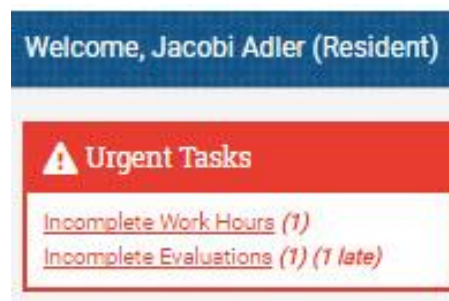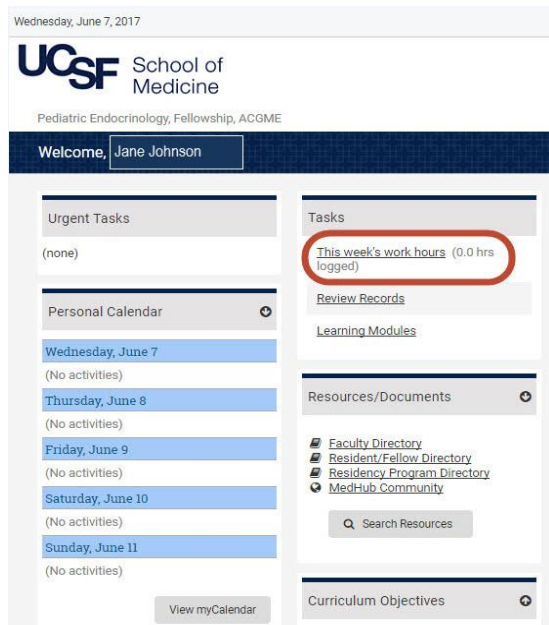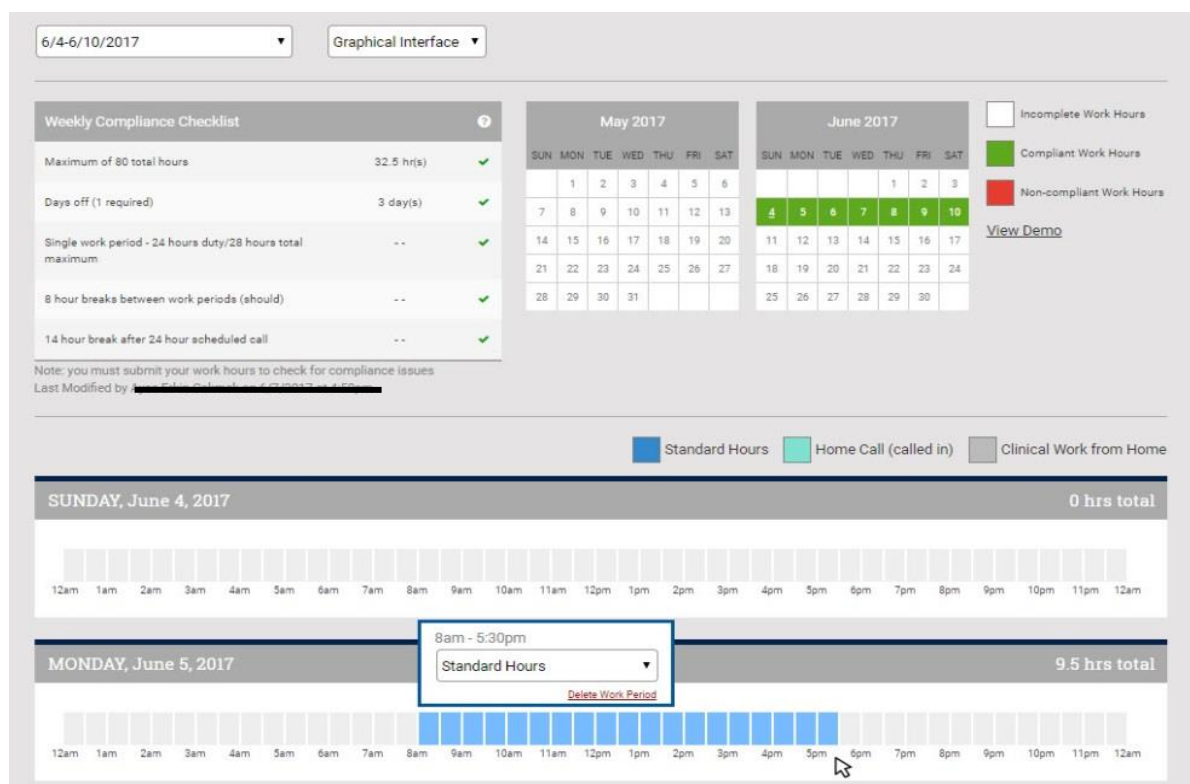## Instructions for Logging Work Hours in MedHub

1. From your MedHub home screen, under Tasks, select 'This week's work hours'. Another option if late on submitting work hours would be to click on 'Incomplete Work Hours' under Urgent Tasks on the top left hand corner of the home screen.

2. You will be directed to your Weekly Work Hours timesheet. It is defaulted to show you the 'Graphical Interface' view of your timesheet, where you can use your mouse to click and drag your start and end time across a timescale for each day of the week listed. Weeks are tracked from a Sunday start day and Saturday end date.

1) The Graphical Interface is previewed for you to choose along a timescale, you can click on this drop down to enter your work hours under the 'Pull-Down Interface' so you can select times and Work Hours Type from a drop-down menu.

2) The Weekly Compliance Checklist will list if you're compliant with ACGME Work Hour rules. If you do not meet the requirements, depending on which rule you were noncompliant for, a red x will appear next to that line instead of a green check.

3) After submitting your work hours for the week, the Weekly Compliance Checklist will run itself. The week will appear green if your work hours are compliant, red if it they are non-compliant and white if incomplete.

4) The key to decipher what the colors in your calendar represent.

5) The default for logging hours is **Standard hours**. Select **Home Call (called in)** only for the time you spend in a clinical setting when called in from home. Apex usage, patient notes, charts, etc. completed at home, log in this time as: **Clinical Work from Home**. Some programs will have **Moonlighting** as an option for trainees to select from as well.

6) The time scale for which you will pick your hours across the scale, once selected, a drop down will appear on whether it's Standard Hours, Home Call, or Clinical Work from Home.

7) The total hours for the day will be listed after inputting your Work Hours.

THURSDAY, June 8, 2017   7.5 hrs total

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

FRIDAY, June 9, 2017   0 hrs total

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

SATURDAY, June 10, 2017   0 hrs total

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

Standard Hours:	32.5 hrs
Home Call (called in):	0 hrs
Clinical Work From Home:	0 hrs
Total:	32.5 hrs

Submit Work Hours

3. Once you've finished logging in your work hours for the week, you must submit your Work Hours Weekly timesheet at the bottom right hand corner by clicking 'Submit Work Hours'. You will also see your total number hours of the week added for you above the Submit button.

4. As you see Friday and Saturday have no hours entered, this is because the trainee did not work on these days. Hence, you are not to log in any hours for days you are not working. MedHub will read this as your days off. *Note that a day off is different from vacation, Sick, LOA and Away Conference Requests.*

5. The Absence Request functionality must be used from the trainee in order for Vacation, Sick, LOA (leave of absence) and Away Conference time to generate within a trainee's Work Hours Weekly timesheet. These Absence requests are different from days off and impact compliance checks for MedHub. A trainee can put in an absence request by clicking on 'Absence/Vacation Request Forms' on the left hand side of the home page. Program Administrators will have to approve the requests by trainees or can enter the Vacation, Sick, LOA and Away conference themselves.

Request Forms   ⬆ ⬇

Absence/Vacation Request Forms

WHAT IF YOU'RE NON-COMPLIANT AFTER SUBMITTING YOUR WORK HOURS:

6. Once you hit "Submit Work Hours" and if you're potentially non-compliant for that week (i.e. working over 80 hours, not having 1 in 7 days off) you will be directed to a new page where you must provide information on why you were not compliant before you can continue. Depending on what you were flagged for you will be prompted to select a reason. Select the reason which applies to you and then hit submit. Your reason (and additional explanation depending on which rule you were non-compliant for) may be viewable to your program administrator, associate program director, and program director.

⚠ **Work periods identified with less than a 8 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.

Date/Time (Break End):	Break:	Reason:
Wednesday, 11/11 6:30am	7.5 hrs	Break between two different work periods (violation) ✔

Submit

Non-compliance issue listed here.

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

Potential Issue(s):
Maximum of 80 total hours: 103.5 hrs
0 days off (1 required)
Single work period of 28 hours exceeded

Please help us document this problem by filling out the form below. Both fields are required. Your work hours will be considered incomplete until this form is submitted.

Primary Reason:*   (select primary reason)   ✔

200 characters left

Detailed Description:* [   ]

Submit Reason

Note, issues are flagged at the individual week level to allow programs to identify and react to problems before they become violations. The programs and institution will run a compliance report to identify the true ACGME violations (averaged over a 4-week period).

6/4-6/10/2017 ▼   Graphical Interface ▼

Weekly Compliance Checklist ❓

Maximum of 80 total hours	65.0 hr(s)	✔
Days off (1 required)	2 day(s)	✔
Single work period - 24 hours duty/28 hours total maximum	- -	✘
8 hour breaks between work periods (should)	- -	✔
14 hour break after 24 hour scheduled call	- -	✔

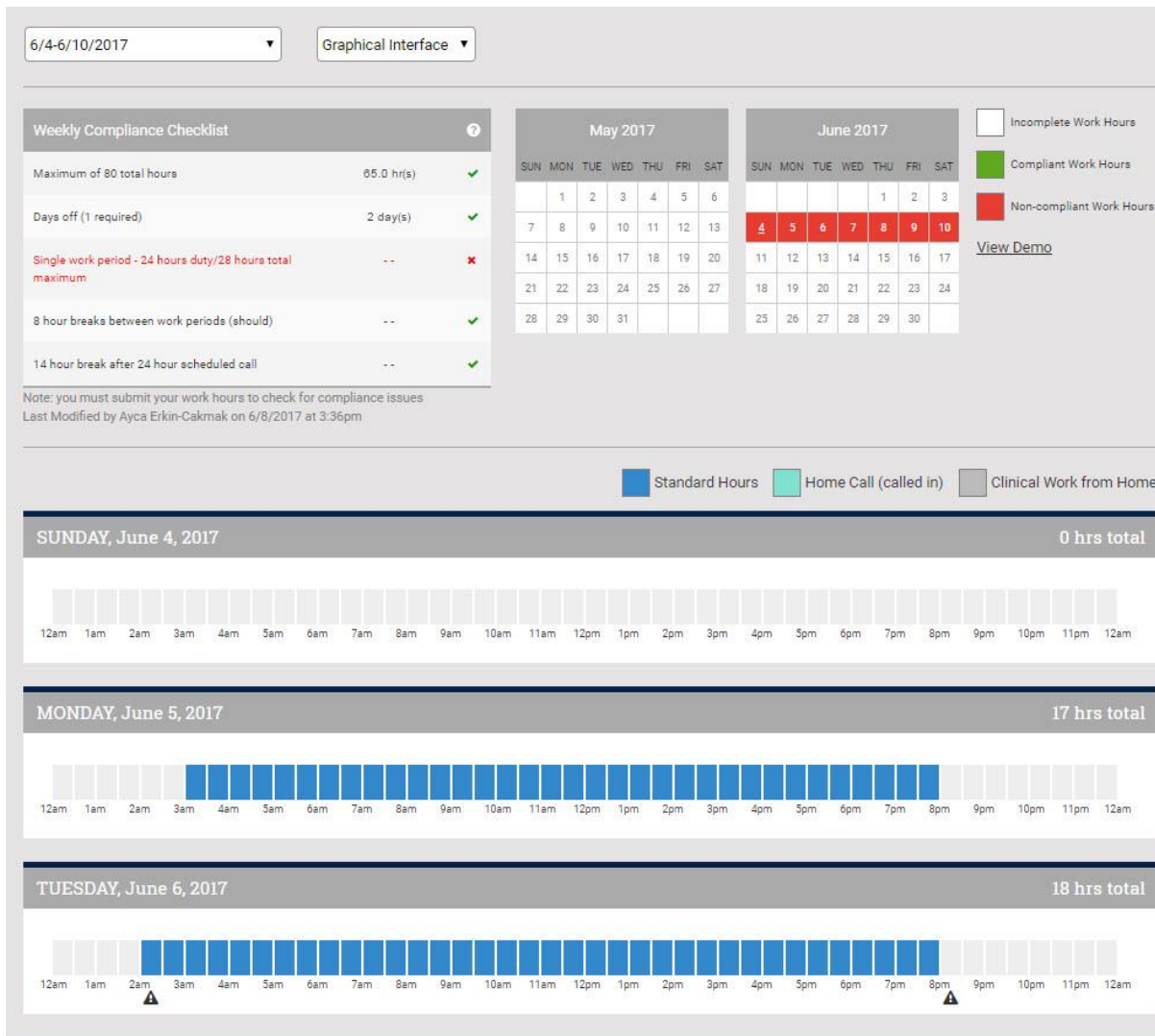Note: you must submit your work hours to check for compliance issues
Last Modified by Ayca Erkin-Cakmak on 6/8/2017 at 3:36pm

May 2017

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			

June 2017

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	

☐ Incomplete Work Hours
🟩 Compliant Work Hours
🟥 Non-compliant Work Hours

View Demo

🟦 Standard Hours   🟩 Home Call (called in)   ⬜ Clinical Work from Home

SUNDAY, June 4, 2017 — 0 hrs total

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

MONDAY, June 5, 2017 — 17 hrs total

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

TUESDAY, June 6, 2017 — 18 hrs total

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

7. Note: Trainees will receive an email reminder for the prior week if it is incomplete and/or has no entries. It will then be listed under the Urgent Tasks List on your hope page.

8. Trainee Lockout! You have a total of two weeks to complete and submit your work hours for a Sunday to Saturday weekly timesheet. If you fail to do so, you will be locked out and will not be able to re-enter hours. Your program administrator will have to enter the work hours on your behalf. (i.e. Sunday, July 5th to Saturday, July 11th, you will be locked out of that week at 12am on Sunday, July 19th)

FOR QUESTIONS ABOUT WORK HOURS LOGGING PLEASE CONTACT YOUR PROGRAM ADMINISTRATOR!

Click on this link to watch a video tutorial!
http://community.medhub.com/community/tutorial_standalone.mh?tutorialID=80&userID=7171&globalID=261