Logging into MedHub

1. Log into UCSF MyAccess at www.myaccess.ucsf.edu
2. Select MedHub from your list of applications
3. Click on the UCSF MyAccess logo at the top of your screen

Completing evaluations

1. Your incomplete and late evaluations will be displayed under the Home tab, in the Urgent Tasks box in the top left of your screen
2. You can also navigate to the Evaluations Tab-> Incomplete Evaluations
3. A list will display all evaluations you need to complete
4. Click on the hyperlinked Evaluation name to view the evaluation form
5. Fill out the form. At the bottom of the form select whether you wish to Submit completed evaluation or Save answers
6. Click Submit
7. You may also select Insufficient contact to evaluate at the top of the evaluation form. This will delete the evaluation
8. Click Submit

Review evaluations completed by you

1. Go to Evaluations-> Completed evaluations
2. Select the evaluations you wish to review

View completed evaluations about you

1. Go to Evaluations-> Aggregate Evaluations
2. Aggregate Evaluations will display a list of evaluation form types that have been completed about you. Click on any of them to view aggregate scores you have received on that evaluation form type
Verify Procedures

1. The Urgent Tasks box will display a link to any pending procedure verification requests. They can also be found in the Procedures tab.

2. To verify an individual procedure, click on the Review Procedure button on the right.

3. Scroll to the bottom of the next page, select Confirmed from the Verification drop-down menu, and click Submit.

4. To Verify a batch of procedures, select the check box to the left of each procedure, scroll to the bottom of the screen, and click Submit.