

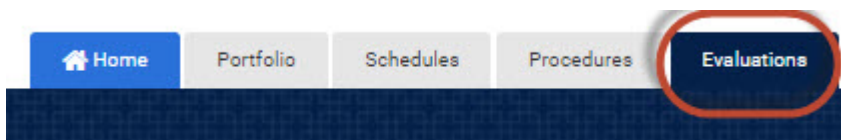
## MedHub: How to Complete an Evaluation

Trainees and Faculty will receive an e-mail notification from [donotreply@medhub.com](mailto:donotreply@medhub.com) when an evaluation is available for them to complete. The email will not include a direct link to the evaluation; you will have to go into MedHub.

- 1) Log into MedHub <https://ucsf.medhub.com/index.mh>
- 2) Click on the white box that lists: "Click here to Login with your UCSF ID"
- 3) Click the Login button after entering your Username & Password through MyAccess
- 4) You will be directed to your home page and you have two options on how to reach your Incomplete Evaluations.



- a. You can click on your Evaluations tab.



- b.
- c.
- d.
- e.

**MedHub SP**  
PROTECT YOUR PRIVACY LOG OUT WHEN YOU'RE DONE.

Username or domain\Username or your.name@ucsf.edu

Password

Remember me?

LOGIN

- b. Select 'Incomplete Evaluations' under the Urgent Tasks box on the left hand side of the screen.



- c. You will be directed to the Incomplete Evaluations tab where a list of your incomplete evaluations will reside. Select the evaluation from your list of Evaluation Requests.

### Evaluation Requests

Evaluation	Date	Rotation	Service	Clinic	Status
<a href="#">Vo. Cong - IMED 730 - Clinical Assessment of Medical Student</a>	07/20/2016	0/27-7/22/2016	OHSU: GM4 OHSU	--	Partially Completed

Note: if you were delivered an evaluation in error, you can remove it by clicking the link (above) and then clicking the "Insufficient contact to evaluate" link at the top of the form.

- d. Complete each question on the evaluation and at the bottom of the evaluation, make sure to click 'Submit'.

*You can also log into your MedHub account from your MyAccess Application list. The ability for a resident and/or faculty to self-initiate evaluations or request performance evaluations is determined by your program settings. Please reach out to your program administrator with any questions you may have.*