

# 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.

#### Site Specific Clerkship

The screenshot shows the MedHub interface for the 'Evaluations' section. The top navigation bar includes 'Home', 'Schedules', 'Procedures', 'Evaluations', 'Conferences', 'Reports', and 'Help'. The 'Evaluations' tab is selected. Below the navigation bar, the page title is 'Evaluations' and the site is identified as 'SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara'. A red banner at the top of the main content area contains the text 'Home > Evaluations' and 'SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara'. The main content area is titled 'Evaluations' and includes a 'Deliver Evaluations' button. Below this are sections for 'Queued Evaluations' (currently empty) and 'Automated Evaluations' (showing one rule: 'Test Automated Rule 7 days prior end date'). On the right side, there is a sidebar menu with sections for 'Evaluation Forms' (including 'Modify/Print Form', 'New Evaluation Form', and 'Manage Evaluation Forms') and 'Evaluation Functions' (including 'View Completed Evaluations', 'Incomplete Evaluations', 'Outside Evaluators', 'Evaluation Groups', 'Faculty/Resident Service Assignments', and 'Fill-Out Student Grades'). The 'Outside Evaluators' link is highlighted with a blue box.

On the next screen, select:

- “+ Add Outside Evaluator”

SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara

Home Schedules Procedures Evaluations

Home > Evaluations > Modify Outside Evaluator List

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### Modify Outside Evaluator List

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

Name:	Email:	Type:	Location:	Services:	Actions:
(none)					

+ Add Outside Evaluator View Inactive Outside Evaluators

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

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Home Schedules Procedures Evaluations

Home > Evaluations > Outside Evaluator List > Add Outside Evaluator

### Add Outside Evaluator

First Name:\*

Last Name:\*

User Type:\* Resident Select here to toggle between different user type (faculty, staff, residents, students, or patients)

Email:\*

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

Location Abbrev:

Services:\*  Kaiser General Surgery 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.

SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara [Home](#) [Schedules](#) [Procedures](#) [Evaluations](#)

[Home](#) » [Evaluations](#) » [Modify Outside Evaluator List](#) SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara

## Modify Outside Evaluator List

✔ Outside evaluator added

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

Name:	Email:	Type:	Location:	Services:	Actions:
Cioni, Claire	<a href="mailto:ccioni@stanford.edu">ccioni@stanford.edu</a>	Resident	--	Kaiser GS	<a href="#">✎ Modify</a> <a href="#">✕ Archive</a>

[+ Add Outside Evaluator](#) [View Inactive Outside Evaluators](#)

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.