We are using an online evaluation & procedure tracking system. The system can be accessed securely through the Internet at www.MyEvaluations.com.

**Steps for Logging onto MyEvaluations.com**

1) Web address: www.MyEvaluations.com

2) Login: type in your username and password
   a) Username: previously emailed to you.
   b) Password: your initial password will be _____________. The first time you login you will be prompted to change your password.

Select the login button in order to securely log into MyEvaluations.com.

3) Select the menu option Procedures.

4) Select Submit a New Procedure: To submit procedures go to the menu option “Submit a Procedure”. Complete the information requested and click “Submit Procedure” at the bottom of the page. This will send a message to your supervisor to login and sign-off on your procedure.

   *Note: In order to comply with HIPPA regulations and patient confidentiality, entering the patient name is optional. Check with your program coordinator for more information.*

5) To review procedures pending approval, go to the menu option “Procedures Pending Approval”.

6) To certify procedure you have supervised, go to the menu option “Procedures to Review”.

**Procedures to Review**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Performed By</th>
<th>Date</th>
<th>Patient Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure: Bone Marrow Aspiration</td>
<td>Adams, John</td>
<td>1/21/2003</td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>Procedure: Spinal Tap</td>
<td>Adams, John</td>
<td>1/21/2003</td>
<td></td>
<td>Details</td>
</tr>
</tbody>
</table>

This chart is an example of your Procedures to Review table. Each table will define the name of the procedure, the name of the resident, the date, and patient name (optional). The “Details” action will allow you to review the procedure. Selecting “Accept” will mark the procedure as approved.

**Once a procedure is submitted, an email notice will be sent to the Supervisor. The Supervisor will then logon to MyEvaluations.com to review and accept the procedure.**

**Key points about Procedures:**

a) Residents should log-in their procedure information ASAP to get credit
b) Residents don't get credit until the procedure is signed-off by the supervisor
c) Supervisors should make an effort to login and sign-off on procedures.
d) Residents should never "wonder" if they are certified to do a procedure unsupervised. They can always logon to MyEvaluations.com and check their status through the Report menu.

When you have submitted a procedure you may press the Logoff button at the top of your screen to exit MyEvaluations.com. If you have any questions, please call Department of Medicine with your questions.