

## Outside Evaluators

MedHub provides functionality for outside Trainees, staff and Faculty who may not be employed by the institution or who may not have a MedHub profile requiring a user name and password for access to complete evaluations quickly and easily.

Keep the following in mind when deciding between making someone an Outside Evaluator or a Faculty member:

If an Outside Evaluator submits an evaluation, no one is able to "Reset to partially completed."

An Outside Evaluator is not able to login to MedHub and verify procedures for Residents.

An Outside Evaluator is not able to be setup as a Mentor of Residents.

Making someone into an Outside Evaluator with type "staff" is the standard way to setup a nurse or Health Professional in MedHub who needs to occasionally evaluate Residents in your program. This kind of user will show as a potential recipient when you go to Evaluations | Deliver Evaluations, and select to deliver forms you have made with the evaluation type "Patient/staff evaluation of a resident."

Examples of outside evaluators could be:

Faculty that trained a Trainee during an elective in another city/country

Staff or Nurses that typically would not have a MedHub profile

Faculty employed outside the institution at a Doctor's office or similar environment

Users set up as outside evaluators are not required to log into MedHub to complete an evaluation. They receive emails with links to the actual evaluation forms.

Evaluations > Outside Evaluators. The following screen will display:

### Modify Outside Evaluator List

Use the following list to define outside evaluators to which you send evaluations.

Name:	Email:	Type:	Location:	Services/Clinics:	Actions:	<input type="checkbox"/>
Jensen, Matthew	test@medhub.com	Faculty	--	(none)	Modify  Archive	<input type="checkbox"/>
Mastrangelo, Lisa	test@medhub.com	Staff	--	Multiple Services/Clinics (7)	Modify  Archive	<input type="checkbox"/>
McGuire, Ashlee	test@medhub.com	Staff	--	Multiple Services/Clinics (7)	Modify  Archive	<input type="checkbox"/>
Radecki, Kelly	test@medhub.com	Staff	--	Multiple Services/Clinics (7)	Modify  Archive	<input type="checkbox"/>
Ruskin, Keith	test@medhub.com	Faculty	--	(none)	Modify  Archive	<input type="checkbox"/>
Shimono, Chantelle	test@medhub.com	Staff	--	Multiple Services/Clinics (7)	Modify  Archive	<input type="checkbox"/>
Strang, Jenny	test@medhub.com	Faculty	--	(none)	Modify  Archive	<input type="checkbox"/>
test, test	test@medhub.com	Resident	--	(none)	Modify  Archive	<input type="checkbox"/>



[+ Add Outside Evaluator](#) [View Inactive Outside Evaluators](#) [Archive Selected](#) [Submit](#)

Select **"Add Outside Evaluator"** and the following screen will be returned.

[Home](#) » [Evaluations](#) » [Outside Evaluator List](#) » Add Outside Evaluator

## Add Outside Evaluator

First Name:*	<input type="text" value="John"/>
Last Name:*	<input type="text" value="Doe"/>
User Type:*	<input type="text" value="Faculty"/>
Email:*	<input type="text" value="john.doe@medhub.com"/>
Location:	<input type="text" value="Optional"/>
Location Abbrev:	<input type="text" value="Optional"/>
Programs:*	
(one required)	
<input checked="" type="checkbox"/> <b>Anesthesiology</b>	<input type="checkbox"/> <b>Neurosurgery</b>
<input type="checkbox"/> Adult Cardiothoracic Anesthesiology	<input type="checkbox"/> Epilepsy Surgery
<input type="checkbox"/> Ambulatory Anesthesia	<input type="checkbox"/> Neurovascular Surgery
<input type="checkbox"/> Anesthesia Patient Quality and Safety Fellowship	<input type="checkbox"/> Stereotactic Radiosurgery
<input type="checkbox"/> Bi Coastal Anesthesia	<input type="checkbox"/> <b>Obstetrics and Gynecology</b>
<input type="checkbox"/> Critical Care Anesthesiology	<input type="checkbox"/> Family Planning Fellowship
<input type="checkbox"/> Obstetrical Anesthesiology	<input type="checkbox"/> Female Pelvic Medicine and Reconstructive Surgery
<input type="checkbox"/> Pain Medicine	<input type="checkbox"/> Gynecologic Oncology
<input type="checkbox"/> Pediatric Anesthesiology	<input type="checkbox"/> Maternal-Fetal Medicine
<input type="checkbox"/> School of Medical Learning	<input type="checkbox"/> Reproductive & Endocrine-Infertility Medicine (REI)
<input type="checkbox"/> Internal Medicine Clerkship	<input type="checkbox"/> <b>Ophthalmology</b>
<input type="checkbox"/> <b>Bionic Institute of Neuromuscular Medicine (BINM)</b>	<input type="checkbox"/> Glaucoma
<input type="checkbox"/> <b>Child &amp; Adult Psychiatry</b>	<input type="checkbox"/> Oculoplastics

Populate the required information:

First Name

Last Name

User Type

Email (this is required for electronic delivery)

Outside evaluators can also be tagged to service groups and clinics. This allows them to be used when automating evaluations for these users.

Refer to the Automated Evaluations section for more information.

Because outside evaluators are not sent email reminders to complete the evaluation forms delivered to them, the Administrator can resend the evaluation link if needed. To do this, go to Evaluations > Incomplete Evaluations. All evaluations that were delivered to an outside evaluator will have a 'Resend Link' and 'Send Email' option under the 'Incomplete Evaluations' page. The 'Resend Link' will send the link through the MedHub email system. The 'Send Email' link will open an email within the

Administrator's personal email system and include the link to the evaluation form. The 'Send Email' link will allow the Administrator to customize the email being sent to the outside evaluator.