# **WELCOME ONBOARD**







#### SIMPLE GUIDE Á FUÜÁÚÕŸF

#### VERSION 1.0 (JUL 2022)

### https://a c\\'medhub.com



| Welcome to the National Healthcare Group Residency Management<br>System.   | Log in             |  |  |
|--|--------------------|--|--|
| This resource provides NHG residents with the ability to plan their rotation schedules, keep<br>track of their educational progress, and communicate with other residents, faculty members,<br>and administrators. | Your MCR number    |  |  |
| By logging in, you are agreeing to the MOHH/NHG/NUHS/SingHealth End User License<br>Agreement. Please click <u>here</u> to read before using MedHub.   | Password           |  |  |
| If you need access, please contact your program administrator.   | Forgot my password |  |  |
| Recommended Browsers   | versember me       |  |  |
| Supported Versions of:<br>Google Chrome  |                    |  |  |
| Mozilla Firefox<br>Apple Safari  |                    |  |  |
| Microsoft Edge   |                    |  |  |
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## STEP-BY-STEP FIRST TIME LOGIN

IMPORTANT NOTE: First Time Login must be done using browser on your desktop/laptop/phone but not mobile app



## 1. MedHub login username and temporary password are sent to your employee email

From: MedHub Notification [mailto:do-not-reply@medhub.com] Sent: Tuesday, 28 June 2022 11:57 AM To: Serene Goh Kar Keow (NHGHQ) Subject: MedHub - Login Information

Please be cautious. Email is from outside of your organization. Do not click on links or open files if unsure of sender.

Your MedHub login is listed below.

Username: [Your MCR number] Password: [temporary password]

link: https://nhg.medhub.com

Please contact MedHub Support at <u>support@medhub.com</u> if you encounter any problems logging into the system. Do not rely to bit message. Please contact your Program/Course Administrator with any questions. Submit a MedHub trouble licket from the Help page if you experience any technical difficulties

2. Click on the link and login with your MCR number





## STEP-BY-STEP FIRST TIME LOGIN

IMPORTANT NOTE: First Time Login must be done using browser on your desktop/laptop/phone but not mobile app



3. Click "Send" to receive OTP (One-Time-Password) on the email address as displayed



#### 4. Open the OTP email from MedHub

MedHub Notification <do-not-reply@medhub.com> Medhub - One-Time Password

(Yishun Health)

Please be cautious. Email is from outside of your organization. Do not click on links or open files if unsure of sender.

Your one-time password for MedHub is as follows: 788945

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5. Enter the OTP and click "Login"



## **STEP-BY-STEP FIRST TIME** LOGIN

**IMPORTANT NOTE:** First Time Login must be done using browser on your desktop/laptop/phone but not mobile app

| 6.  | Rev | iew  | and   | clic | k  | "   | agree" | to |
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| National Healthcare Group   |  |
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#### and you are ready to use the system.



- 1. Select Account menu at right upper corner
- 2. Click "MultiFactor Authentication"



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3. Select Country Code, enter your mobile phone number and click "Add New





4. Enter the confirmation code sent to your phone and click "Validate Phone







After this change, you may choose the verification method upon every login





## **3** Download MedHub app on your mobile devices





#### Available on

Google Play store and

Apple App Store



#### DESKTOP / LAPTOP



Scan the QR code to install now!



## 3 Login using same username and password



MultiFactor Authentication also applies, enter the OTP sent to your email address or mobile number

#### Available functions on mobile app

- Calendar
- Work Hours
- Evaluations
- Procedures



## Navigate to Learning Portal on how to use MedHub

|  | A Home + Help - Resources  |
|--|--|
| A Home Portfolio Sch                       | edules Procedures Evaluations Conferences Help Help Help - Resources   |
|  | Help Resources Support Tickets Community Learning Portal   |
|  |  |
|  |  |
|  | medhub   |
| Participants                               | Learning Portal 2  |
| U Badges                                   |  |
| I Grades                                   |  |
| C QUICK START GUIDE                        | RESIDENT COURSES   |
| C MedHub (GME) 7B -<br>Scheduling Absences | Dashboard / My courses / Resident Courses  |
| MedHub (GME) 8 -<br>Logging Work Hours     |  |
| MedHub (GME) 14-                           | Welcome to this module!  |
| Evaluations                                | Before you begin, please check out our quick start guide, which will give you some tips on navigating/completing modules in the learning portal. |
| MedHub (GME) 20 -<br>Logging Procedures    | Watch the video below to learn more about completing course work:  |
| MedHub (GME) 26 -<br>Resident Foundation   | MedHub Learning Portal - Completing Coursework Share   |
| MedHub (GME) 41 -<br>MedHub Mobile App     |  |
| A Dashboard                                |  |



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Note: Please ensure your computer/mobile device is connected to the internet to view YouTube video.

| 4   | RESIDENT       | LOGGING                            |  |  |
|-----|----------------|------------------------------------|--|--|
|     | FOUNDATION     | PROCEDURES                         |  |  |
| es  | 40mins         | 10mins                             |  |  |
| npo |                |                                    |  |  |
| Σ   | LOGGING        | MEDHUB                             |  |  |
| ed  | WORK HOURS     | MOBILE APP                         |  |  |
| end | 15mins         | 35mins                             |  |  |
| IM  |                |                                    |  |  |
| Mo  | SELF-INITIATED | <b>-</b> / · · · · /·              |  |  |
| Kec | EVALUATIONS    | Total learning duration<br>110mins |  |  |
|     | 10mins         |                                    |  |  |
|     |                |                                    |  |  |



## **SUMMARY**

- 1. Login to MedHub with your username, receive OTP and set your new password
- 2. Add MFA method to receive OTP on mobile phone
- 3. Download mobile app
- 4. Complete the recommended learning modules



#### Any queries, contact your Programme Coordinator

JUL 2022

