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4. MedHub Mobile App for iPhone

The MedHub Mobile iPhone App provides Trainees that use an iPhone with the ability to:

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

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

Push Notifications can be enabled via the push notification pop-up after the initial download or through iPhone settings (Settings > Notifications > MedHub > Allow Notifications).

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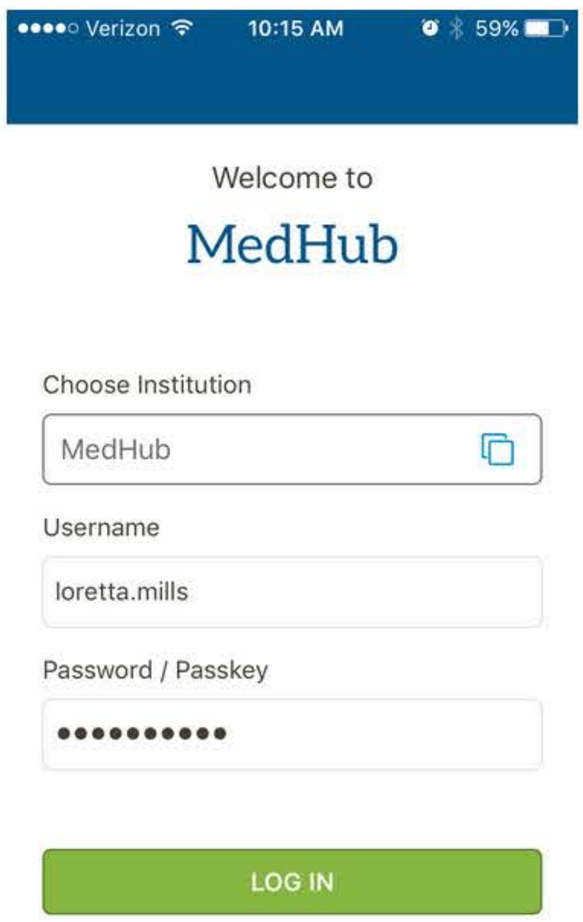
4.1. Accessing the MedHub iPhone App

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.")

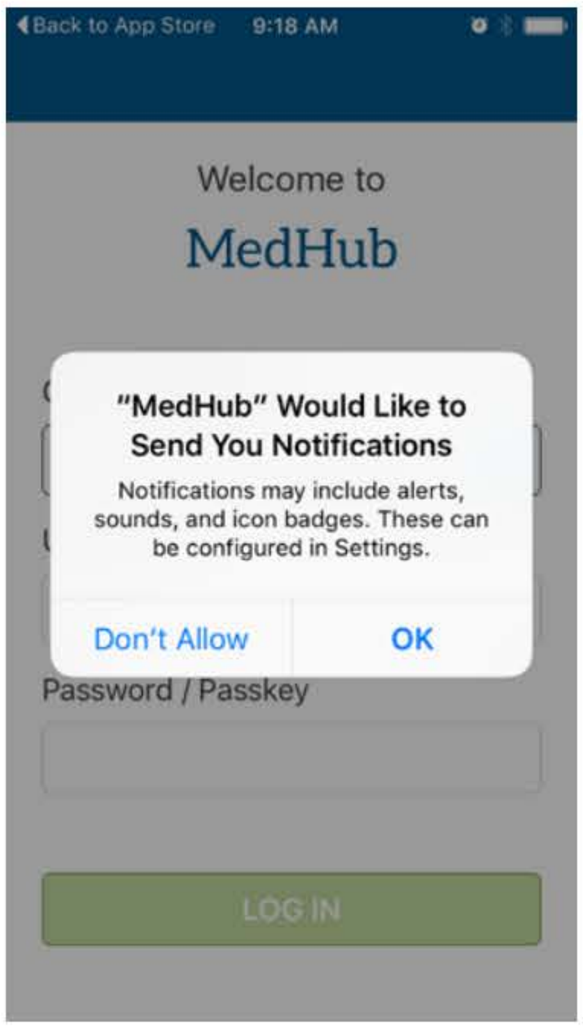
When the App is opened the Trainee will select their home institution from the drop-down menu, enter their username and their password/passkey (for users who use single-sign on credentials to access MedHub).



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.



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

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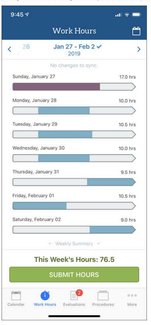
4.2. Using the MedHub iPhone App to Log Work Hours

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.



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.

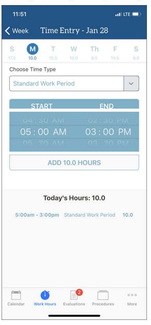
2. Select the 'Choose Time Type' drop-down to select the type of hours

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 other days of the week

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



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.

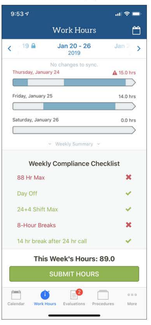
Saving an Entry

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

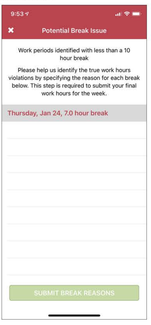
The graphical display shows the work hours that have been entered for the allowed time period. Any potential violations that have been identified will be displayed in the 'Weekly Compliance Checklist' portion of the screen. The compliance checklist will update in real time as hours are entered.

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.



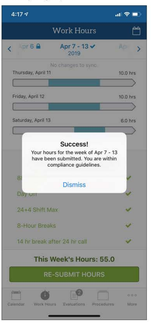
Work Hour Compliance Calendar View

Select the small calendar icon located in the upper right hand corner of the Work Hours screen to view a Work Hours History Report calendar.

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.

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.



MedHub User Manual - View Sections

Section Guide Case (Faculty v10.1)

- Section Guide Case (v10.1)Faculty
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  - 1.2. Using the Medhub Phone App to Log Procedures
  - 1.3. Using the Medhub Phone App to Log Patient Encounters
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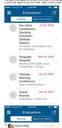
Keywords: Search

1.1. Using the Medhub Phone App to Fill Out Evaluations

Evaluations in the iOS Mobile App

Faculty can use the Medhub Mobile App to fill out evaluations on the go. Faculty can complete the evaluation, if an assignment exists for the evaluation, or create a new evaluation. Faculty can also view their completed evaluations, view their upcoming evaluations, and view their evaluation history. Faculty can also view their summary and leaderboard information.

To access the Medhub app on the iOS mobile, tap the Medhub app icon (e.g., on a Microsoft or other, or Apple iOS device). If the Medhub app is not present, tap on the Google Play Store or Apple App Store and search for "Medhub" and download the app.



View Pending Evaluations

When clicking on the pending evaluations, the name of the program and the evaluation form appears on the first screen, with the recommendations (optional) (highlighted) and the Evaluation Date.

Example: Pending Exam for the Pre Clinic procedures

Administration: View Pending Evaluations

Faculty can also view pending and completed forms that they apply, actually or not actually. The order sequence will be Evaluation Affected by Date (that they are, or not the actions of the evaluation, or not the actions of the evaluation).

Pending Evaluations: Faculty can view pending evaluations, and can complete the evaluations or evaluations, or can not the actions of the evaluation, or not the actions of the evaluation, or not the actions of the evaluation.

Clinic Procedure: Faculty can view a form for the procedure they have performed.

Pending Evaluations: Faculty can view pending evaluations, and can complete the evaluations or evaluations, or can not the actions of the evaluation, or not the actions of the evaluation, or not the actions of the evaluation.

Pending Evaluations: Faculty can view pending evaluations, and can complete the evaluations or evaluations, or can not the actions of the evaluation, or not the actions of the evaluation, or not the actions of the evaluation.

Back
Complete Procedure
Dr. Cardiologist Dr. Cardiologist
Pre Clinic Procedures (Endoscopy) (Endoscopy)
Jul 18, 2019
Dr. Cardiologist Dr. Cardiologist
Medical Status
Active Status
Medical Status: Active Status
Medical Status: Active Status
Medical Status:

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4.4. Using the MedHub iPhone App to Log Procedures

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

- Log New Procedures
- View Pending Procedures
- Track Statistics for Procedures Logged

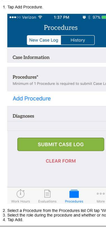
Log New Procedures

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

- Date of the procedure(s) (required) - Text
- Location (required) - Drop-down list
- Supervisor (required) - Drop-down list
- 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

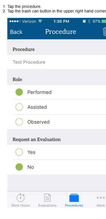
1. Tap Add Procedure.



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.



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 365 days. A view of all historical logged procedures is accessible via the full desktop site.*

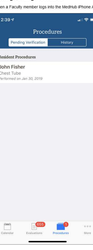
4.4.1. Using the MedHub iPhone App to Verify Procedures

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.



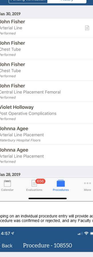
Tap on the pending request to view the request details. This includes Case information such as the date, location, supervisor, pertinent patient information, notes from the Trainee, and the Procedure(s) logged. Under the Procedure section, the procedure(s) logged are displayed along with the procedure performed, 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.

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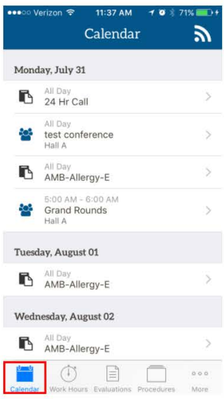
4.5. Using the MedHub iPhone App to View or Sync Calendar

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.

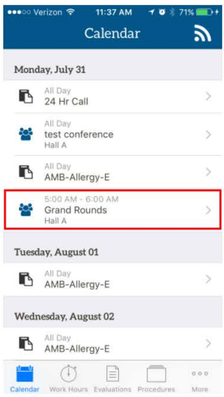
Only future event dates can seen in the MedHub calendar. Events that have occurred on previous days can be viewed in the iPhone calendar after it has been synced.

View MedHub Calendar

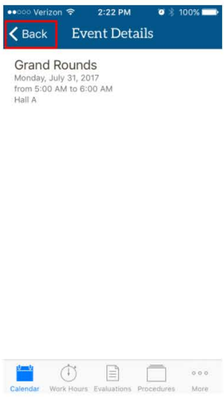
To view the calendar, tap Calendar in the bottom left corner.



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



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

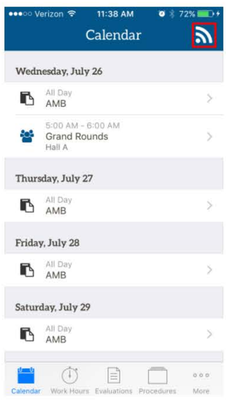


Details cannot be edited from the mobile app.

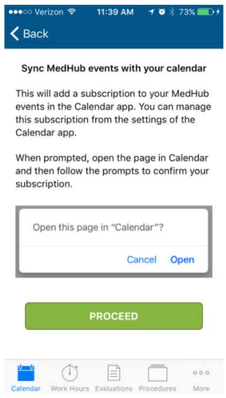
Sync MedHub Calendar to iPhone Calendar App

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.

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

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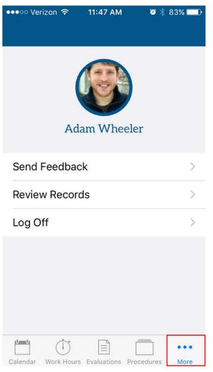
4.6. Using the MedHub iPhone App 'More' Tab

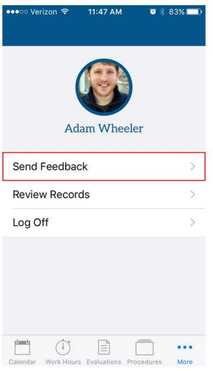
The More area in the MedHub Mobile App allows users to send feedback to MedHub support, review their records within the MedHub database, or logout of their account.

How to Send Feedback

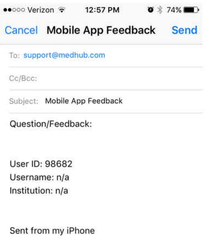
1. Tap the 'More' ellipses.



2. Tap 'Send Feedback'.

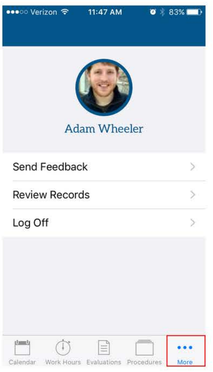


3. A screen then appear which will allow the user to author an email and send it to MedHub support.

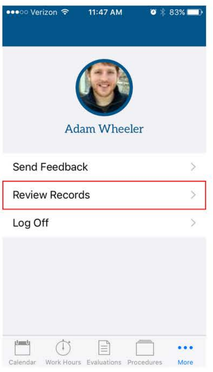


How to Review User Records

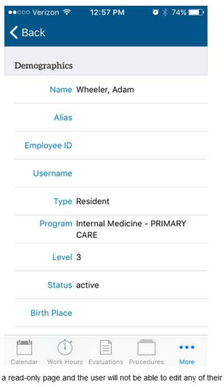
1. Tap the' More' ellipses.



2. Tap 'Review Records'.



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



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

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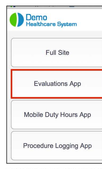
4.7. Mobile Evaluations Web App

The Medhub Mobile Evaluations Web App allows Faculty and Trainees to:

- Complete evaluations or initiate workplace based assessments in real time with mobile evaluations.
- Access aggregate evaluation performance and milestone progression.
- Improve competition compliance by displaying the highest ranked Faculty or Trainees by number of completed evaluations and average evaluation competition time.

4.7.1. How to Access the Mobile Evaluations Web App

The Medhub Mobile Evaluations Web App can be accessed via a mobile device. It is not available from the App Store. When the user logs into the institution's site with a mobile device the user will be asked if they wish to access the "Full site" or the "Evaluations App". Select the "Evaluations App". The Mobile Evaluation Web App may be added to the user's home screen by selecting the 'upload' button the device.

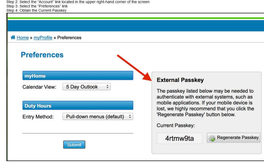


When the 'Mobile Evaluations Web App' is selected the user will be prompted to enter log-in credentials.

For users at institutions where a single sign-on is used to access MedHub they will need to log-into MedHub using a computer, and obtain a passkey to log-in to the Mobile Evaluation App.

To obtain a Passkey

Step 1. Log-into MedHub using a computer
Step 2. Select the 'Account' link located in the upper right-hand corner of the screen
Step 3. Select the 'Preferences' link
Step 4. Obtain the Current Passkey

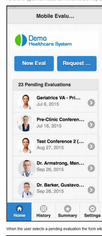


4.7.2. Using the Mobile Evaluations Web App

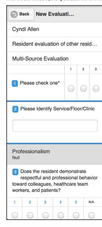
When the Faculty member or Trainee logs into the Mobile Evaluations Web App a list of pending evaluations will be displayed.

When an evaluation is selected the user will be able to complete the form on the mobile device.

For answer types that include comments the user may use the mobile device's microphone to dictate the text by clicking inside the comment area.

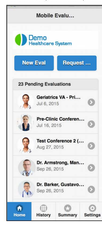


When the user selects a pending evaluation the form will be displayed on the mobile device for the user to complete.



New Evaluation Button

This button allows the Trainee to initiate a performance evaluation of a Faculty member.
It also allows the Faculty member to initiate a performance evaluation of a Trainee (this is dependent on the program's settings, some programs may not have this enabled).

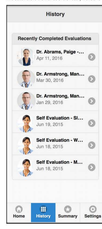


Request Eval Button

This button allows the Trainee to initiate a performance evaluation of themselves. When the button is selected, a list of Faculty members will be displayed and the Trainee may choose a Faculty member to whom an evaluation form will be delivered.

History Button

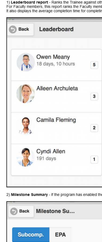
This button allows the Trainee or the Faculty member to display all of the evaluations the user has completed.



Summary button

When the Summary button is selected two reports are available for the user: a leaderboard report and a milestone summary report (for the Trainee) or an aggregate evaluation report (for the Faculty member).

1) **Leaderboard report** - Ranks the Trainee against other Trainees in the program.
It also displays the average evaluation time for completing evaluations by Faculty members in the program.
It also displays the average completion time for completing evaluations.



2) **Milestone Summary** - if the program has enabled the setting that allows Trainees to view a milestone summary the Trainee will be able to view it here: