MANAGE YOUR…

Personnel Records

Residency Programs

Rotations

Call Schedules

Duty Hours

Leave of Absence Requests

Medical Lectures

Lecture Attendance

Resident Portfolios

Documents

Department Calendars

Evaluations

WEB-BASED ACCESS

- ✓ Accessible 24/7 by all personnel
- ✓ No software to install and maintain
- ✓ Reduce IT operating costs

SECURE

- ✓ Role-based access to information
- ✓ Secured servers monitored 24/7
- ✓ Data backed up daily

EASY TO USE

- ✓ Fast access to information
- ✓ Customizable dashboards
- ✓ Integrated features

MedProSuite

MedProSuite is an information management solution for teaching hospitals and medical facilities. While all features have been designed with ACGME accreditation in mind, MedProSuite is more than a residency management system. It can be used for nursing programs, clinic personnel management and for any department or program that you choose.

BENEFITS

- ✓ Save time managing people and tracking paperwork
- ✓ Save money by increasing efficiency and reducing costs
- ✓ Streamline teaching tasks and measure learning

FEATURES OVERVIEW

Manage all the “Who-Where-When-How-Why” tasks

Flexible account setup – use for one or more departments

Personnel types: admin staff, faculty, residents, nurses... you decide

Three administrative roles for flexibility in workflow

Customize settings for each department

Reports, reminders and automated emails

Customizable dashboards for all personnel

Integrated document management

Easily manage call schedules and rotations

Department level event calendars

Lecture schedules and attendance tracking

Manage and approve leave requests

Comprehensive Resident Portfolio features

Create questionnaires for use in evaluations, exams and surveys

Exams and Evaluations can be linked to ACGME core competencies

Specialty sub-competencies can be linked to each core competency

Employment portfolio sites for Residents

Account Administration

Admin Roles and Account Settings

There are three key administrative roles in MedProSuite: Account Administrators, Department Administrators and Application Owners. This hierarchy allows your Account Admin to delegate responsibilities according to the specific workflow for your department.

- ✓ MedProSuite includes account settings and department-level settings
- ✓ Settings can be customized for each department
- ✓ Your account can be setup to include one or more departments
- ✓ Account Administrators may define others as one administrators
- ✓ Setup tasks can be split between different administrators

Typically the Account Admin is a coordinator or program director in a GME program, but you can choose anyone for this role. Initially the administrator will complete some basic setup steps, but they also designate others as administrators, and they have access to all information for the account.

Note that a 'department' in MedProSuite can be any department or program - the system is flexible enough to let you define 'department' any way you like as long as it has personnel associated with it.

You can also customize settings for each Department. This includes entering the names to be used for residency years and subspecialties, types of certifications and medical licenses, document categories, department committee names, and more. Add-on applications may also include some department level settings. In a nutshell, most department setup involves entering data that will then be available in dropdown boxes elsewhere in the system.

Partner Accounts

MedProSuite also offers the option to partner with other institution or locations using MedProSuite. Partner accounts are completely separate, but they allow each partner to share a (very) limited amount of information:

- ✓ Each partner can assign residents to each other's rotations.
- ✓ Partner accounts can share lecture and lecture attendance information (if both partners subscribe to the Lecture Series application)
- ✓ Personnel at partner institutions can share and discuss resident portfolio entries (if the resident opts to share an entry, and if both partners subscribe to the Resident Portfolio application)

Personnel Application

The Personnel application allows you to maintain personnel records for different personnel types, set security permissions, keep track of licensing and certification credentials, view personnel schedules and more.

- ✓ Include any type of personnel: administrative staff, faculty, residents, nurses, etc.
- ✓ Manage information about medical training, certifications, licenses and more
- ✓ Personnel schedules include call schedules, leave of absences and lectures
- ✓ Create, approve and manage department rotations
- ✓ Easily assign residents and rotating residents to rotations
- ✓ Integrated document management for committee-level or personnel documents
- ✓ Administrators have access to personnel related reports

All personnel have access to customizable dashboard showing information that they choose. For example, a resident may want to login and quickly see their weekly or monthly schedule and a list of portfolio entries that will be due. A faculty member may want their dashboard to show a list of evaluations that they need to complete, while a GME Coordinator may want their dashboard to show a list of people whose certifications or licenses need to be renewed.

Call Schedules

Call Schedules uses the concept of ‘service areas’, which are simply locations to be staffed for a particular department - for example, Anesthesiology might have separate service areas for ER, OB-GYN or Oncology. You can also create service areas that represent offsite clinics or other locations. Key features include:

- ✓ Create, approve and maintain one or more call schedules per department
- ✓ Easily assign a person to multiple dates with one click
- ✓ Concurrent assignments to multiple areas can be allowed - or prevented
- ✓ Schedules for any personnel type, not just interns and residents
- ✓ Create default weekly assignments to use as templates
- ✓ Quickly create monthly schedules based on the default schedules
- ✓ View call schedules by department service areas
- ✓ Create daily or monthly notes for any schedule

The Call Schedules application handles complex rules and is integrated with the other applications in order to prevent common problems - for example, if a resident is on Leave of Absence, the system will not let you assign them to a schedule for that day.

Leave of Absence

The Leave Of Absence (LOA) application allows personnel to enter and/or process leave of absence requests, unplanned absences or absences due to meetings or conferences. Features include:

- ✓ Set up any kind of leave allowances (vacation, illness, meetings, etc)
- ✓ Set up even more specific LOA types for each allowance type
- ✓ Define which LOA Types may be used by different personnel types
- ✓ Create funding sources that personnel select when entering a meeting type of LOA
- ✓ Enter rules for who can approve and/or enter LOAs on behalf of others
- ✓ Define how many residents, faculty (or other personnel types) may be off at one time
- ✓ Automatic calculations of remaining leave time, for both hourly and salaried personnel
- ✓ Prevent approving a new LOA for someone already assigned to a call schedule
- ✓ Prevent assigning someone to a call schedule if they're on approved LOA
- ✓ Certain rules display a warning but allow the LOA to be submitted; the admin decides
- ✓ Built-in error checking to prevent submitting LOAs under based on rules you set
- ✓ Administrators can view summary information and reports for personnel

Document Management

The Document Management application is a core application of MedProSuite that serves as a document repository and communication portal using department bulletins. Depending on security permissions, the system will allow personnel to:

- ✓ Create department-level categories to associate with documents
- ✓ Optionally "tag" documents using keyword search terms
- ✓ Personnel with appropriate permission can check-in and check-out documents
- ✓ Tag as a department document or a restricted personnel-related document
- ✓ Maintain multiple versions of the same document, with version history
- ✓ Set permission for access to a document by department, department group or personnel type
- ✓ Flag a document as 'read required' and track who has acknowledged that they've read it
- ✓ Create documents from templates or upload documents
- ✓ Dashboards include a section for new documents
- ✓ Associate a test or survey with any document
- ✓ Create departmental bulletins to be displayed on dashboards
- ✓ Specify who should see a bulletin by department, department group or personnel type
- ✓ Dashboards include color-coded bulletins to indicate how recently they were added
- ✓ Optionally publish document directly to the Bulletin section of users' dashboards

Lecture Series

Lectures Series is an optional add-on application that allows each department to track all medical lectures conducted by their department, including attendance, lecture materials and optional evaluations by lecture attendees. Lecturers may be anyone - faculty, residents or even guest speakers. Attendees may include interns, residents, nurses, faculty or any combination. Features include:

- ✓ Use for medical lectures or other presentations, for any personnel type
- ✓ No need to enter each and every attendee for every lecture - just set rules for it
- ✓ Create ‘default’ lecture sessions as templates
- ✓ Quickly create and schedule new lectures based on the templates
- ✓ Optionally create questionnaires - the system will send it to the attendees
- ✓ Create the lecture session information and set the dates/times later on
- ✓ Each department can have different sessions, locations, absence reasons, etc.
- ✓ Lecturers and faculty can enter attendance right from the lecture location
- ✓ Attendees can download lecture materials before or after the lecture

After setting up basic information such as session names (for example: CA-1, Grand Rounds, or anything you like), lecture locations, valid/excused reasons for absences, the Admin will then enter some simple ‘rules’ for who the participants should be (for example, which rotations, residency years, personnel types, etc). This completely eliminates the need to enter each and every person who will attend each and every lecture throughout the year! Once the lecture has been scheduled, the system will map the rules to the people, taking into consideration things like which residents are in which rotations at the time of the scheduled lecture.

Resident Portfolio

Resident Portfolio is an optional add-on application that will allow each department within an account to collect, track and evaluate clinical work and other learning activities performed by residents at teaching hospitals. Resident Portfolio entries may take the form of a multiple choice exam, a text-based entry or a questionnaire-based entry. Key features include:

- ✓ Portfolio entries may be assigned or optional, or voluntary (by resident)
- ✓ Residents can choose to share any entry for commentary by others
- ✓ Entries may be associated with a residency year and/or rotation
- ✓ Admins and faculty can view summary information about entries in the system
- ✓ Search for and view portfolios and associated resident entries
- ✓ Residents can select and save portfolio entries and files to their employment portfolio
- ✓ Employment portfolios are mini-websites that residents can grant access to
- ✓ View summary information about evaluations and comparative assessments
- ✓ Entry evaluations may be associated with the ACGME core competencies or with sub-competencies for a subspecialty - or they may be entered as informal comments.