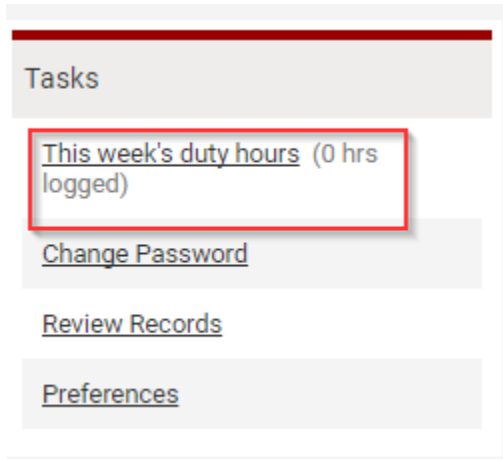




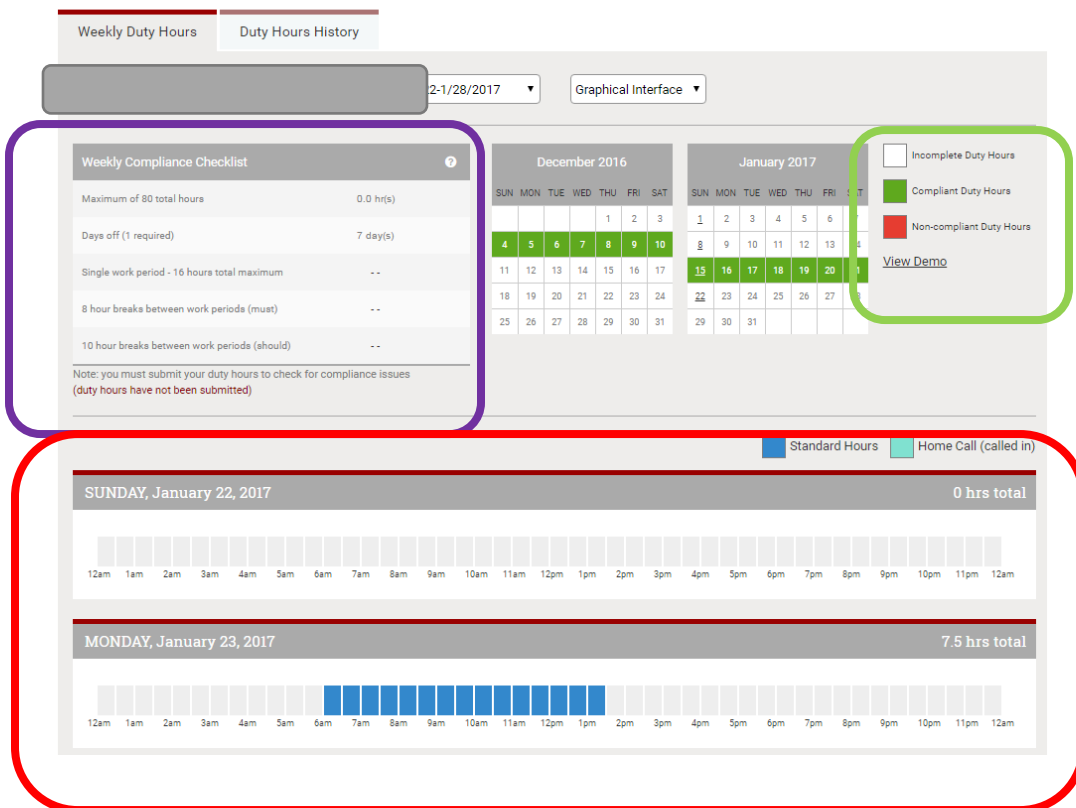
Students-Work Hours (Duty Hours) in MedHub

You can edit your duty hours by clicking on "This week's duty hours" under the tasks box



The link will bring you to the following screen.

Weekly Duty Hours



Weekly Compliance (Purple Box) gives you a synopsis of your weekly duty hours and if you have any violations.

Created by: B. Sanborn

Edited by: J. Smith 5/24/17



Visual aid in the Green Box above: White = incomplete duty hours, Green = compliant, Red = non-compliant. The calendar will be color coded based on these three colors.

Entering Duty Hours in the Red Box area: Use your mouse to select when you started your shift, then drag your pointer to the time you finished. This will highlight the hours you worked that day. (Please do not record breaks or lunches, all time is recorded as Standard Hours no Home Call for our rotation)

*****Changing Locations** – *If you change hospitals during your rotation. Please note this in the **Program Notes** section on the Duty Hours Page, (ex. Monday – ROC)*

Saving Duty Hours/Submitting Duty Hours

Reminder: Please enter your duty hours on a daily bases. Please enter your time and click **Save Incomplete Duty Hours (Red Box)**.

Once you have entered all your time for the week, please click on **Submit Duty Hours – Green Box (required)**

***You will be locked out of this week’s Duty Hour calendar at 11:59pm on Saturday evening.**

Please email your Clerkship Coordinator if you forget to record your Duty Hours or are locked out of the system.

If you require further assistance with the MedHub system, go to:

<https://iu.edu/~iusom/medhub/> to submit a support ticket.