EVALUATIONS – Adding an Outside Evaluator

Clerkship Coordinators can add outside evaluators, such as non-Stanford residents, to receive MedHub evaluations.

INSTRUCTIONS

Adding an Outside Evaluator to MedHub
- Select the clerkship site from right side drop down
- From the Home page, select the Evaluations tab. Then, select “Outside Evaluators” in the Evaluation Forms column on the right side column.
On the next screen, select:

- “+ Add Outside Evaluator”

On the next screen, enter the following information on the outside evaluator you wish to receive evaluations from MedHub:

- First Name:
- Last Name:
- User Type:
  - Resident, Faculty, Staff, Patient, or Student
- Email:
- Location: (optional)
- Location Abbrev: (optional)
- Services: services within clerkship site

Select here to toggle between different user type (faculty, staff, residents, students, or patients)

Not necessary to add Location information since outside evaluators are added to clerkship sites

All services within the clerkship site will be listed here. For ease of assigning evaluations in the future, select all services listed.

Once all information has been entered, press “Submit”.
After submitting, the next screen will list all outside evaluators added. You can review, modify, and add additional outside evaluators.

Double check to make sure you are adding outside evaluators to the correct clerkship site.

Select here to add more outside evaluators to this clerkship site.

If you notice a mistake, select here to modify.

If an individual is no longer associated with the clerkship, select here to archive their information.

Modify Outside Evaluator List

Use the following list to define outside evaluators to which you send evaluations.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Email:</th>
<th>Type:</th>
<th>Location:</th>
<th>Services:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clay, Claire</td>
<td><a href="mailto:cclay@stanford.edu">cclay@stanford.edu</a></td>
<td>Resident</td>
<td>-</td>
<td>Kaiser GS</td>
<td>Modify</td>
</tr>
</tbody>
</table>

If you notice a mistake, select here to modify.