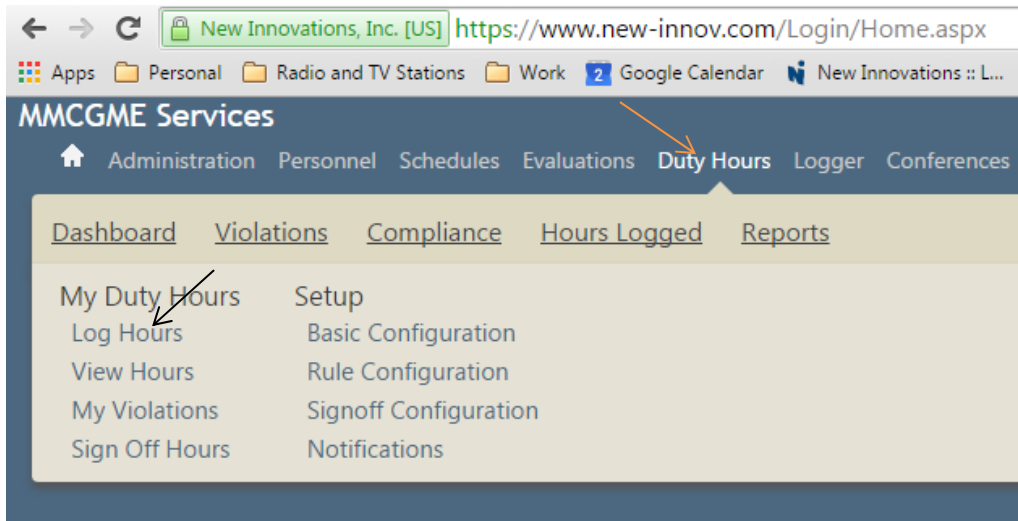


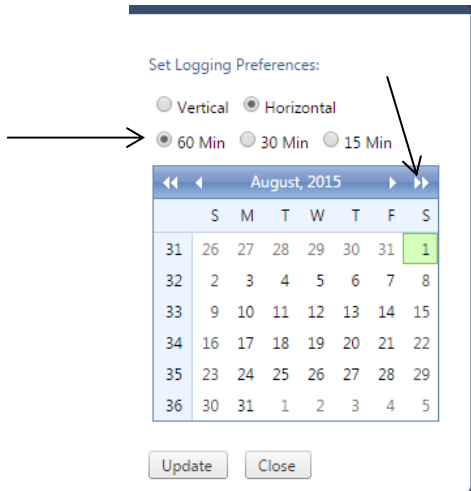
LOGGING DUTY HOURS FOR VISITING RESIDENTS

In order to do this you will need to know and log into the program they are in. The program name will start with X-Rotator-the ACGME name of the program {e.g. X-rotator-Mayo Ophthalmology}.

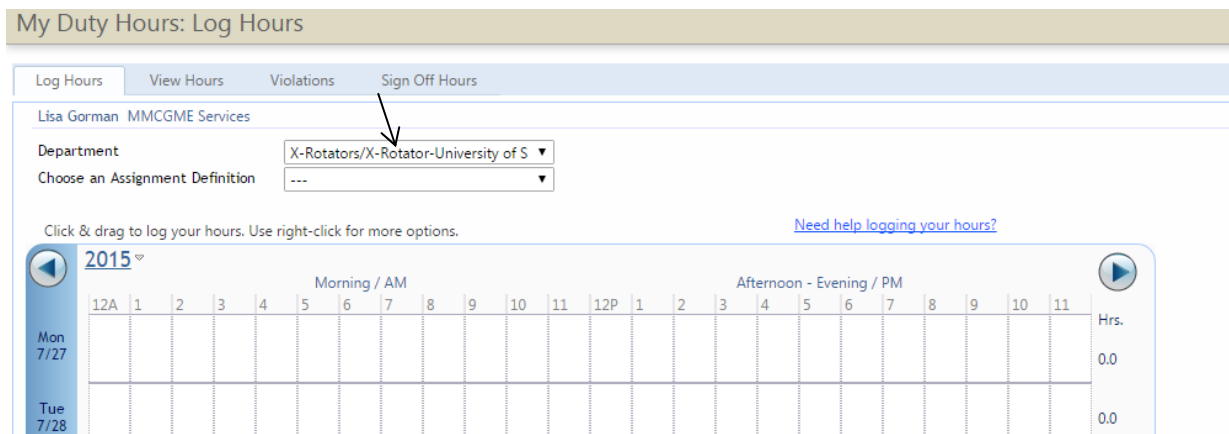
1. Log in to the department
2. Go to Duty Hours>My Duty Hours>Log Hours



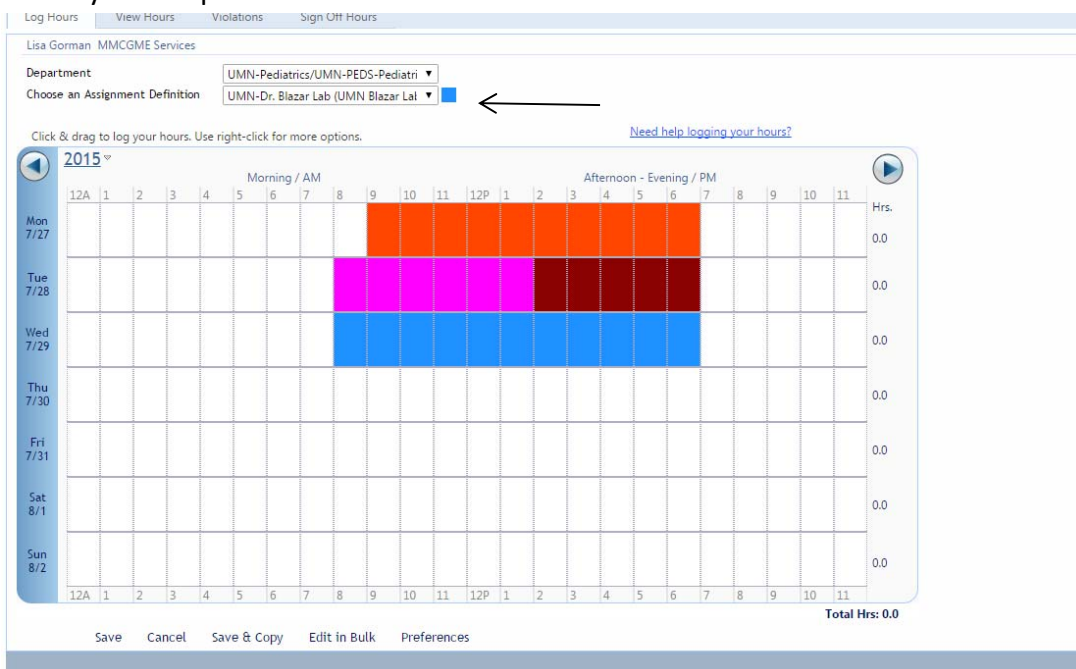
3. Select the trainee from the drop down list in the upper right hand corner
4. Go to preferences on the bottom of the page.
5. In preferences, change the starting date of the calendar and change the default intervals if you wish



- Click on the Department at the top of the table and change it to your department. Once you do that you will see your program's list of active assignments.



- Select an assignment from the drop down list of your assignments and drag your mouse across the screen for the length of time that assignment was done. Keep selecting additional assignments as necessary to complete the week.



- Click Save after you have completed a week to save the entries before moving on to the next week. Click the arrow icon at the top of the grid to move to another week.

NOTES:

- If you add hours in advance, you will need to go back to "View Hours" and approve them after the fact
- If you add hours after the rotation ends the hours will be automatically approved
- Hours need to be approved by the 5th working day of the following month