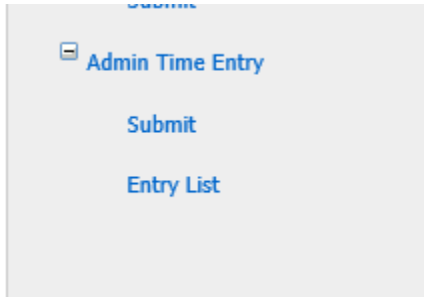


Radiologist Admin Time Entry Portal

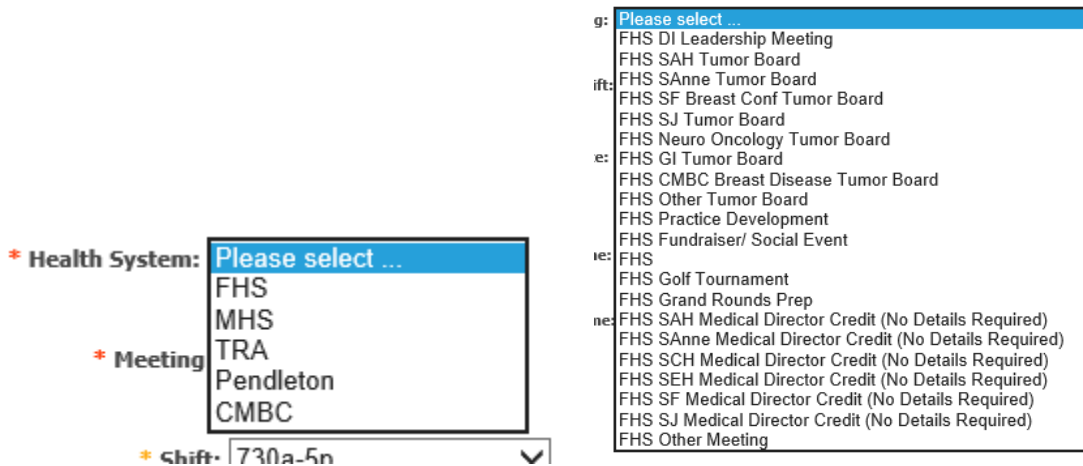
On the radiologist portal, a section has been added to allow rads to enter their admin time. This is located at the bottom of the menu on the left side of the screen:



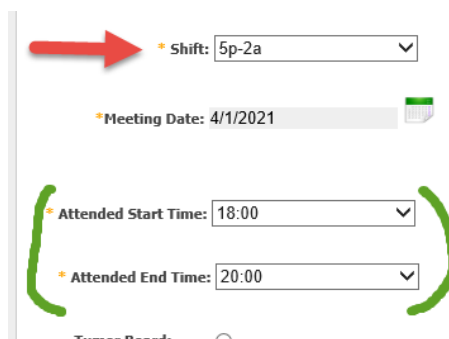
You will be prompted to enter your login credentials when you click on either of the links.

Entering Admin Time

1. Click on Submit a Time Entry. Select the Health System. Then select the meeting type from the list of meetings for that health system:

A screenshot of a web form for entering admin time. The form has three main sections: "Health System", "Meeting", and "Shift". The "Health System" dropdown is open, showing a list of options: FHS, MHS, TRA, Pendleton, and CMBC. The "Meeting" dropdown is also open, showing a list of options: FHS DI Leadership Meeting, FHS SAH Tumor Board, FHS SAnne Tumor Board, FHS SF Breast Conf Tumor Board, FHS SJ Tumor Board, FHS Neuro Oncology Tumor Board, FHS GI Tumor Board, FHS CMBC Breast Disease Tumor Board, FHS Other Tumor Board, FHS Practice Development, FHS Fundraiser/ Social Event, FHS, FHS Golf Tournament, FHS Grand Rounds Prep, FHS SAH Medical Director Credit (No Details Required), FHS SAnne Medical Director Credit (No Details Required), FHS SCH Medical Director Credit (No Details Required), FHS SEH Medical Director Credit (No Details Required), FHS SF Medical Director Credit (No Details Required), FHS SJ Medical Director Credit (No Details Required), and FHS Other Meeting. The "Shift" dropdown is set to "730a-5n".

2. Select your shift. The attended start time and end time will auto-populate if there is a default.

A screenshot of a web form for entering admin time. The form has three main sections: "Shift", "Meeting Date", and "Attended Start/End Time". The "Shift" dropdown is set to "5p-2a". The "Meeting Date" field is set to "4/1/2021". The "Attended Start Time" dropdown is set to "18:00" and the "Attended End Time" dropdown is set to "20:00".

3. If you select other under the shift drop down you are required to enter the shift start and end time in the notes.

* Shift: Other

* Meeting Date: 4/5/2021

* Attended Start Time: 06:30

* Attended End Time: 08:30

Tumor Board: Preparation Guest

* Patient Case Number:

* Notes:
Shift 6am to 1pm

Submit

The screenshot shows a form with several fields. A yellow highlight is placed over the 'Shift' dropdown menu, which is currently set to 'Other'. A red arrow points to this dropdown. Another yellow highlight is placed over the 'Notes' text area, which contains the text 'Shift 6am to 1pm'. A red arrow points to this text area. The 'Meeting Date' field shows '4/5/2021' with a calendar icon to its right. The 'Attended Start Time' and 'Attended End Time' fields are dropdown menus showing '06:30' and '08:30' respectively. Below these are radio buttons for 'Tumor Board' with options 'Preparation' and 'Guest'. A 'Patient Case Number' field is empty. At the bottom right is a 'Submit' button.

4. Use the calendar icon to select the meeting date. The deadline for entering the previous months' time is midnight on the 8th of each month.

* Meeting Date:

March		April 2021					May
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	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	1	
2	3	4	5	6	7	8	

The screenshot shows a calendar interface. At the top, there is a 'Meeting Date' field with a calendar icon to its right. A red arrow points to this icon. Below the field is a calendar for April 2021. The calendar has columns for days of the week (Sun to Sat) and rows for weeks. The dates are displayed in a grid. The date '14' is highlighted in a darker shade, indicating it is the selected date. The calendar is bordered by 'March' on the left and 'May' on the right.

5. Change or enter the attended meeting start and end time if needed. Then enter notes. They are not required for most meeting selections but helpful. Then click Submit.

* Attended Start Time: 18:00

* Attended End Time: 20:00

Tumor Board: Preparation
 Guest

* Patient Case Number:

* Notes:
test notes

Submit

Medical Director Credit Entry

1. Select the health system, then select the appropriate Medical Director Credit from the meeting list. No other items are required for this entry. Then click submit.

Time Entry - Submit (QA TESTING)

* Health System: MHS

* Meeting: MHS TG Medical Director Credit (No Details Required)

* Shift: 730a-5p

* Meeting Date:

* Attended Start Time: Please select ...

* Attended End Time: Please select ...

Tumor Board: Preparation
 Guest



* Patient Case Number:


* Notes:


Submit


Tumor Board Entry

1. Select the health system, then select the appropriate tumor board:

* Health System:  

* Meeting: 


* Shift: 


* Meeting Date: 

Meeting List:


- Please select ...
- FHS DI Leadership Meeting
- FHS SAH Tumor Board
- FHS SAne Tumor Board
- FHS SF Breast Conf Tumor Board
- FHS SJ Tumor Board
- FHS Neuro Oncology Tumor Board
- FHS GI Tumor Board
- FHS CMBC Breast Disease Tumor Board
- FHS Other Tumor Board

2. Fill in the shift, date and start/end times. Then select Preparation or Guest. If you select Guest you can submit without a patient case number. If you select Preparation you must enter the number of patient cases prepared before submitting.

Tumor Board: Preparation  Guest

* Patient Case Number: Required 

* Notes:




“Other” Meeting Entry

1. When you select “Other Meeting” from the list of meetings you will be required to enter the meeting details in the notes section. Fill out shift, date and start/end time as any other meeting. If you try to submit without notes you will see “required” in red. Please enter your notes then submit.

* Health System:

* Meeting:

* Shift:

* Meeting Date: 




* Attended Start Time:

* Attended End Time:

Tumor Board: Preparation
 Guest

* Patient Case Number:

* Notes:



Required

Viewing your Time Entry List

1. Click on Time Entry List.

- [Submit a Time Entry](#)
 - [Time Entry List](#)
- 

2. Select your date range from the calendar icons and click Search. This will show your list of entries from that time frame selected.

Click to download

Search Criteria

From: 3/29/2021

To: 4/13/2021

Search

ID	System	Meeting	Shift	Meeting Date	Shift Start Time	Shift End Time	Attend Start Time	Attend End Time	PAT Hours	NON-PAT Hours	Patient Case Count	Guest	Created By	Created Date Time	Notes
120	TRA	Shareholder Meeting	Other	Other			4/2/2021 6:00:00 PM	4/2/2021 8:00:00 PM	2.00	0.00	0		Thornton,Annamarie	4/14/2021 12:52:28 PM	
119	MHS	MHS GSH Tumor Board	730a-5p	730a-5p	4/2/2021 7:30:00 AM	4/2/2021 5:00:00 PM	4/2/2021 7:00:00 AM	4/2/2021 8:00:00 AM	0.50	0.50	0	Yes	Thornton,Annamarie	4/14/2021 12:41:24 PM	
118	FHS	FHS SF Breast Conf Tumor Board	730a-5p	730a-5p	4/1/2021 7:30:00 AM	4/1/2021 5:00:00 PM	4/1/2021 12:00:00 PM	4/1/2021 1:00:00 PM	0.00	1.00	0	Yes	Thornton,Annamarie	4/14/2021 12:41:08 PM	
0	TOTAL								2.50	1.50	0		Thornton,Annamarie		

3. If you wish to download your list click download. This will open the list of entries in Excel. You can then save the list.

Click to download

Search Criteria

From: 3/29/2021

To: 4/13/2021

Search