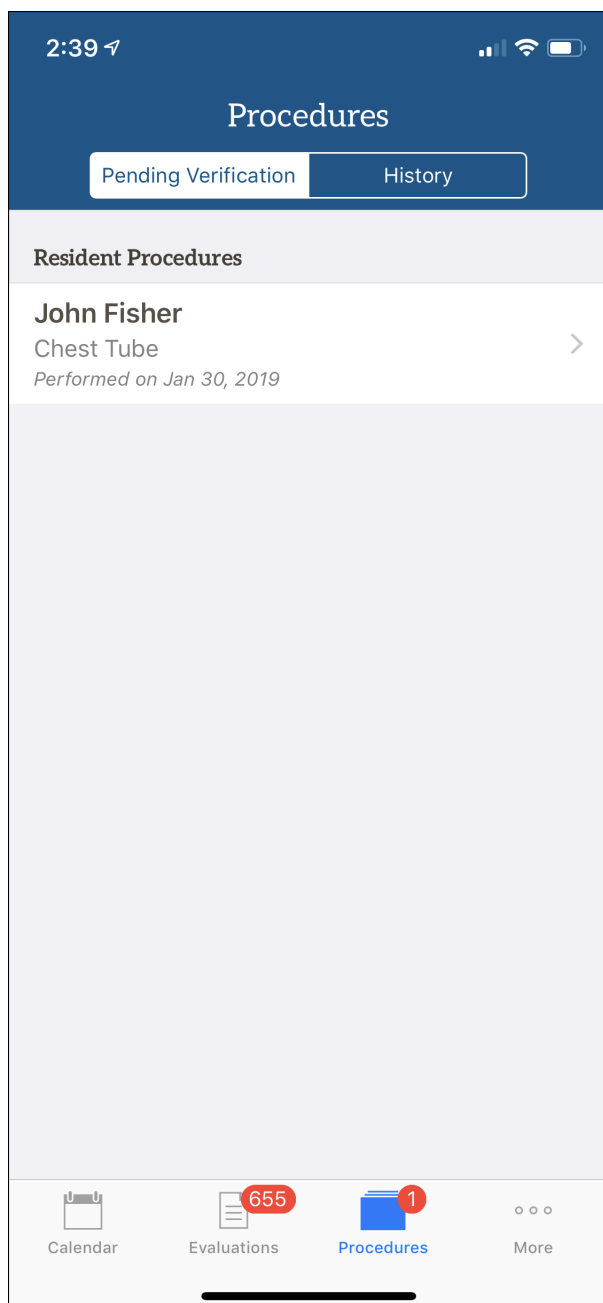
16.4.1. Using the MedHub iPhone App to Verify Procedures

Mobile Procedure Verification

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.

Viewing Pending Procedures

When a Faculty member logs into the MedHub iPhone App and navigates to the Procedures page, 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.

2:44

Back
Verify Procedure

Resident



John Fisher
Surgery

Case Information

Date*
Jan 30, 2019

Location
MedHub Sandbox

Supervisor

Patient Gender
(unavailable)

Patient Age
(unavailable)

Notes

Complications

Procedure

Chest Tube
PENDING
>

Diagnosis

F001 ICD-10
Test
>

Faculty Verification

Comment
>

Calendar
Evaluations
Procedures
More

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.

2:44

Back
Verify Procedure

Case Information

Notes

Complications

Procedure

Chest Tube
Performed
PENDING
>

Diagnosis

F001
ICD-10
Test
Performed
>

Faculty Verification

Comment
>

VERIFY PROCEDURE

REJECT PROCEDURE

Calendar

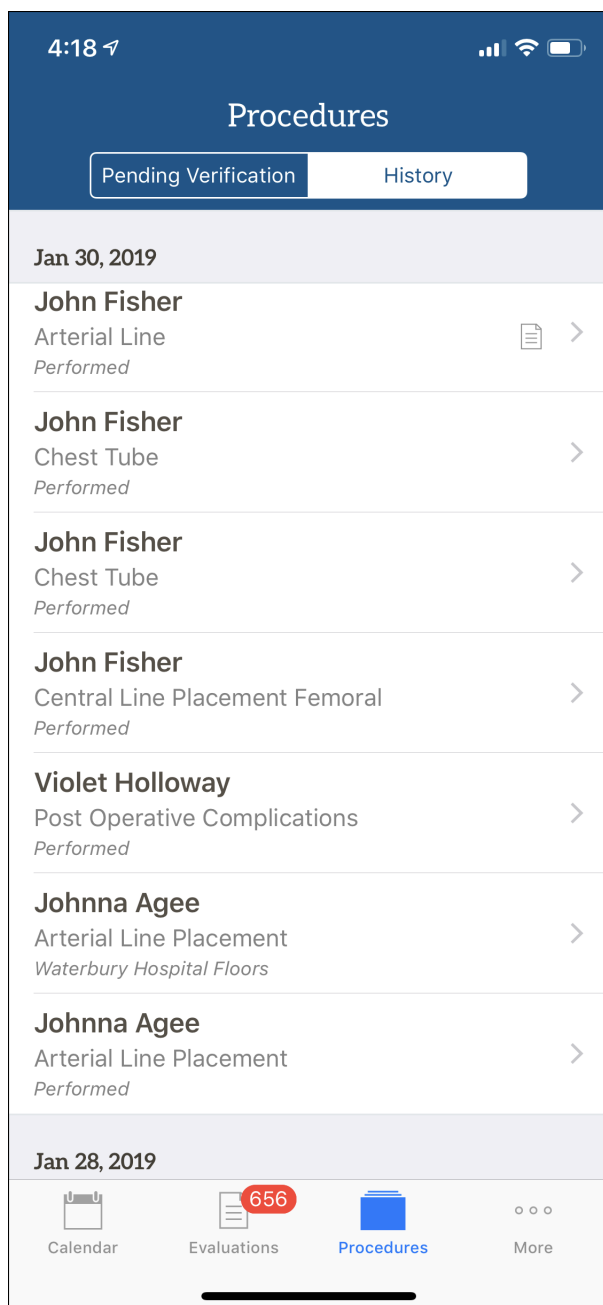
Evaluations
655

Procedures
1

More

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.

4:57

Back
Procedure - 108550

Resident



John Fisher
Surgery

Case Information

Date*
Jan 30, 2019

Location
MedHub Sandbox

Supervisor

Patient Gender
(unavailable)

Patient Age
(unavailable)

Notes

Complications

Procedure

Arterial Line
REJECTED
>

Performed

Diagnosis

F001 ICD-10
>

Test
>

Performed

Faculty Verification

Comment
Rejected
>

Calendar
Evaluations
656
Procedures
More

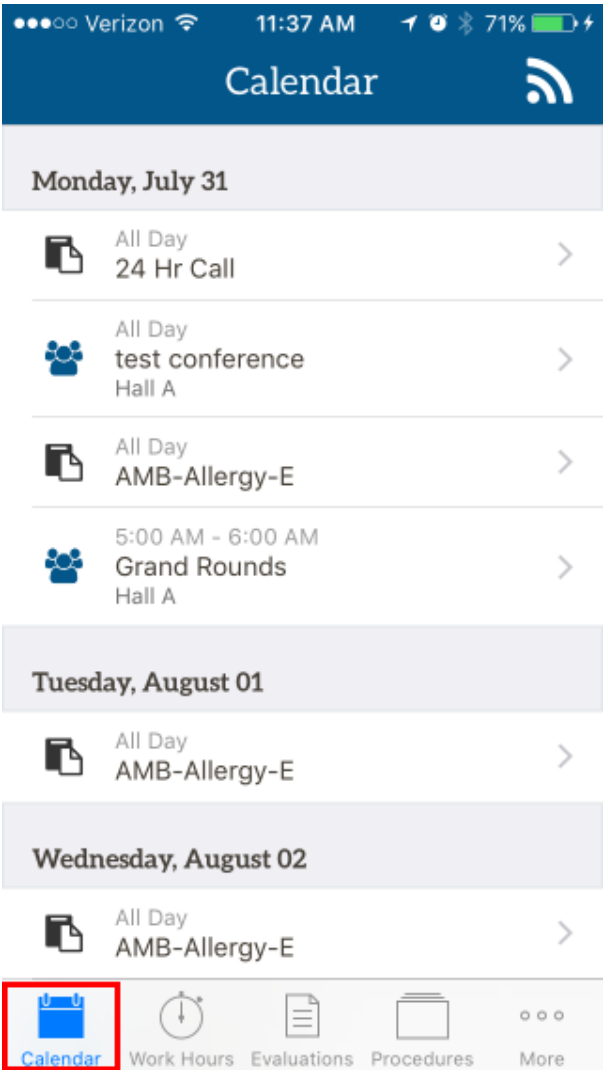
16.5. Using the MedHub iPhone App to View or Sync Calendar

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.

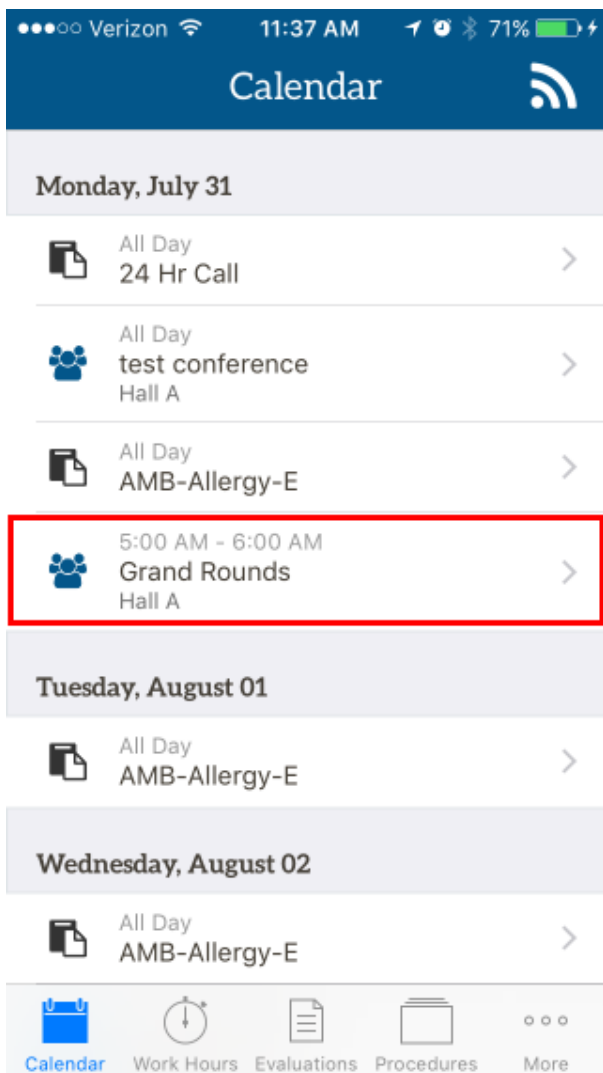
Note: Only future event dates can seen in the MedHub calendar. Events that have occurred on previous days can be viewed in the iPhone calendar after it has been synced.

[View MedHub Calendar](#)

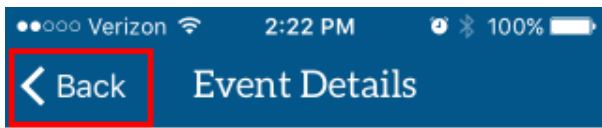
To view the calendar, tap Calendar in the bottom left corner.



To view the details of an event, tap the event.



When you've finished reviewing the event details, tap Back to return to the Calendar.

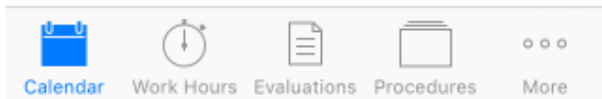


Grand Rounds

Monday, July 31, 2017

from 5:00 AM to 6:00 AM

Hall A

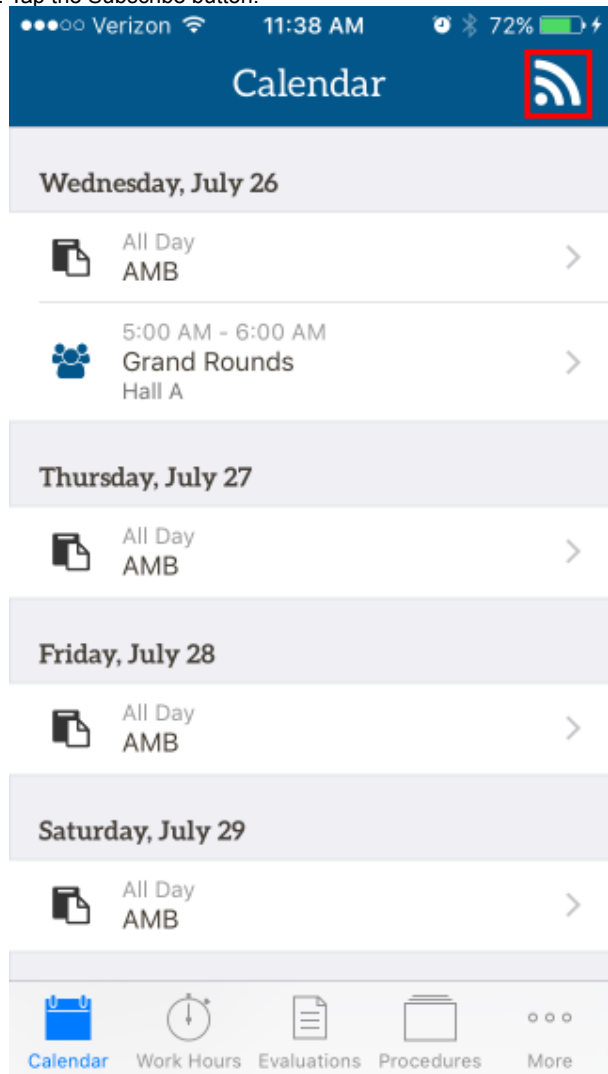


Note: Details and files cannot be edited or viewed from the mobile app.

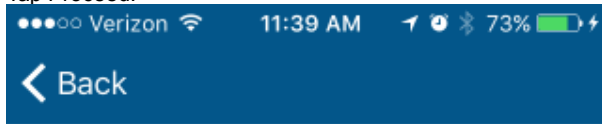
Sync MedHub Calendar to iPhone Calendar App

To sync the MedHub Calendar to the iPhone Calendar:

1. Tap the Subscribe button.



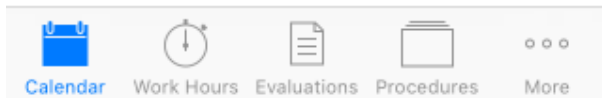
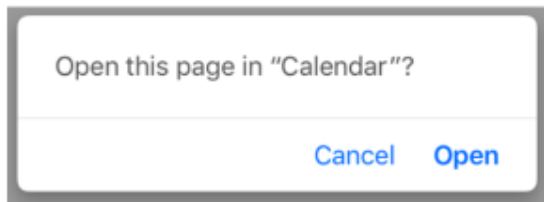
2. Tap Proceed.



Sync MedHub events with your calendar

This will add a subscription to your MedHub events in the Calendar app. You can manage this subscription from the settings of the Calendar app.

When prompted, open the page in Calendar and then follow the prompts to confirm your subscription.



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.

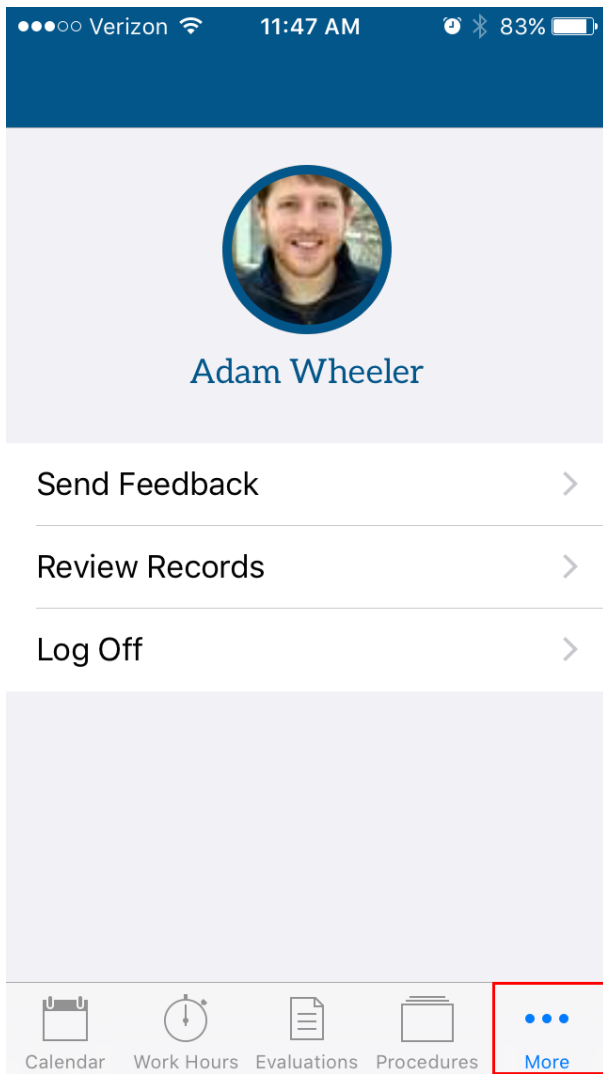
Note: The MedHub Calendar can be resynced by following the syncing instructions.

16.6. Using the MedHub iPhone App 'More' Tab

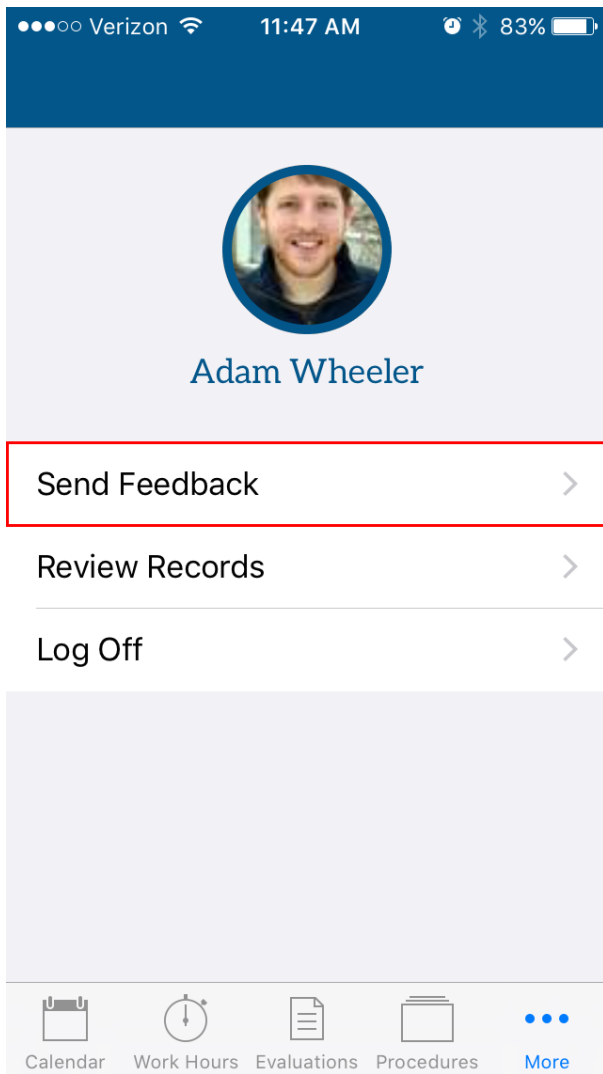
The More area in the MedHub Mobile App allows users to send feedback to MedHub support, review their records within the MedHub database, or logout of their account.

How to Send Feedback:

1. Tap the 'More' ellipses



2. Tap 'Send Feedback'



3. A screen then appear which will allow the user to author an email and send it to MedHub support

••••• Verizon 12:57 PM 74%

[Cancel](#) **Mobile App Feedback** [Send](#)

To: support@medhub.com

Cc/Bcc:

Subject: Mobile App Feedback

Question/Feedback:

User ID: 98682

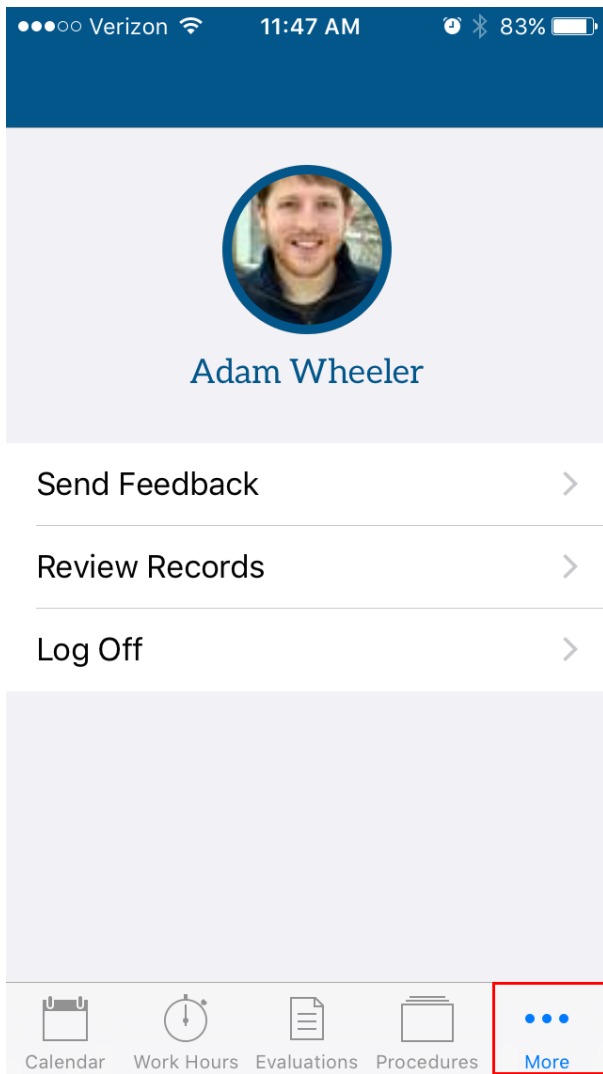
Username: n/a

Institution: n/a

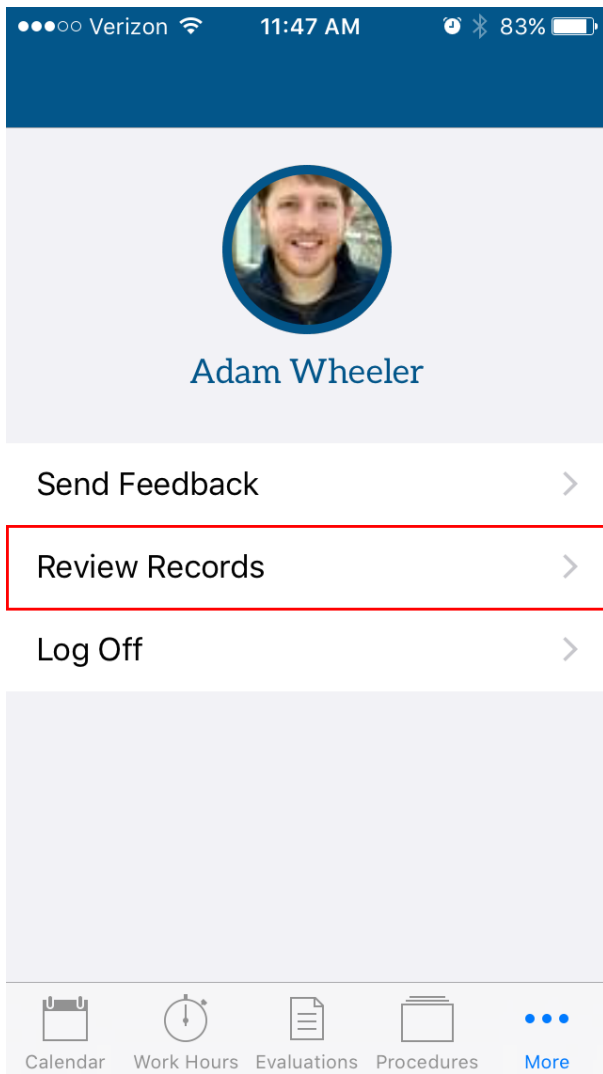
Sent from my iPhone

How to Review User Records:

1. Tap the 'More' ellipses



2. Tap 'Review Records'



3. A screen will appear that will allow the user to review records related to their profile in MedHub.

●●○○ Verizon

12:57 PM

74%

< Back

Demographics

Name

Wheeler, Adam

Alias

Employee ID

Username

Type

Resident

Program

Internal Medicine - PRIMARY CARE

Level

3

Status

active

Birth Place

Calendar

Work Hours

Evaluations

Procedures

More

Note: This is a read-only page and the user will not be able to edit any of their records.