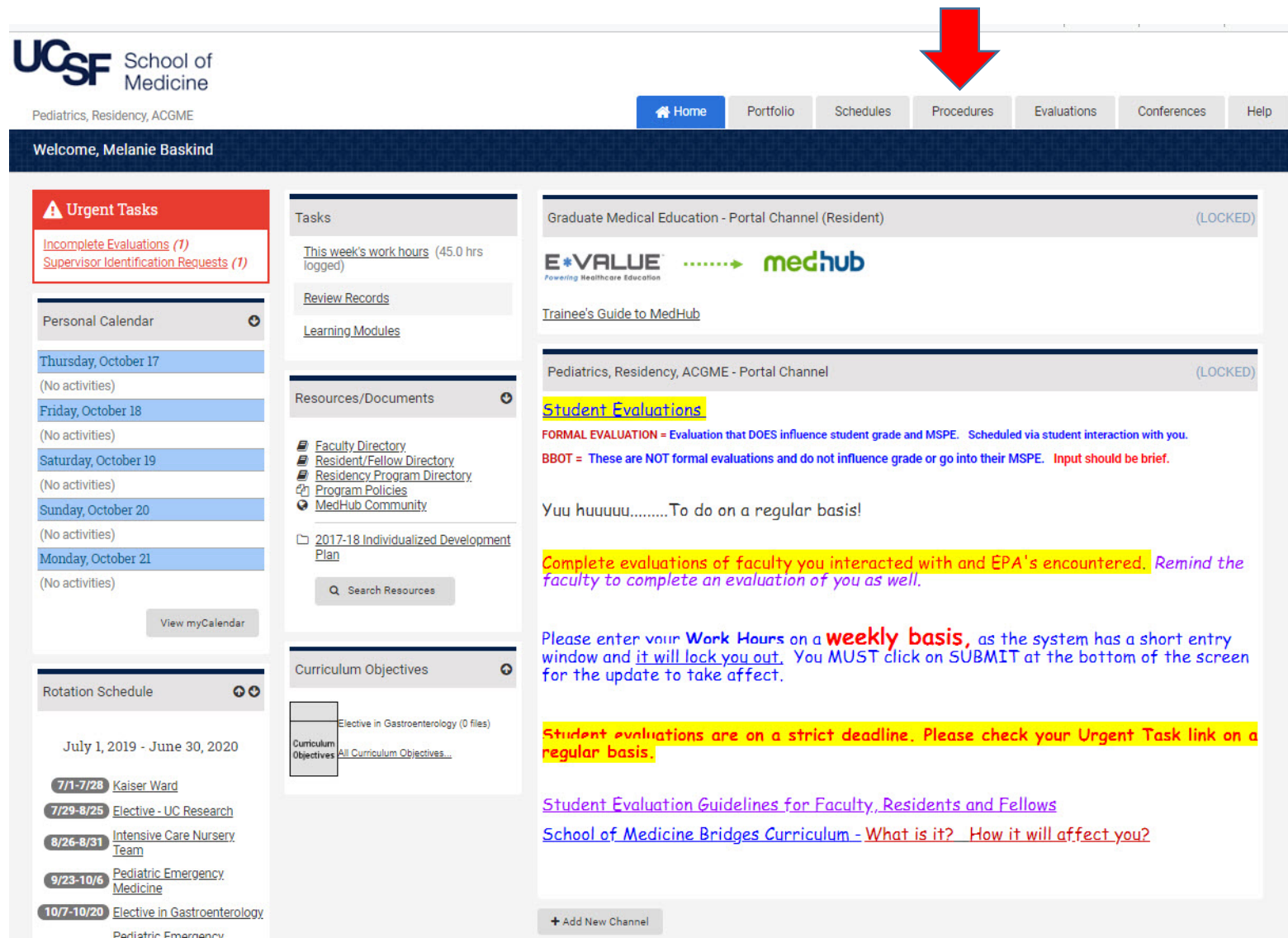


1) On the MedHub Home page> Click Procedures Tab



The screenshot shows the MedHub Home page for a user named Melanie Baskind. A red arrow points to the 'Procedures' tab in the top navigation bar. The page layout includes a left sidebar with 'Urgent Tasks' (Incomplete Evaluations (7), Supervisor Identification Requests (7)), a 'Personal Calendar' for October 17-21, and a 'Rotation Schedule' for July 1, 2019, to June 30, 2020. The main content area is divided into three sections: 'Graduate Medical Education - Portal Channel (Resident)' (LOCKED), 'Pediatrics, Residency, ACGME - Portal Channel' (LOCKED), and 'Student Evaluations'. The 'Student Evaluations' section contains text about formal evaluations, BBOT, and a reminder to complete evaluations on a regular basis. It also includes links to 'Student Evaluation Guidelines for Faculty, Residents and Fellows' and 'School of Medicine Bridges Curriculum - What is it? How it will affect you?'. A '+ Add New Channel' button is at the bottom.

UCSF School of Medicine  
Pediatrics, Residency, ACGME

Welcome, Melanie Baskind

**Urgent Tasks**

- [Incomplete Evaluations \(7\)](#)
- [Supervisor Identification Requests \(7\)](#)

**Personal Calendar**

Thursday, October 17  
(No activities)

Friday, October 18  
(No activities)

Saturday, October 19  
(No activities)

Sunday, October 20  
(No activities)

Monday, October 21  
(No activities)

[View myCalendar](#)

**Rotation Schedule**

July 1, 2019 - June 30, 2020

- 7/1-7/28** Kaiser Ward
- 7/29-8/25** Elective - UC Research
- 8/26-8/31** Intensive Care Nursery Team
- 9/23-10/6** Pediatric Emergency Medicine
- 10/7-10/20** Elective in Gastroenterology

Pediatric Emergency

**Tasks**

- [This week's work hours](#) (45.0 hrs logged)
- [Review Records](#)
- [Learning Modules](#)

**Resources/Documents**

- [Faculty Directory](#)
- [Resident/Fellow Directory](#)
- [Residency Program Directory](#)
- [Program Policies](#)
- [MedHub Community](#)
- [2017-18 Individualized Development Plan](#)

[Search Resources](#)

**Curriculum Objectives**

Elective in Gastroenterology (0 files)

Curriculum Objectives [All Curriculum Objectives...](#)

**Graduate Medical Education - Portal Channel (Resident)** (LOCKED)

**E\*VALUE** ..... **medhub**  
Powering Healthcare Education

[Trainee's Guide to MedHub](#)

**Pediatrics, Residency, ACGME - Portal Channel** (LOCKED)

**Student Evaluations**

**FORMAL EVALUATION** = Evaluation that DOES influence student grade and MSPE. Scheduled via student interaction with you.

**BBOT** = These are NOT formal evaluations and do not influence grade or go into their MSPE. Input should be brief.

Yuu huuuuu.....To do on a regular basis!

**Complete evaluations of faculty you interacted with and EPA's encountered. Remind the faculty to complete an evaluation of you as well.**

Please enter your **Work Hours** on a **weekly basis**, as the system has a short entry window and **it will lock you out**. You **MUST** click on **SUBMIT** at the bottom of the screen for the update to take affect.

**Student evaluations are on a strict deadline. Please check your Urgent Task link on a regular basis.**

[Student Evaluation Guidelines for Faculty, Residents and Fellows](#)

[School of Medicine Bridges Curriculum - What is it? How it will affect you?](#)

[+ Add New Channel](#)

The view of the procedures module from the Trainee standpoint is straightforward. When they access the procedures module from the top navigation menu, they can select from three options:

1. Log New Procedure/Case
2. View Recorded Procedures/Cases
3. Procedure/Case Summary Report

## Procedures/Cases

### Log New Procedure/Case

Use this form to record new procedure/case logs. You can later review all of your logs by selecting the option below.

### View Recorded Procedures/Cases

Review all of your recorded procedures. This page also provides access for modifying and deleting procedure logs.

### Procedure/Case Summary Reports

Overview of procedure requirements, diagnosis requirements, procedure certifications, continuity of care and visit types.

### Procedure/Case Demographic Breakdown

Charts of procedures according to patient demographics.

When logging a procedure using MedHub, Trainees access the following screen. 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)
- Role
  - Performed
  - Assisted
  - Observed
- Diagnosis (optional)
- Complications (optional)
- Procedure Notes (optional)

[Home](#) » [Procedures](#) » Log Procedure/Case

### Log Procedure/Case

Use the utilities below to log a procedures/case. \* required fields

Background Information

Procedure Date:\*

03/12/2021

Location:\*

(OTHER - Specify...)

Supervisor:

List

Search

Other

(none)

Patient Information

Encounter:

(new patient)

Patient Gender:

(unavailable)

Patient Age:

(unavailable)

Procedures

Continued...

Procedures			
CPT@:	Procedure:	Role:	Actions:
(no procedures -- at least one is required)			

Add Standard Procedure

Add:

CPT@:

Procedure:

(no procedure types -- modify search terms)

+ Add Custom Procedure Type

Diagnosis:

Complications:

Procedure Notes:

Log Procedure

☐ Log Another Procedure

An alternate procedure entry method is available for Trainees if their program elects to enable the 'Batch Procedure Entry' functionality from the 'Program Settings' page. If enabled, Trainees will be allowed to choose between the standard form (single case) or the batch entry form. Both entry methods will allow the Trainee and program to count procedures and diagnoses by type and summarize against predefined requirements.

## Viewing Logged Procedures

Trainees are also able to view and modify previously recorded procedures. When viewing the list of recorded procedures, there are three different view options: (1) by procedure log, (2) by procedure type, and (3) by diagnosis. A list view of these options is available to both the Trainee and Faculty mentor. The procedure log may be downloaded as an Excel file by clicking on the "Export Data" link.

### View Procedures/Cases

By Procedure/Case Log

By Procedure Type

By Diagnosis

+ Log New Procedure

Export

Print

Patient ID	Procedure Date	Procedure	Role	Supervisor	Verification	Actions	
--	09/08/2016	Arterial Line (1)	Performed	Abel, Janey Q	--	View Log	Modify Log
--	09/08/2016	appendectomy (1)	Performed	Chow, Sebastian Q	--	View Log	Modify Log
--	08/29/2016	Arterial Line (1)	Performed	Armstrong, Mandi	(pending)	View Log	Modify Log
--	05/03/2016	Abdominal Paracentesis (1)	Simulated	Addison, Ali	--	View Log	Modify Log
--	04/27/2016	Abdominal Paracentesis (1)	Performed	Armstrong, Mandi	Verified	View Log	Modify Log
--	04/27/2016	Abdominal Paracentesis (1)	Performed	Armstrong, Mandi	Verified	View Log	Modify Log
--	04/12/2016	Abdominal Paracentesis (1)	Performed	Armstrong, Mandi Q	Verified	View Log	Modify Log
--	03/30/2016	Abdominal Paracentesis (1)	Performed	Armstrong, Mandi Q	Verified	View Log	Modify Log

Selecting the 'Modify Log' link returns the Trainee to the 'Update Procedure/Case' screen for modifying logged procedures. The 'Update Procedure/Case' screen provides the same options when logging a new procedure. If a previously logged procedure is updated and resubmitted, an additional email notification is not delivered to the identified Supervisor.

When the 'View Log' link is selected, the following detailed summary is displayed:

#### View Procedure/Case



##### Background Information

Resident:	Archuleta, Alleen
Procedure Date:	9/8/2016
Location/Clinic :	YNHH - Generalist Firm
Supervisor:	Dr. Janey Abel

##### Patient Information

Patient ID:	(undefined)
Patient Gender:	
Patient Age:	--

##### Additional Information

Viewed video:	No
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##### Procedure Types

CPT®:	Procedure:	Role:	Verification:
--	Arterial Line	Performed	--

##### Diagnoses

--

Procedures Summary Reports: By selecting the 'Procedures Summary Report', Trainees and their Faculty mentors are able to view their progress toward the requirements set by the Administrator. There are five summary views available:

- (1) Procedure Requirements,
- (2) Diagnosis Requirements,
- (3) Procedure Certifications,
- (4) Continuity of Care,
- (5) Visits by Type, and
- (6) Counts by Type.

#### Procedure/Case Summary

Procedure Requirements	Diagnosis Requirements	Procedure Certifications	Continuity of Care	Visits Summary	Counts by Type
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Export

Procedure(s)	Level(s)	Requirements(s)	Completed	Percent
Abdominal Paracentesis	1-3	1 Total Logged 1 Performed	5 4	100% 100%
Arthrocentesis (other joints)	1-8	5 Performed	0	0%
Arthrocentesis of the knee joint	1-8	5 Total Logged	0	0%
Breast examination	1	5 Total Logged	0	0%
Central Venous Line Placement	1-8	5 Total Logged 5 Performed	0 0	0% 0%
Drawing Arterial Blood (ABIM required)	1-8	5 Total Logged	0	0%
Drawing Venous Blood (ABIM required)	1-8	5 Total Logged	0	0%
Electrocardiogram	1-8	3 Total Logged	0	0%
Femoral Line	1-8	5 Total Logged	0	0%
Incision and Drainage of an Abscess	1-8	5 Total Logged	0	0%
Internal Jugular Line	1-8	5 Total Logged	0	0%
Lumbar Puncture	1-8	5 Total Logged	0	0%

Procedure Requirements Summ...					Export
Abdominal Paracentesis					
Arthrocentesis (other joints)					
Arthrocentesis of the knee joint					
Breast examination					
Central Venous Line Placement					
Drawing Arterial Blood (ABIM required)					
Drawing Venous Blood (ABIM required)					
Electrocardiogram					
Femoral Line					
Incision and Drainage of an Abscess					
Internal Jugular Line					
Lumbar Puncture					
Nasogastric Intubation					