

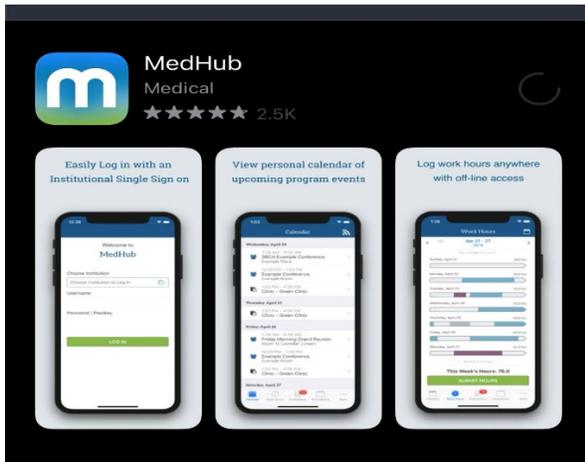
Using the MedHub App

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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Installing the MedHub App

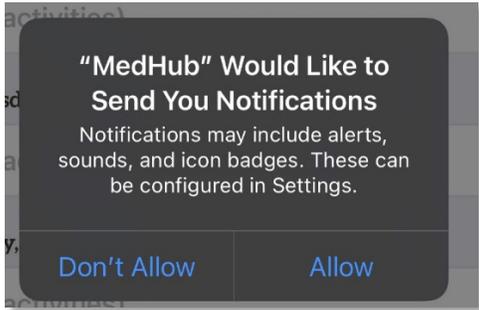
Launch your iOS App store or the Google Play Store and search for MedHub. The icon you will be looking for is:



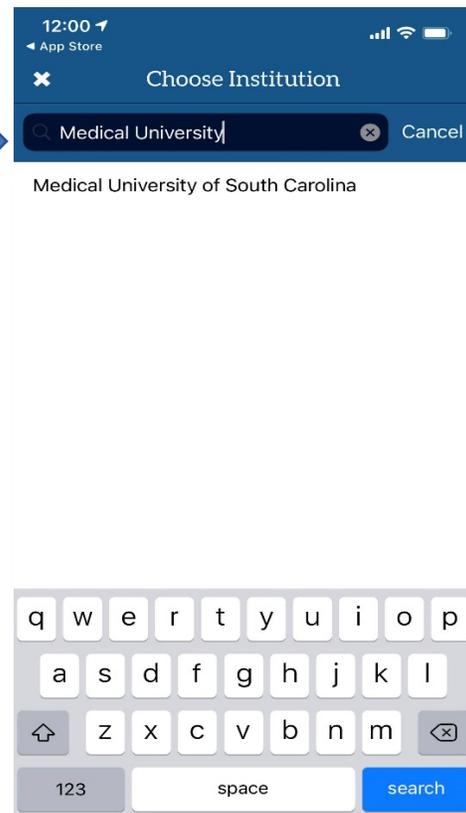
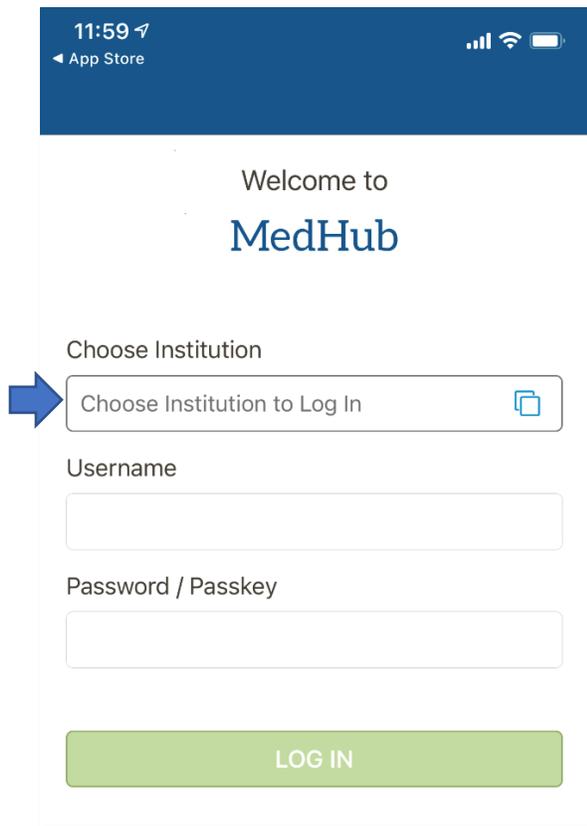
Once installed, launch the app and you will receive the first of two pop up messages. The first will state:



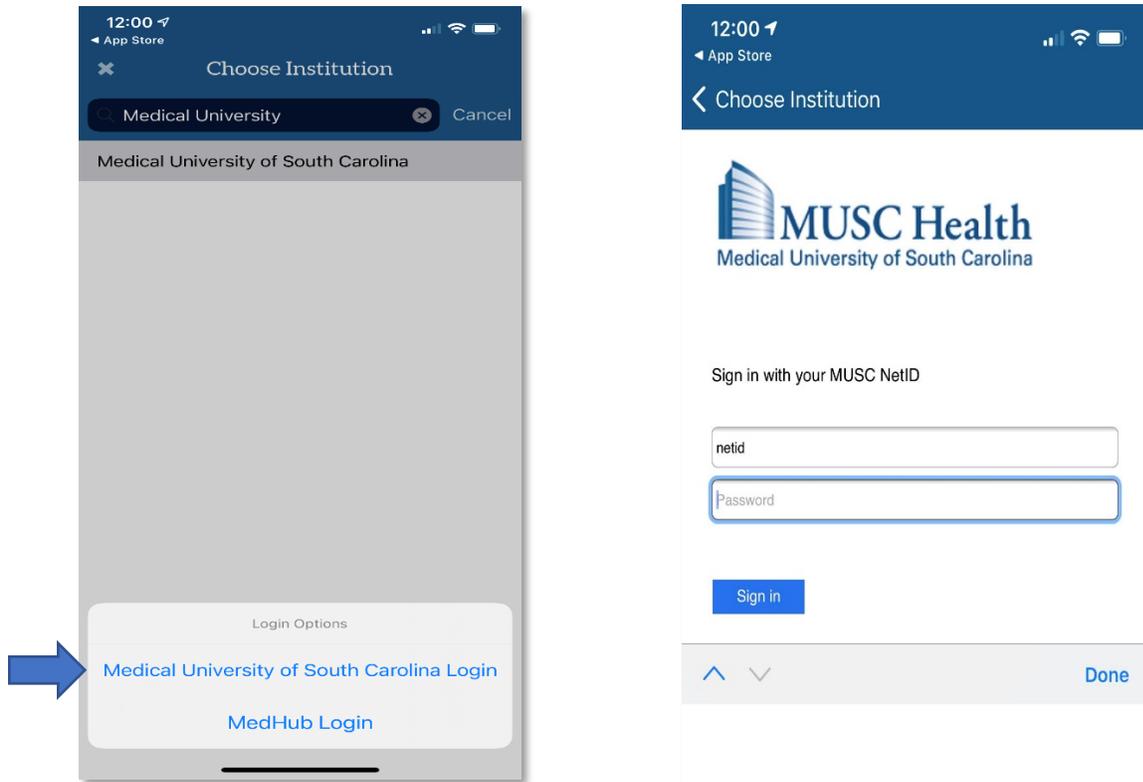
Click proceed and then Allow notifications. The allow of notifications will show you that you have pending evaluations that you need to complete on the app icon.



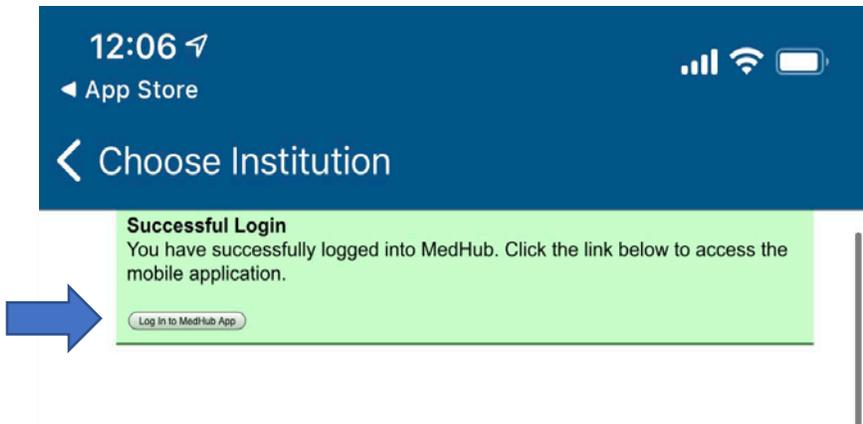
Press "Choose Institution to Log in" and then search for the Medical University of South Carolina in the search box:



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.



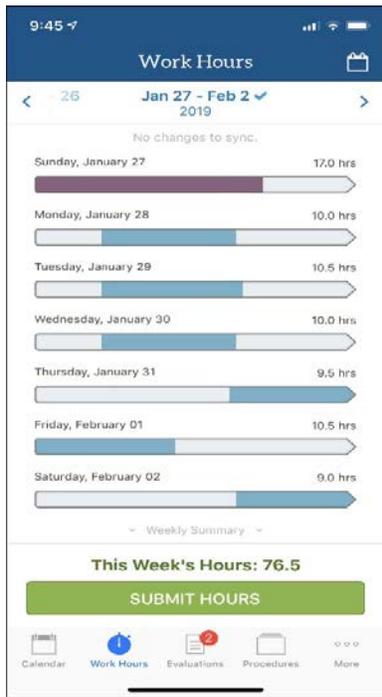
After that you can click the login to MedHub App button and now the app is fully configured.



Logging Work Hours

When you log into the MedHub App and tap the Work Hours icon on the bottom task bar, the current calendar week is shown. You have access to your work hours for three-week rolling periods in weekly blocks. After the three-week period, you are locked out and a small lock icon will appear indicating that

a week can no longer be edited. To go to the previous week, tap the arrow at the upper left-hand side of the screen.



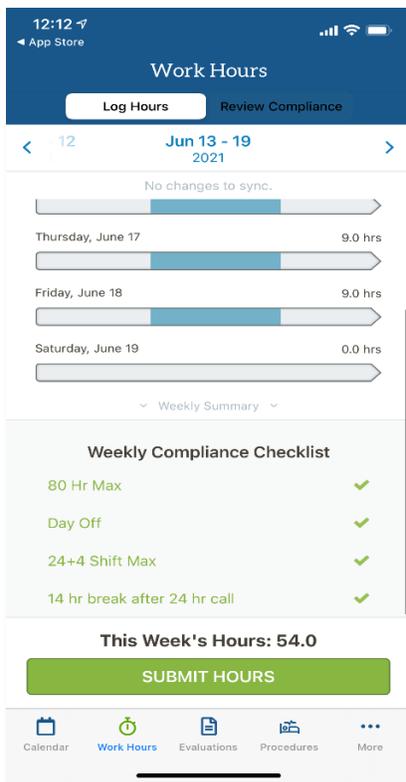
To Delete an Entry

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.

Once you have entered your time for the week you can view the Weekly Compliance Checklist at the bottom of the page where you can see if you are in violation of any ACGME scheduling rules. If you are satisfied with the what is entered you can click "Submit Hours".



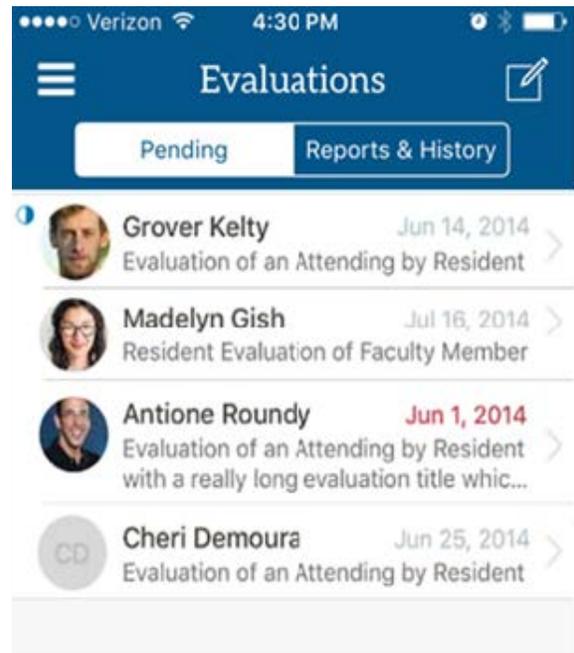
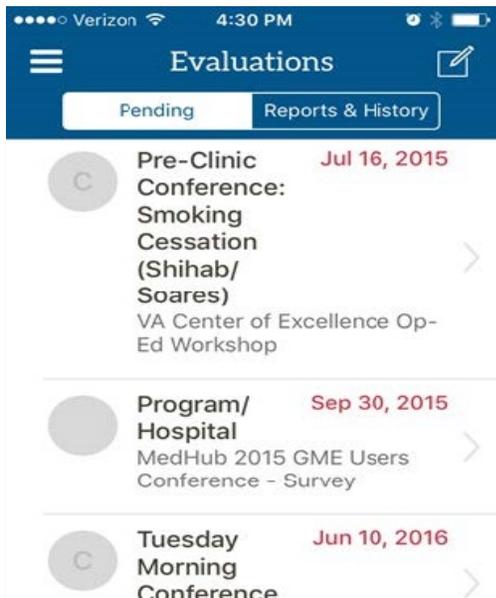
** When work hours are submitted, the system does an immediate check to see if there are any potential violations for that week. If at least one break violation is identified a screen will be displayed listing the potential violations, requiring you to provide details about each of the breaks/violations.

Tapping on the violation will provide you with a screen to document the violation. The microphone on your iPhone may be used to dictate the reasoning. **

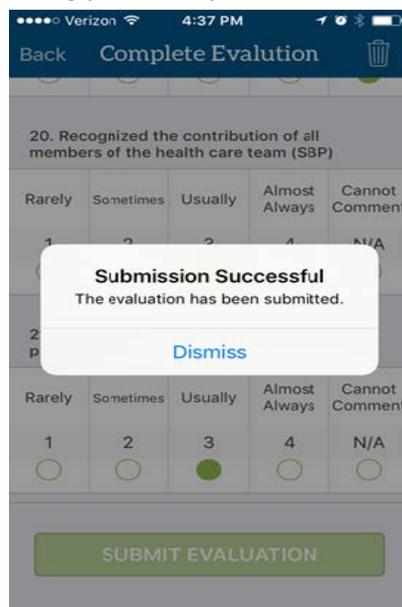
Evaluations

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.

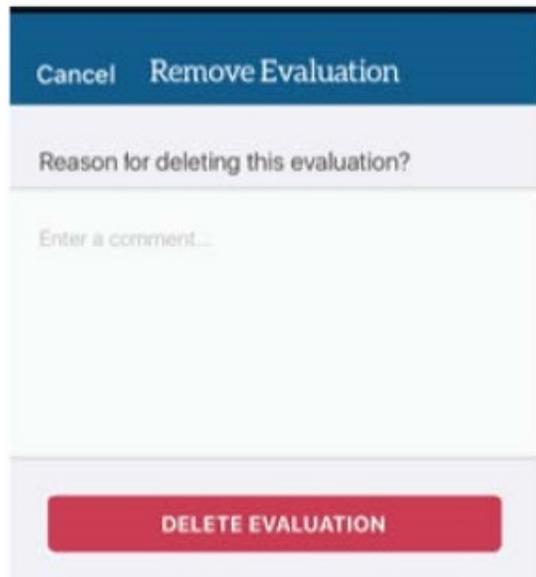


Once you have answered all the questions within the evaluation, click “Submit Evaluation”. You will then receive a “Submission Successful” letting you know your results were submitted.



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").



Cancel Remove Evaluation

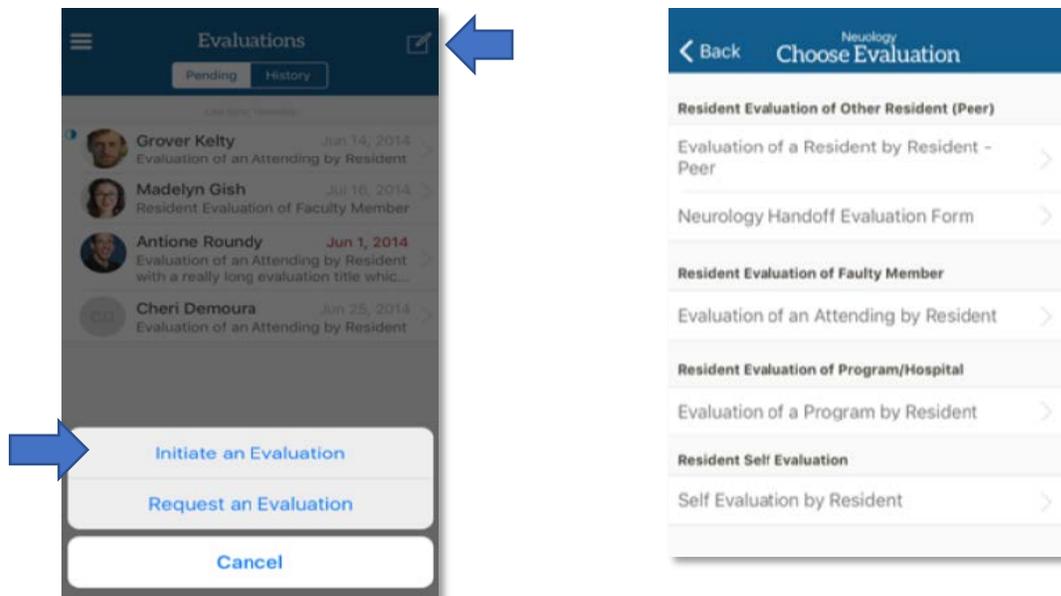
Reason for deleting this evaluation?

Enter a comment...

DELETE EVALUATION

Initiate an Evaluation (If available in your program)

If you are initiating an evaluation that you will complete about someone else, or requesting that a faculty member that you chose will complete about you, select the "Box with the Pencil" icon in the upper right (Top Arrow in figure below), and then select to "Initiate" or "Request" an evaluation accordingly. Select your program, if you are in more than one, then select the type of evaluation (i.e. Evaluation of an Attending by Resident) or if you are requesting an evaluation chose which form you would like the educator to fill out about you.



Procedures

You can use the MedHub App to log new procedures, view recorded procedures and track statistics for procedures logged.

Log New Procedure

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, you can document the following:



Date of the procedure(s) (required) - Text

Location (required) - Drop-down/Text

Supervisor (required) - Dropdown/Text

Patient ID (optional) - Text - **DO NOT ENTER**

patient names, SSN or ANY PHI here

Patient Gender (optional) - Drop-down

Patient Age (optional) - Drop-down

Procedure(s)

Diagnosis (optional)

Complications (optional)

Procedure Notes (optional)

To Add the Procedure:

Tap "Add Procedure" and select the procedure performed from the list. Select the role during the procedure and whether or not an evaluation is requested. Tap Add.

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.