

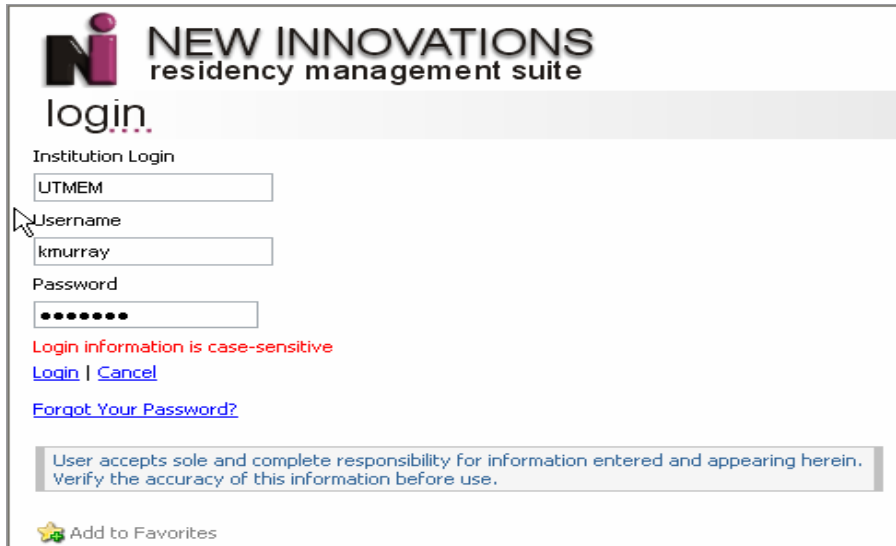
New Innovations – User Instructions

Log In Instructions for NI:

Connect to the Internet and go to <https://www.new-innov.com/Login/Login.aspx> or click on the New Innovations link on the Internal Medicine website.

You will be prompted to enter an Institutional Log in. Enter **UTMEM** (All CAPS).

At the “User Name” and “Password” prompt enter your user name (normally your first initial and last name). Your default password is your user name. (both in lowercase)



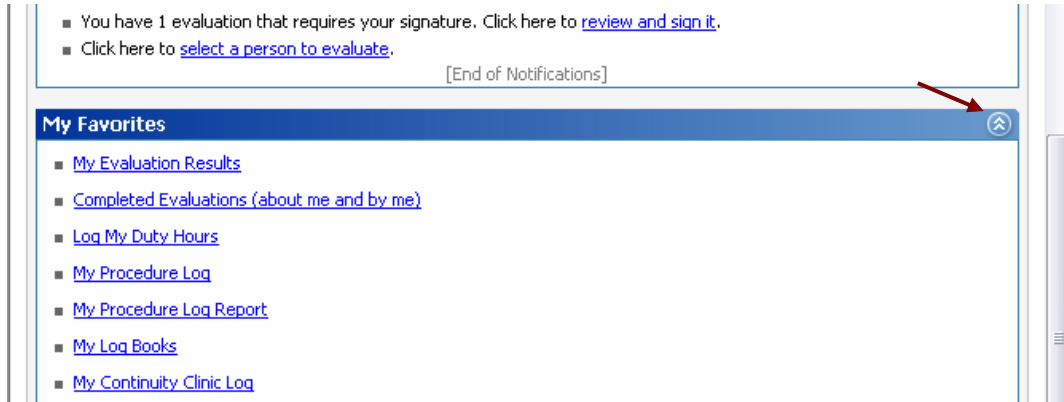
The screenshot shows the login interface for the New Innovations residency management suite. At the top left is the logo, a stylized 'ni' in black and red, followed by the text 'NEW INNOVATIONS residency management suite' and 'login'. Below this is a form with three input fields: 'Institution Login' containing 'UTMEM', 'Username' containing 'kmurray', and 'Password' with masked characters. A red error message reads 'Login information is case-sensitive'. Below the fields are links for 'Login | Cancel' and 'Forgot Your Password?'. At the bottom, a grey box contains the text: 'User accepts sole and complete responsibility for information entered and appearing herein. Verify the accuracy of this information before use.' A 'Add to Favorites' button is at the bottom left.

After you log in you are taken to your welcome screen. On this screen you will see any department notices your coordinator has set up, a link for any evaluations that need to be done, and possible links for curriculum and notices about expiring items.

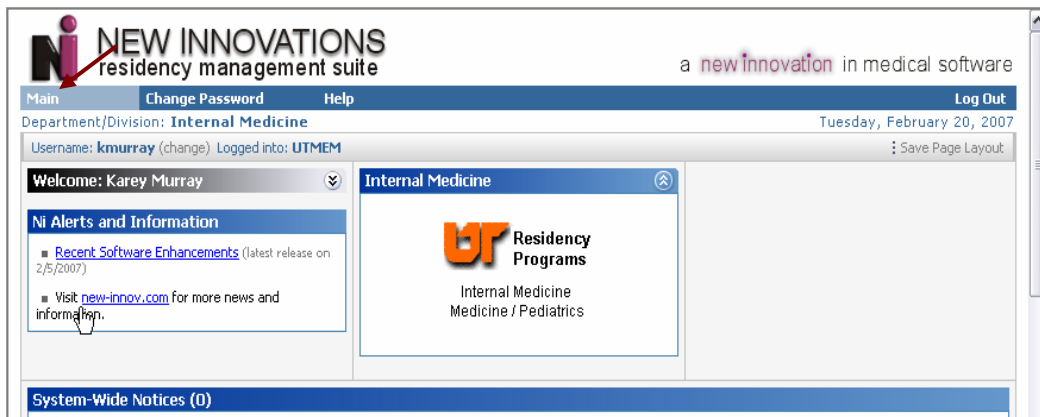


The screenshot shows the user dashboard after logging in. The header includes the 'NEW INNOVATIONS' logo and 'a new innovation in medical software'. A navigation bar has 'Main', 'Change Password', 'Help', and 'Log Out'. The user's department is 'Internal Medicine' and the date is 'Tuesday, February 20, 2007'. The user is identified as 'Karey Murray' with a 'Welcome' message. A 'Ni Alerts and Information' section lists 'Recent Software Enhancements' and a link to 'new-innov.com'. A 'System-Wide Notices (0)' section shows 'You have 0 Notices.'. A 'Department Notices (1)' section features a notice for 'Attending Duties - Please Read - Click Here'. A 'Notifications' section under 'Evaluations' lists three items: 'You have 1 evaluation to complete. Click here to complete it.', 'You have 1 evaluation that requires your signature. Click here to review and sign it.', and 'Click here to select a person to evaluate.' A 'UP Residency Programs' banner for 'Internal Medicine Medicine / Pediatrics' is also visible.

Some sections such as “My Favorites” can be collapsed by clicking on the arrow or you can add or remove favorite links by clicking on the “Add/Remove”.

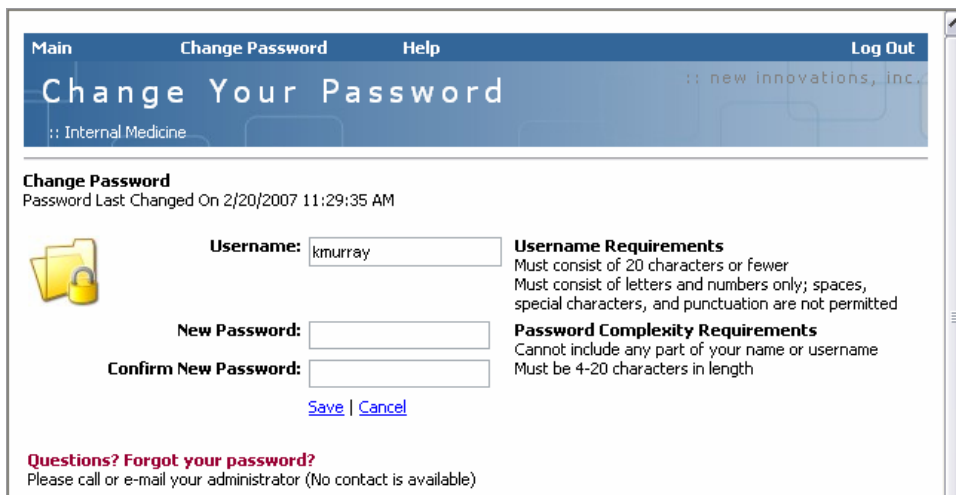


You can also navigate by clicking on “Main” from the far left drop down list and selecting a module.



Change Your Password

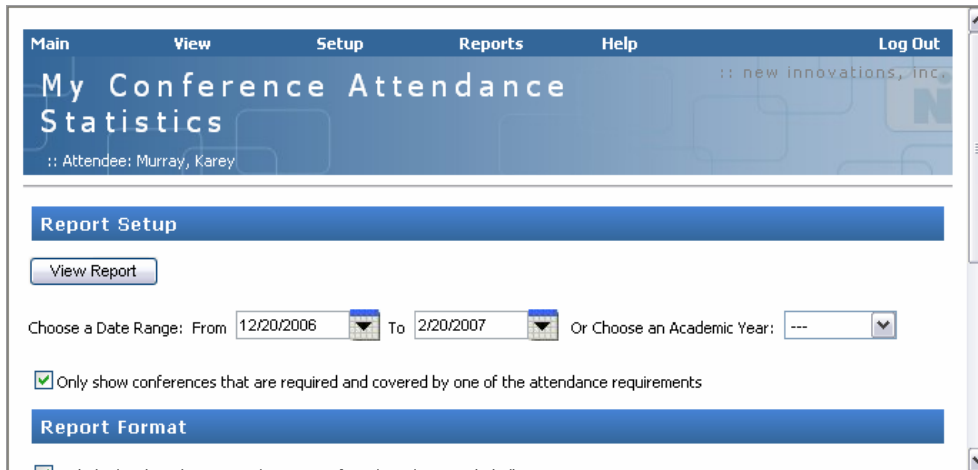
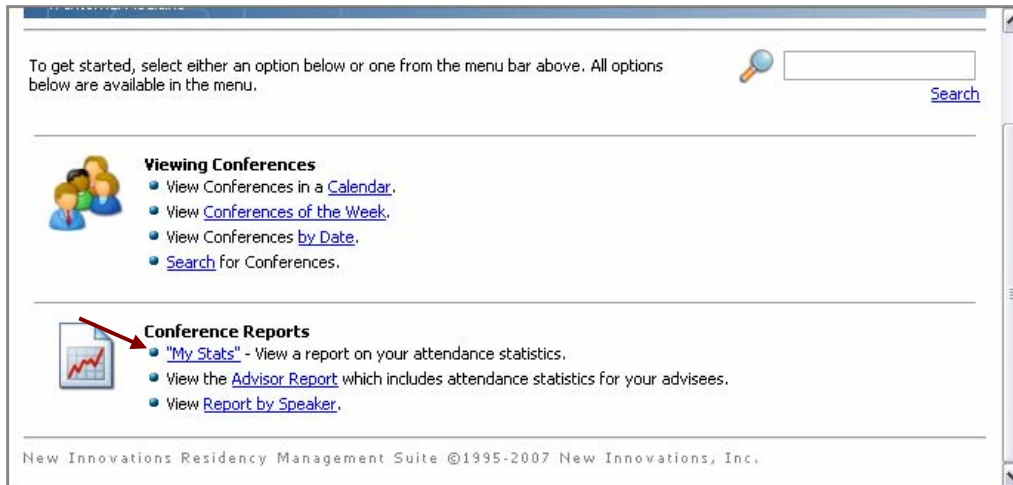
Select Change Password on the welcome screen to change your password. If you forget your password contact the program office at 448-5814 to have it reset.



You can change both your user name and password but the two cannot match and they can only contain letters or numbers. Once entered click “Save”.

Conferences

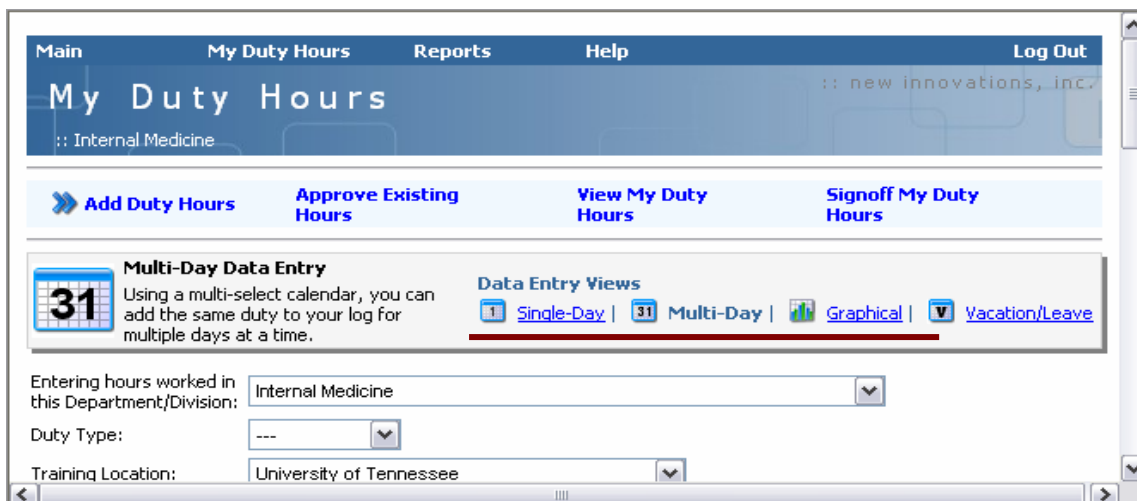
Select Main -> Conferences to view conference information. Click on "My Stats" under conference reports to get your attendance report.



Duty Hours Entry

On the welcome screen under My Favorites click on Log My Duty Hours.

You can enter by single day, multi-day, or graphical. Use the one that works best for you.



You will only use four types of duty assignments: Backup, In-House Call, Night Float and Shift.

Back-up—Use only when called in for back-up.

In-House Call—Use when you have overnight call. This should include the entire time period and must not exceed 30 hours.

Example: Started at 7:00 AM on Monday left at 11:00 AM on Tuesday. Total hours: 28 Do **NOT** enter as a combination of Shift and In-House Call.

Night Float—Use only if you are on a night float month.

Shift—Use for your normal work day, short call, night float call, and ER shift.

Graphical Entry

Select a duty type and location and either click on the increment or hold down the mouse and sweep across the intervals for the time worked. Hours that have already been added at other times will display in gray and cannot be edited or deleted from this screen. Always remember to save your entries.

Example of Graphic Entry

After you save the duty hours you just added will appear below in a table format. You may edit any of the hours, you may only delete hours you entered yourself.

will not be approved. Hours that are not approved are considered projected.

My Duty Hours For The Month

[Display the Hours for the Selected Month of the Calendar](#) 2/1/2007 - 2/28/2007

[All](#) | [None](#) | [Invert](#)

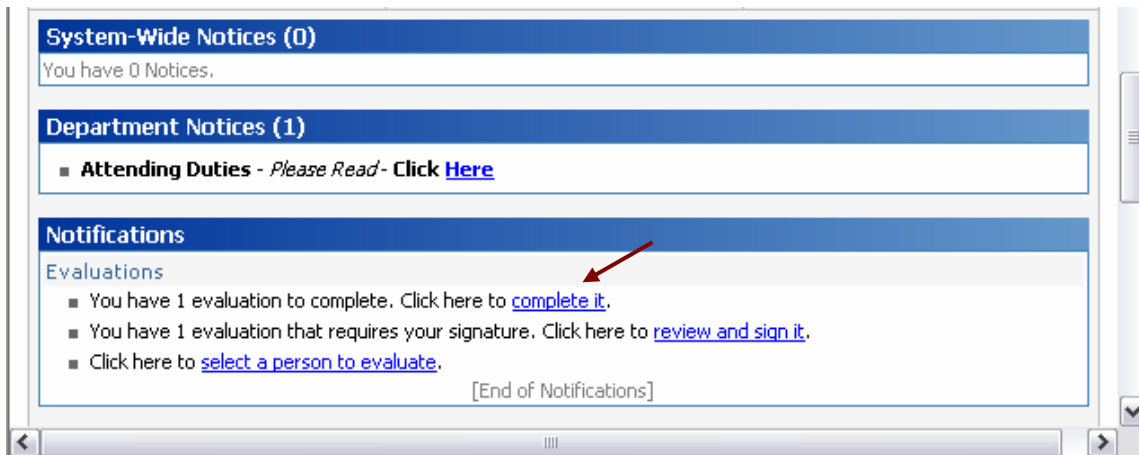
	Day	Start	End	Duty Type	Assignment	*Last Checked	Source	Approved By	Hours	
<input type="checkbox"/>	Edit Delete	Mon	2/19/2007 6:00 AM	2/19/2007 7:00 PM	Shift	2/20/2007 1:51:47 PM	Res	Res	13.00	Comments Details
<input type="checkbox"/>	Edit Delete	Tue	2/20/2007 6:00 AM	2/20/2007 6:00 PM	Shift	2/20/2007 1:51:47 PM	Res		12.00	Comments Details
<input type="checkbox"/>	Edit Delete	Wed	2/21/2007 6:30 AM	2/21/2007 6:30 PM	Shift	2/21/2007 1:51:47 PM	Res		12.00	Comments Details
<input type="checkbox"/>	Edit Delete	Thu	2/22/2007 7:00 AM	2/23/2007 11:00 AM	In-house Call	2/20/2007 1:51:47 PM	Res		28.00	Comments Details
<input type="checkbox"/>	Edit Delete	Sun	2/25/2007 6:00 AM	2/25/2007 6:00 PM	Shift	2/20/2007 1:51:47 PM	Res		12.00	Comments Details

[Export to Excel](#)

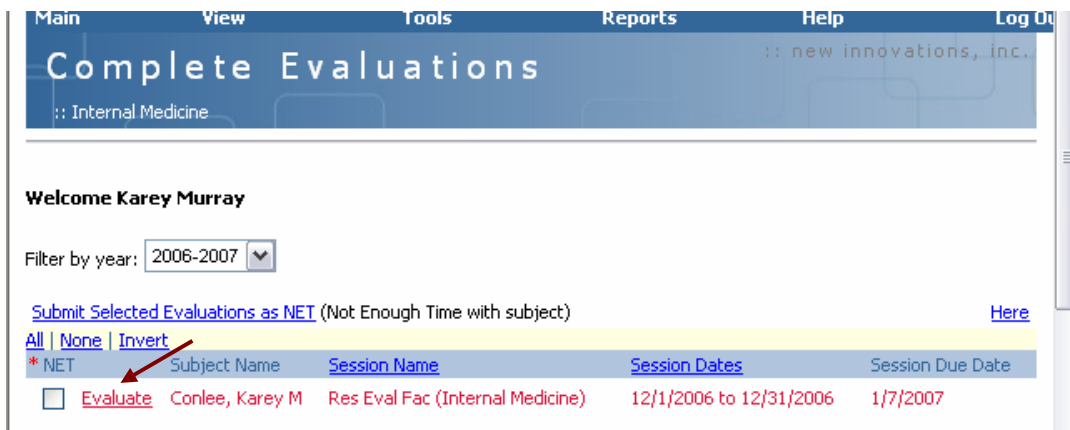
If a duty hour entry is listed in red you have a violation/ or potential violation. You must enter a comment and list the reason for your violation.

Evaluations

Evaluations that need to be completed will appear under Notifications on your welcome page. If you fail to receive an evaluation or need a correction made in the system please email Karey at kconlee@utmem.edu.



Once you click to view the evaluations you must complete from your welcome page you will be taken to this page. To complete an evaluation, simply click on the word **Evaluate**.



(If you were not with the subject long enough to evaluate them, place a check mark in the box(es) under NET and click the link that says: "submit selected evaluations as NET")

Score the Evaluation

Once you've clicked on **Evaluate** you will be taken to the online evaluation form. To score, select the appropriate circle for each question.

Evaluator: Murray, Karey **Subject:** Conlee, Karey M
 Status: Resident Status: Faculty
 Rotation: IM:WDC-VA Rotation: IM:WDC-VA
 Evaluation Dates: 12/1/2006 to 12/31/2006

For each of the following criteria, please rate the attending physician whose rotation you have just completed.

AVAILABILITY

Was prompt

Poor Marginal Satisfactory Good Excellent N/A

Adhered to rounds and consult schedules

Poor Marginal Satisfactory Good Excellent N/A

Submit the Evaluation

Once you have finished scoring your evaluation form, click on the “Submit Final” button. You will be asked to make sure you are ready to submit. To finalize submission click the OK button. (If you are unable to finish the entire evaluation, but wish to retain your answers so far, click on the “Save Draft” option. The evaluation will remain on the welcome screen with your saved answers.)

Yes No N/A

Comments
 Remaining Characters: 5000

[Submit Final](#) | [Save Draft](#) | [Email Subject](#)

Review and Sign Evaluations

Evaluations that need to be reviewed and signed will appear under Notifications on your welcome page.

System-Wide Notices (0)
 You have 0 Notices.

Department Notices (1)

- **Attending Duties - Please Read - Click [Here](#)**

Notifications

Evaluations

- You have 1 evaluation to complete. Click here to [complete it](#).
- You have 1 evaluation that requires your signature. Click here to [review and sign it](#).
- Click here to [select a person to evaluate](#).

[End of Notifications]

Once you click to review and sign it from the welcome page you will be taken to this page. Click on Review & Sign.

Review the evaluation, add comments, mark the electronic signature box, and click on Sign Evaluation.

Viewing Completed Evaluations

You can view all evaluations that you completed about others and any evaluations that were completed about you that were not anonymous by going to Evaluations-> View-> Completed Evaluations.

Evaluator Name	Rotation/Subject Name	Rotation	Session Name	Start Date	Stop Date	Session Due Date
<input type="checkbox"/> Conlee, Karey M	Murray, Karey	IM:WDC-VA (Internal Medicine)	Fac Eval Res (Internal Medicine)	12/1/2006	12/31/2006	1/10/2007

Log Books

Select Menu-> Log Books from the welcome screen and you will go to Log Books page. To enter presentations or publication click on Add.

Log Books
:: Internal Medicine
new innovations, inc.

[Export to PDF](#)

Add/View

- Add entry to Presentations and Publications log book
- View log book Presentations and Publications

Enter information and select Save and Clear if you are making one entry or Save and Return is you are making multiple entries. Each presentation or publication should be entered separately.

Create/Edit Presentations and Publications Entries

(Required) Date of Log 2/21/2007

(Required) Logged By Murray, Karey

(Required) Date of Meeting or Publication

Presentation Type All | None | Invert

- Oral Presentation
- Poster Presentation

Meeting and Presentation Name
Remaining Characters: 5000

Journal and Publication Name
Remaining Characters: 5000

[Save and Retain](#) | [Save and Clear](#) | [Cancel and Return](#)

Procedure Logger

To log a procedure click on Main-> Procedure Logger-> Add/View/Confirm-> Add Procedure Logs.

Main Add/View/Confirm Reports Help Log Out
Procedure Logger
:: Internal Medicine
new innovations, inc.

[Export to PDF](#)

Add/View/Confirm

- Add Procedure Logs
- View Procedure Logs
- Confirm Procedure Logs

Check to make sure the Department is listed as Internal Medicine and the Procedure Group is General Internal Medicine. Complete the form and save.

Procedure Logger Logs
:: Internal Medicine

Department/Division to log in: Internal Medicine

(Required) Date Performed: 2/20/2007

Procedure Group: General Internal Medicine

Procedure: (None Selected)

OR

Enter a CPT® Code: [Find Procedure By CPT® Code](#)

Credential Target 0

To log a single procedure on a patient, click Save and Clear. To log multiple procedures on the same patient, click Save and Retain.

Remaining Characters: 3500

[Save and Retain](#) [Save and Clear](#) [View Log Listing](#)

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