



ONLINE DUTY-HOUR TRACKING for Users

We are using an online duty-hour tracking system from MyEvaluations.com. The same system is used to track evaluations, procedures, patient logs and portfolios. Use this function to submit your actual hours worked. The Department will use this information to track your hours and to assure overall compliance with duty-hour requirements.

Steps for Logging onto MyEvaluations.com

- 1) Web address: www.MyEvaluations.com
- 2) Login: type in your username and password. Select the login button in order to securely log into MyEvaluations.com. If you do not remember your username/password, then click “Forgotten Your Username/Password” and enter your registered email address. Click OK and your information will be immediately emailed to you.

You have three choices for submitting duty-hours:

1. Enter your hours manually from the Internet (iPhone or Web-browser)
2. Enter your hours manually from your PDA (Palm or PocketPC)
3. Verify your scheduled hours based on the rotation schedule (*contact your administrator*)

METHOD #1

Method #1 relies on you to enter your actual hours worked. Duty-Hours can be submitted directly through the web (www.MyEvaluations.com) or the PDA application (Palm or PocketPC).



In order to display our content correctly, use the suggested web browsers below:

- Internet Explorer (IE) newest version, [Download here](#)
- Mozilla Firefox newest version, [Download here](#)
- Safari newest version, [Download here](#)

The PDA application for submitting Duty-Hours is available to all residents, fellows and medical students. Go to the menu Duty-Hours > Download PDA Application:

Select the desired application based on the Palm or PocketPC device you are using:



For web entry log into your MyEvaluations.com account:

- 1) From the main menu select the following item under “Thing To Do”




(00) CLICK: Duty-Hours to Submit

Alternatively select the menu option Duty-Hours > Submit Duty-Hours.

- 2) Select the type of Duty-Hour you wish to submit. You may submit your work hours one day at a time, or for a series of days.

[Click here to see a video demonstration.](#)

(A) Select the Week:
Click arrow to move backward by 1-week


(A) Select the Week:
Click on the calendar icon  to select the specific week

(A) Select the Week:
Click arrow to move forward by 1-week

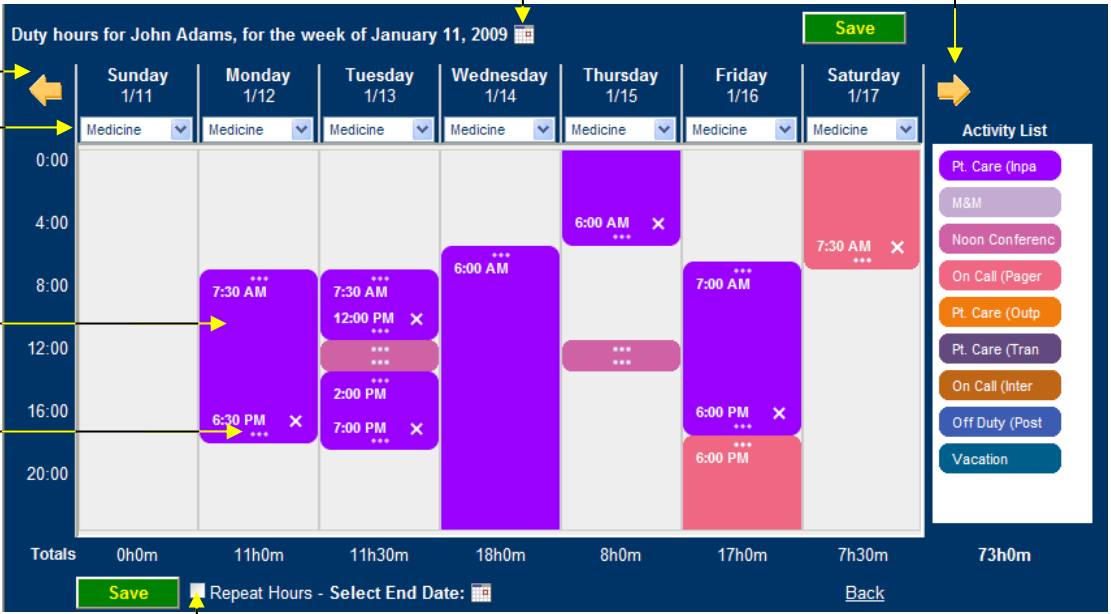
(B) Select Rotation Name:
Once a name is selected, the same rotation name will be populated for all days forward. Previous days will not change.

(C) Submit an Activity:
Select an activity from the Activity List box. Click and hold the activity, and move across to the specific day. Release the mouse to add the activity to a specific day.

(D) Change Start & End Time:
Click and hold the bar above the start time or below the end time. Move the bar up or down to change the activity times.

(D) Repeat Hours for Additional Weeks:
You may use this feature in order to repeat the same hours for future weeks. Click “Repeat Hours”, then click on the calendar icon  to select the specific end date for repeating the hours.

(E) Click Save
to save any changes



Your actual duty-hours (work-hours) should be submitted based on the hours you worked, and not the hours you were expected to work. You may enter each Activity Type separately.

If you change the page without saving you will be prompted to save. Click OK to save your changes, or Cancel not to save your changes. Click Back to return to the Duty-Hour menu.

Key points about Duty-Hours:

1. Patient Care hours should not exceed 24 hours. You are permitted to complete post-call duties for an additional 6 hours after a 24 hour call. The additional 6 hours after a 24 hour or overnight call must be submitted as Post-Call or Transfer of Care hours. **Entering more than 24-hours of Patient Care (In-Patient) or On-Call (In-house/Interrupted) will be a violation.**
2. **Use the newest web-browser available. Page 1 has links to download the newest browsers.**

METHOD #2

Method #2 utilizes the OnCall/AMION schedules in your department to automatically fill-in the hours you were anticipated to work. The entries are based on work-hour expectations your department sets up. The schedules must be setup by the department before this feature is available to you.

Steps for Duty-Hour Verification:

- 1) From the main menu select the menu option Duty-Hours > Duty-Hours Verification Worksheet.
- 2) Select a date range you wish to verify
- 3) Click “Generate & View Worksheet”

The worksheet will display seven days (Mon-Sun) starting the first day of the period you selected. All hours are displayed in red until verified.

Activity Types	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	1 Week Total
Patient Care Hours								
Pt. Care (Inpatient)								-
Pt. Care (Outpatient)								-
Pt. Care (Transfer)								-
Rounds								-
Didactic Activities								
Educational								-
Noon Conferences								-
M&M								-
On Call Hours								
On Call (Interrupted)								-
On Call (Page)								-
Time Off								
Off Duty (Post Call)								-
Vacation								-
TOTAL DUTY HOURS	-	-	-	-	-	-	-	-
Patient Care Hours	-	-	-	-	-	-	-	-
Didactic Activities	-	-	-	-	-	-	-	-
On Call Hours	-	-	-	-	-	-	-	-
TOTAL Time Off	24 hrs	24 hrs	24 hrs	24 hrs	24 hrs	24 hrs	24 hrs	168 hrs

To Edit Hours

- Click on the hours under a specific date
- Make the necessary changes
- Click “Update Hours” to return to the worksheet

To Delete Hours

- Click on the hours under a specific date
- Click X for the specific activity
- Click “Save” to return to the worksheet

To Confirm Hours

- Click on “Confirm All Hours” button.
- The hours for the week displayed will be confirmed
- You will be advanced to the next 7-day period

When you have submitted a duty-hour you may press the **Logoff** button at the top of your screen to exit MyEvaluations.com. If you have any questions, please call your department.

Duty-Hour Reports:

Record of Rotations

AMION/On-Call integration required for this report. Administrative reports to review each rotation actually completed by a user.

Personal Duty-Hour Compliance Report

Reports to review your duty-hour compliance for a single rotation. The report will automatically generate information on:

- Exceeding the 80 hour/week/averaged over 4 weeks
- Having in-house 24 hour duty greater than 1 duty period in three averaged over 4 weeks
- Having less than 10 hours free between in-house duty assignments
- Having less than 24 hours totally free of clinical and educational duty/7 days/averaged over 4 weeks (28 days)

If you are compliant with the four major duty-hour requirements, the report will display “Yes” for each rule. If you are not compliant, then the report will display “No” and a hyperlink detailing the violation is also displayed. Click on the hyperlink for complete details from the Detailed Duty-Hour report.

To generate a compliance report:

1. Select Rotation Block to generate report
2. Select All Results or Violators only

Personal Detailed Duty-Hours Report

Report to review detailed duty-hour submissions for a single rotation. Use this report to generate a detailed list of all the hours you worked including the Total Hours, 1-Week Total, and 4-Week Average.

To generate a detailed report:

1. Select Rotation Block to generate report

Personal Daily Summary Duty-Hours

Report to review a daily detail of duty-hours for each day you have worked. The report will generate information similar to the Review Duty-Hour page. This report is generated for a specific rotation period.

To generate a daily summary report:

1. Select Rotation Block to generate report

Personal Weekly Summary Duty-Hours

Report to review a weekly detail of duty-hours for an entire rotation, listed by each week. This report will generate a comprehensive report of the weeks and total weekly hours you have worked.

To generate a weekly summary report:

1. Select Rotation Block to generate report