

# The Moonlighting Process in MedHub

GME has activated the Moonlighting process in MedHub. Once approved, all Moonlighting (External Moonlighting) or Extra Session (Internal Moonlighting) hours are a different color in the Work Hours tracking.

Below are the instructions for the Resident/Fellow, Program Director, and Program Coordinator. Each role plays a different part in the process.

**Please allow 30 days to process a Moonlighting request. You cannot begin until you and your Program Coordinator receive confirmation of approval from GME.**

The process to submit Moonlighting is:

## Residents/Fellows

From the Resident Home page, download the Moonlighting/Extra Sessions request form. This is the same form currently used for Moonlighting requests. Complete the form. Don't forget the Program Directors signature. You will also need a copy of your Certificate of Insurance coverage for all moonlighting requests. MMCIP does not provide malpractice coverage for moonlighting. Under the Request Forms section, complete the Moonlighting Request and upload the completed documents. When completing the request, Type refers to Moonlighting or Extra Sessions. If you are submitting a Moonlighting request, Select EXTERNAL, for an Extra Sessions request, select INTERNAL.

### Submit New Moonlighting Request

Use the template below to request extra sessions and moonlighting. For each requested activity, select the location first and then identify the description, start date, end date, and number of hours per week. Please be sure to attach the completed Moonlighting Request Form signed by the Program Director, along with a copy of your Certificate of Insurance (for Moonlighting only). The Moonlighting Request form can be found in Resources and Documents on the Home page. Once this request is submitted, it will be sent to the Program Director and GME Office for approval. \*\*The request will NOT be approved without the completed form.

Requested moonlighting period must fall within the current academic year (7/1/2019 - 6/30/2020)

Location of activity: \*

Description of activity: \*

Type: \* Internal

Start date: \* (MM/DD/YYYY)

End date: \* (MM/DD/YYYY)

Max weekly hours: \*

File(s): Choose File No file chosen  
Add another file  
Submit Request

Once submitted, it will go to your Program Director for approval and then to GME for final approval. If the completed documents are not attached, GME will reject the request. If additional information is needed, the request will be rejected with an explanation of what is needed. If approved, the completed forms are sent to MMCIP to complete the process. You will receive notification in MedHub when the request is approved by GME and MMCIP. You can check the status of your request by selecting the Moonlighting Requests link.

# The Moonlighting Process in MedHub

Home » Moonlighting Requests

## Moonlighting Requests

Use this module to log requests for moonlighting activity. [?](#)

Activity	Type	Location	Start Date	End Date	Max. Hours/Week	Status	Files	Actions
Midtown	Internal	UMMC	10/01/2019	12/31/2019	15.00	Rejected	0	<a href="#">Revise Request</a>

[Submit New Moonlighting Request](#)

When the Moonlighting/Extra Sessions requests are approved, you are able to differentiate your work hours to when logging. Internal training or Extra Sessions appears in the drop down when logging time and when selected appears on the timesheet as yellow, while External Training or Moonlighting appears yellow when selected.

### Weekly Work Hours

Weekly Work Hours | Work Hours History | Work Hour Reviews

11/3-11/9/2019 | Graphical Interface

#### Weekly Compliance Checklist

- Maximum of 80 total hours: 0.0 hr(s)
- Days off (1 required): 7 day(s)
- Single work period - 24 hours duty/28 hours total maximum: --
- 8 hour breaks between work periods (should) (inactive): --
- 14 hour break after 24 hour scheduled call: --

Note: you must submit your work hours to check for compliance issues (work hours have not been submitted)

#### October 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### November 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Incomplete Work Hours  
 Compliant Work Hours  
 Non-compliant Work Hours  
[View Demo](#)

Standard Hours | Internal Moonlighting | External Moonlighting | Home Call (called in) | Clinical Work from Home

SUNDAY, November 3, 2019 | 8.5 hrs total  
2am - 10:30am | Standard Hours  
[Delete Work Period](#)

MONDAY, November 4, 2019 | 0 hrs total

TUESDAY, November 5, 2019 | 0 hrs total

PLEASE REMEMBER WHEN COMPLETING THE FORM:

**\*\*Moonlighting requires an independent Maryland license.**

Residents and Fellows are not permitted to moonlight in their specialty/subspecialty, as they are still actively enrolled in a training program and have not successfully completed their specialty/subspecialty training. This should be submitted by the resident/fellow as an EXTERNAL training.

A resident on a J1 Visa is NOT permitted to moonlight.

**\*\*Extra Sessions DO NOT require an independent Maryland license** and a supervisor must be identified on the form, and therefore most residents and fellows will be performing extra sessions and not moonlighting. They may perform extra sessions in their specialty/subspecialty, as this is viewed as extra training opportunities. This should be submitted by the resident/fellow as an INTERNAL training.

# The Moonlighting Process in MedHub

## Program Directors

Submitting Moonlighting and Extra Sessions:

1. When a resident submits a Moonlighting request, please confirm the following:
  - a. The moonlighting/extra session forms attached are signed by you and if Moonlighting is being requested, a certificate of Insurance is also attached.
  - b. The resident/fellow is current on PPD, Flu, and other Employee Health requirements as well as annual UMMS U training and is not on a Letter of Deficiency.
  - c. Once the resident submits the request, along with the Moonlighting form and the Certificate of Insurance, a notification will show up in the Urgent Tasks section of the Home page. Click the link to review.  
\*You should not sign off on a moonlighting request if the resident or fellow is not current with Employee Health and UMMS U Training requirements.
  - d. Once everything is verified, approve the request and it will go to GME for final approval and submission to MMCIP.
  - e. When the request is approved by GME, the resident or fellow will have the option when logging Work Hours to select either Moonlighting or Extra Sessions, whichever they are approved for, and those hours will appear a different color on the timesheet.

PLEASE REMEMBER WHEN APPROVING THE FORM:

**\*\*Moonlighting requires an independent Maryland license.**

Residents and Fellows are not permitted to moonlight in their specialty/subspecialty, as they are still actively enrolled in a training program and have not successfully completed their specialty/subspecialty training. This should be submitted by the resident/fellow as an **EXTERNAL** training.

A resident on a J1 Visa is NOT permitted to moonlight.

**\*\*Extra Sessions DO NOT require an independent Maryland license** and a supervisor must be identified on the form, and therefore most residents and fellows will be performing extra sessions and not moonlighting. They may perform extra sessions in their specialty/subspecialty, as this is viewed as extra training opportunities. This should be submitted by the resident/fellow as an **INTERNAL** training.

\*You should not sign off on a moonlighting request if the resident or fellow is not current with Employee Health and UMMS U Training requirements.

## The Moonlighting Process in MedHub

### **Program Coordinators/Administrators**

Unlike Absence Requests, you are not able to submit a Moonlighting or Extra Sessions request on the resident's behalf. You are able to see Moonlighting and Extra Sessions on the resident/fellow timesheet once the requests are approved. The resident will have the option of selecting Internal Moonlighting (Extra Sessions)/ External Moonlighting. Both are color coded on the timesheet.

Once the Moonlighting request is approved, you will receive a copy signed by MMCIP.

You can run a report to track Moonlighting by going to the Reports tab and selecting Work Hours Moonlighting Report under Compliance Reports.