New-Innovations Duty Hours Procedures
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Click the CLIENT LOGIN link

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New Innovations, Inc. 3743 Boettler Oaks Drive, Uniontown OH 44685 Phone: 330.899.9954 Fax: 330.899.9855
Enter Institution Login: ufl (lowercase)

Enter your User Name and Password:
(Supplied by your residency program coordinator – will commonly initially be your gatorlink login)

then click Login

Click Add to Favorites to add this page to your browser favorites for a quicker login process in the future.
Welcome Page

After completing login you will be directed to your Department Welcome Page which provides an overview of all your activity.

Welcome: Bradley Allgood M.D.

Ni Alerts and Information
- Recent Software Enhancements (latest release on 9/26/2007)
- Visit new-innov.com for more news and information.
- Visit NI Conferences

Department: Department of Medicine/DM-Internal Medicine

System-Wide Notices (1)
- All information in this database is entirely fictitious. All personnel and institutional details are intended for demonstration purposes only. Any similarity to any person or organization is merely coincidental.

Department Notices (2)
- Click Here to access Department Manuals
- Please Contact Parking Services for your monthly parking passes at 555-5654

Notifications
- Curriculum
  - You have unconfirmed curriculum to review. Click here to View your Rotations and review the Curriculum
To Add Duty Hours, go to **Main > Duty Hours**

The default data entry method will appear which is set by your department. Switch **Data Entry Views** with the links located on the entry page.
The Graphical Data Entry View requires setting Timeline Preferences prior to use.

- Select Timeline **Increment** to determine chart divisions
- Choose Horizontal or Vertical **Orientation** for display
- Check the **bypass** option to skip the timeline setup in the future.
- Select the day of the week you wish to add hours and click **Continue**.

![Graphical Timeline Preferences](image-url)
Graphical Entry

Choose the specifics for the duty hour entry and click the blocks to indicate time worked. Hours that have been previously saved are displayed in gray and cannot be edited from this screen. Repeat steps for other types of hours you wish to log and then click **Save**.

Select duty/assignment worked and location *(if required)*. A random color indicator is assigned for contrast purposes only.
Single Day Entry

- Select Duty/Assignment.
- Choose to enter by **Start & Duration** - OR - by **Start & End Time**.
- Include optional comments and click **Add Hours**.

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**Single-Day Data Entry**

Use this view to log your duty hours one day at a time.

- **Entering hours on behalf of:** Algood, Bradley
- **Entering hours worked in this Department/Division:** Department of Medicine/DM-Internal Medicine
- **Duty Type:** Call
- **Training Location:** NI Medical Center

**Date/Time/Duration**

- **Start Date:** 9/17/2007
- **Time:** 7:00 AM
- **Duration:** 15:00 (hh:mm)

**Date & Time/Date & Time**

- **Start Date:** 10/11/2007
- **Time:**
- **End Date:** 10/11/2007
- **Time:**

Comment [optional]

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**Add Hours**  **Clear All**
Multi-Day Entry

- Select Duty/Assignment.
- Enter **Start & Duration** and **Select Dates**
- Include optional comments and click **Add Hours**.
To enter Vacation Leave either:

- Click the Vacation/leave link on the entry screen header
- OR Select **My Duty Hours > Add Hours > Vacation/Leave**

Set the vacation details and click on the calendar for the **FIRST** day of the vacation and the **LAST** day then click **Save**.
View My Duty Hours

To view hours entered select **My Duty Hours > View My Hours**

Each continuous period of time logged appears as a single entry per row.

- Logs entered by the user will marked with “Res” in the source column.
- Logs entered by Administration are marked with “Admin”.
- Logs generated by the Assignment Schedule are marked with “Sched”
To edit duty hours, click on the edit link in front of the entry you wish to change. Edit the start time, or adjust the duration and then click **Approve**.

If you did not work those projected hours, click on the **Did Not Work** button. If you entered the log, you may also delete on this page.
Reviewing Edits

Once you have edited your hours, you may view them in table format from the main Duty Hours entry page.

If you indicated that you Did Not Work a set of hours, you will see green DNW tag appear on the entry row.

![View My Duty Hours](image-url)
Approval may be necessary for any future hours that were logged that are now past or any hours that were automatically logged from the assignment schedule.

- Click the **Approve Existing Hours** link on the entry screen.
- Place a check in the box in front of the hours you wish to approve and click the **Approve Selected Entries** button.
Signoff Notification

Administration may set up a periodic **Duty Hours Signoff** which will require a confirmation that you have properly entered duty hours for that block of time.

Signoff notifications appear on the Welcome Page. Click the **signoff on your Duty Hours** link to complete signoff confirmation.

You may also reach duty hour signoff confirmation by selecting: **Main > Duty Hours** then **My Duty Hours > Signoff My Duty Hours**.
To signoff and confirm entry for a period of time:
Place an check in the box to the left of the interval and click **Sign off**