

Resident & Fellow Quick Reference Guide

Log in to RMS

- www.new-innov.com, Click **Login**
- Enter institution: **mmcgm**
- Enter **username and password** (case-sensitive)

Enter Duty Hours

- Select **Duty Hours** at the top of the Home screen
- Next, select **Log Hours**
- Select an assignment from the **Choose a Duty Type** list
- Click and drag over the times you worked that assignment
- Repeat the last two steps to change assignments
- When you have completed entering hours for the week you are viewing, click **Save**

Note: Adding assignments after they have been worked automatically approves the hours. Adding assignments for the future means you will need to go back in and approve your hours after working them.

View Approved Hours

- Select **Duty Hours** at the top of the Home screen
- Click on **View Hours**
- Enter a timeframe to view and select **Update**

Note: This view shows unapproved and already-approved hours. To see only unapproved hours, check "Show unapproved hours only" checkbox.

Log Home Call Assignments

- Select **Duty Hours** at the top of the Home screen
- Enter your assignments, following the **Enter Duty Hours** procedure above
- For time that you were on call, but not at the hospital, use a **Home Call-not called in** assignment
- If you were called and provided support via phone, leave the assignment as **Home Call-not called in**
- If you were called and had to go in:
 - Edit the Home Call assignment so that it only includes the time period from the start of the Home Call until you arrived at your location
 - For the time you spent at the hospital, choose the activities you were doing and add those to your schedule
- If you return home before your call period ends, add the **Home Call-not called in** assignment for the rest of the call period.

Log In-House & Post Call

- For call in the hospital, use the **Call** assignment that fits where you are working
- If you remained on call for >24 hours, use the **Post Call** assignment to reflect the remaining hours worked

Change Password/Username

- From the Home Screen, select **change** next to your username
- Enter a new password
- Enter a new username (if desired)

Edit Logged Hours

- **Option 1 - Edit Multiple Entries**
 - Mark the checkboxes next to the hours that need editing and then click **Edit in Bulk**
 - Change the assignment, date, start time, or duration of the activity, click **Save**
 - If you did not work an assignment, click the **Did Not Work** for that assignment
- **Option 2 - Edit a Single Entry**
 - Hover over the row so the time in question is highlighted and the double-arrow symbol appears. Click on the symbol and select **Edit**
 - Change the assignment, date, start time, or duration of the activity, click **Save**

Enter Vacation/Leave

- Choose **Duty Hours** from the menu bar
- Choose **Log Hours**
- Select **Log Vacation**
- Enter the start time and duration. Default start time is 8 AM; default duration is 9 hours
- Click on the first day of your vacation time on the left-hand calendar
- Click on the last day of your vacation on the right-hand calendar; click **Save**

Add Violation Causes

- From **Duty Hours** select **Violations**
- Click on **Add a Cause** hyperlink
- Select a cause from the drop-down menu and click **Add**
- Add a comment if necessary
- Select **Save**

ADDITIONAL ASSISTANCE

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