

Quick Reference Guide Duty Hour Logging

Login to RMS

1. Use Internet Explorer to log into RMS.
2. Address: <http://www.new-innov.com/login>
3. Institution: mmcgme
4. Enter username and password.

Change Your Password/User Name

1. From the Main menu, select "Change Your Password."
2. Enter a new password.
3. Re-enter your new password.
4. Enter a new username (if desired).

Entering Duty Hours

1. Choose "Duty Hours" from the Main drop-down menu.
2. Hover over the My Duty Hours drop-down menu.
3. Hover over "Log Hours" and select "Graphical."
4. Select "Horizontal" method, the date you would like to start editing, and click "Continue."
5. Select an assignment from the Choose an Assignment Definition drop-down menu.
6. Click and drag over the times you worked the assignment.
7. Repeat steps 6-7 to change assignments.
8. When you have completed entering hours for the week you're viewing, click "Save."

Note: Adding assignments after they've been worked automatically approves the hours. Adding assignments for the future means you will need to go back in and approve your hours after working them.

Logging In-House Call and Post-Call

1. If you are on call in the hospital, use the "call" assignment that fits where you are working.
2. If you remained on call for >24 hours, use the "post-call" assignment to reflect the number of additional hours worked. Post-call assignments should be used when you are no longer seeing new patients.

Logging Home Call Assignments

1. Choose "Duty Hours" from the Main drop-down menu.
2. Enter your assignments, following the "Entering Duty Hours" procedure above.
3. For time that you were on call, but not at the hospital, use a "home call-not called in" assignment.
4. If you were called and provided support via phone, leave the assignment as "home call-not called in."
5. If you were called and had to go in:
 - a. Edit the Home Call assignment so that it only includes the time period from the start of the Home Call until you arrived at your location.
 - b. For the time you spent at the hospital, choose the activities you were doing and add those to your schedule.
 - c. If you return home before your call period ends, add the "home call-not called in" assignment for the rest of the call period.

Approving Hours

1. Choose "Duty Hours" from the Main drop-down menu.
2. Hover over the My Duty Hours drop-down menu.
3. Click on "View My Hours."
4. To see unapproved hours, select a date range and then click the "Show unapproved hours only" checkbox.
5. Mark the checkbox next to those hours worked.
6. Click on the "Approve Selected Entries" button at the bottom of the screen.

Viewing Hours

1. To view hours that have been approved, select "Duty Hours" from the Main drop-down menu.
 2. Hover over the My Duty Hours drop-down menu.
 3. Click on "View My Hours."
 4. Enter a timeframe to view and select "Update."
- NOTE:** This view will **only** show already-approved hours. To see unapproved hours, check the "Show unapproved hours only" checkbox.

Editing Hours

1. If the hours are inaccurate, select the "Edit" hyperlink next to the assignment you wish to change. If you wish to edit multiple entries, select one and then click the "Edit in Bulk" button at the bottom.
2. Change the assignment, date, start time, or duration of the activity.
3. Click on the "Save" button.
4. If you did not work an assignment, click the "Did Not Work" button for that assignment.

Entering Vacation/Leave/Time Away Time

1. Choose "Duty Hours" from the Main drop-down menu.
2. Hover over the My Duty Hours drop-down menu.
3. Hover over "Log Hours" and select "Vacation/Leave."
4. Select your Assignment Definition based on the following:
 - a. Time Away-Does Not Extend Short – generally vacation, sick time, PTO that accounts for 1/2 or less the length of a rotation.
 - b. For longer periods of time away or time away that will extend your training, contact your Program Coordinator to help record in RMS.
5. Enter the start time and duration. The default for start time is 8:00 AM. The default for duration is 9 hours.
6. Click on the first day of your vacation time on the left-hand calendar.
7. Click on the last day of your vacation on the right-hand calendar.
8. Click on the "Save" button.

Quick Reference Guide For Procedure Logger Module

How to Log Procedures

1. Select [Main>Procedure Logger](#).
2. Choose [Add/View/Confirm >Add](#).
3. Complete Procedure Form and select "Save and Clear."

Note: To log multiple procedures on the same patient, click "Save and Retain" otherwise click "Save and Clear."

View Procedure Logs

1. Select [Main>Procedure Logger](#).
2. Choose [Add/View/Confirm >View](#) to see procedures from the last 90 days.
3. Choose the edit or delete option to make edits- click save when done.

Note: Procedures confirmed by a supervisor may not be edited or deleted except with appropriate authorization.

Procedure Log Reports

View reports that track procedure logging:

1. Select [Main>Procedure Logger](#)
2. Under the Reports menu, select [Student/Physician Reports>Advanced Reports](#).
3. Click Student/Physician Log Details to view log details.

Quick Reference Guide For Curriculum Module

1. From the Home Page, look under the area called "Notifications."
2. Select the link that says "You have unconfirmed curriculum to review. Click here to View your Rotations and review the Curriculum."
3. This will bring you to a screen that contains your block schedule.
4. Next, select the link in the Curriculum column to view the curriculum documents for a selected rotation.
5. Click the active link next to a curriculum document (there may be more than one document per rotation.)
6. Read the document and leave that screen.
7. Click the link that says "Confirm" and a pop-up will appear that says "This will confirm with your electronic signature that you have reviewed this curriculum. This action cannot be undone." Click 'ok' to continue.
8. This will date and timestamp that you have reviewed your required reading for this rotation.

Note: You can read your curriculum for the academic year at any time. You will receive email reminders for each rotation. You can always go back and reread any curriculum document.

Quick Reference Guide For Evaluations Module

How to complete an evaluation

1. From the Home page look under the area called "Notifications."
2. Click the link that says "You have X evaluations to complete. Click here to [complete it](#)."
3. Following the link will take you to a screen that contains any evaluations you need to complete.
4. Select the link that says "Evaluate" next to the evaluation you would like to complete.
5. Answer the necessary questions to complete the evaluation.
6. If signatures are required, check the box next to the text that states "By checking this box, you certify that you are {insert name here} and that you are electronically signing this document.
7. Click "Submit Final" to finish.

Viewing Evaluation Results

You can get to reports 2 ways. First:

1. From the Home page go to "My Favorites" and click the link that says "My Evaluation Results."
2. This will bring you to a page of reports you can generate on yourself.
3. Click view next to the report called "Individual Report." Make sure the correct academic year appears on top of the page.

The 2nd way to access reports is:

1. From the Home page, select [Main>Evaluations](#).
2. Under reports select "Custom Evaluation Reports."
3. Click view next to individual report.