

Resident & Fellow Quick Reference Guide

Rotation Protocol

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 a Duty Type from the **Choose a Duty Type** list
- Click and drag over the times you worked that Duty Type
- Repeat the last two steps to change Duty Types

When you have completed entering hours for the week you are viewing, click **Save**

- **Note:** *Adding Duty Types after they have been worked automatically approves the hours. Adding Duty Types 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 Duty Types, 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** Duty Type
- If you were called and provided support via phone, leave the Duty Type as **Home Call-not called in**
- If you were called and had to go in:
- Edit the Home Call Duty Type 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 **DH-May See New Patients** Duty Type
- If you return home before your call period ends, add the **Home Call-not called in** Duty Type for the rest of the call period.

Log In-House & Post Call

- For call in the hospital, use the **Call** duty type
- If you remained on call for >24 hours, use the **DH-No New Patients** duty type to reflect the remaining hours worked

Change Password/Username

- Hover over your name on the top right of any page
- Click on **Change Password**
- Enter a new password, and/or;
- Enter a new username

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 Duty Type, date, start time, or duration of the activity, click **Save**
- If you did not work a Duty Type, click the **Did Not Work** for that Duty Type
- **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 Duty Type, 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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