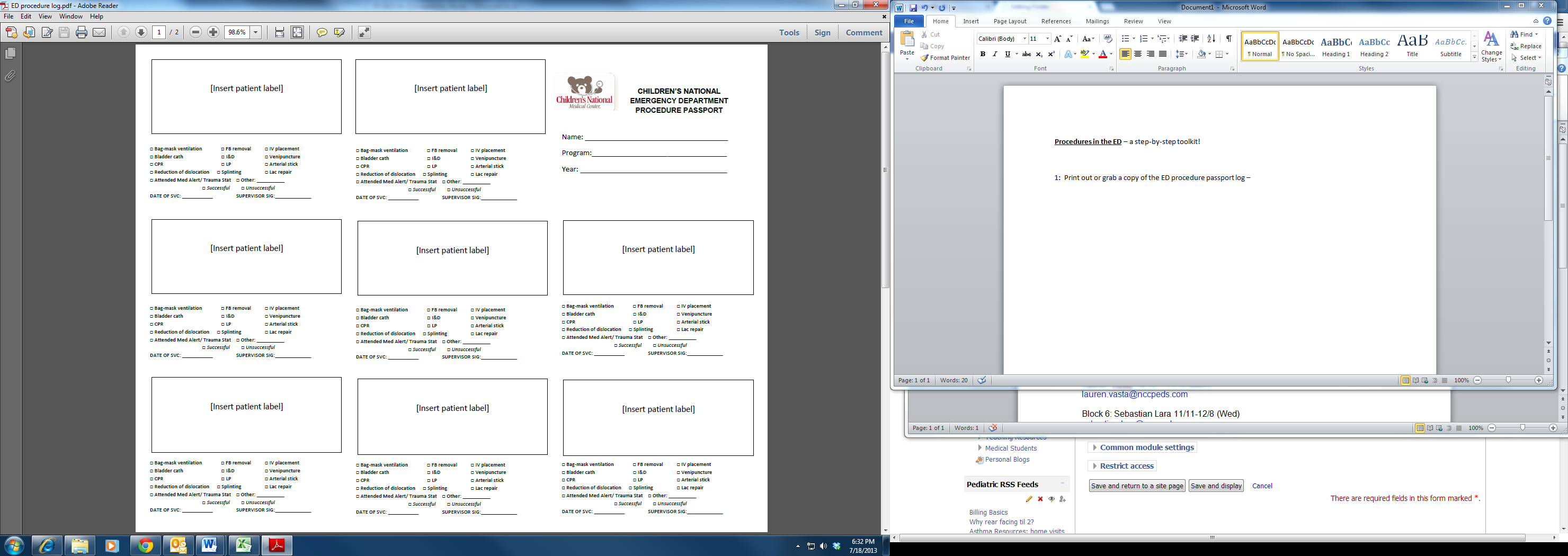
**Procedures in the ED** –

*a step-by-step toolkit!*

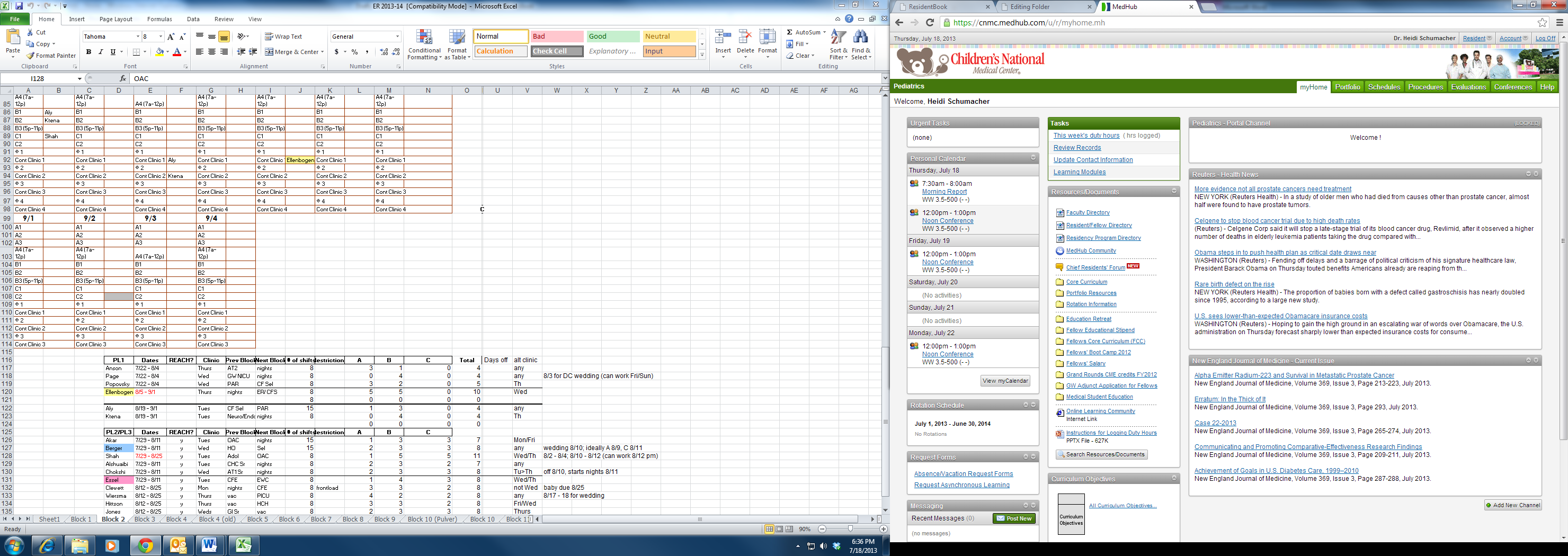
**1: Before your procedure shift, print out or grab a copy of the ED procedure passport log –**



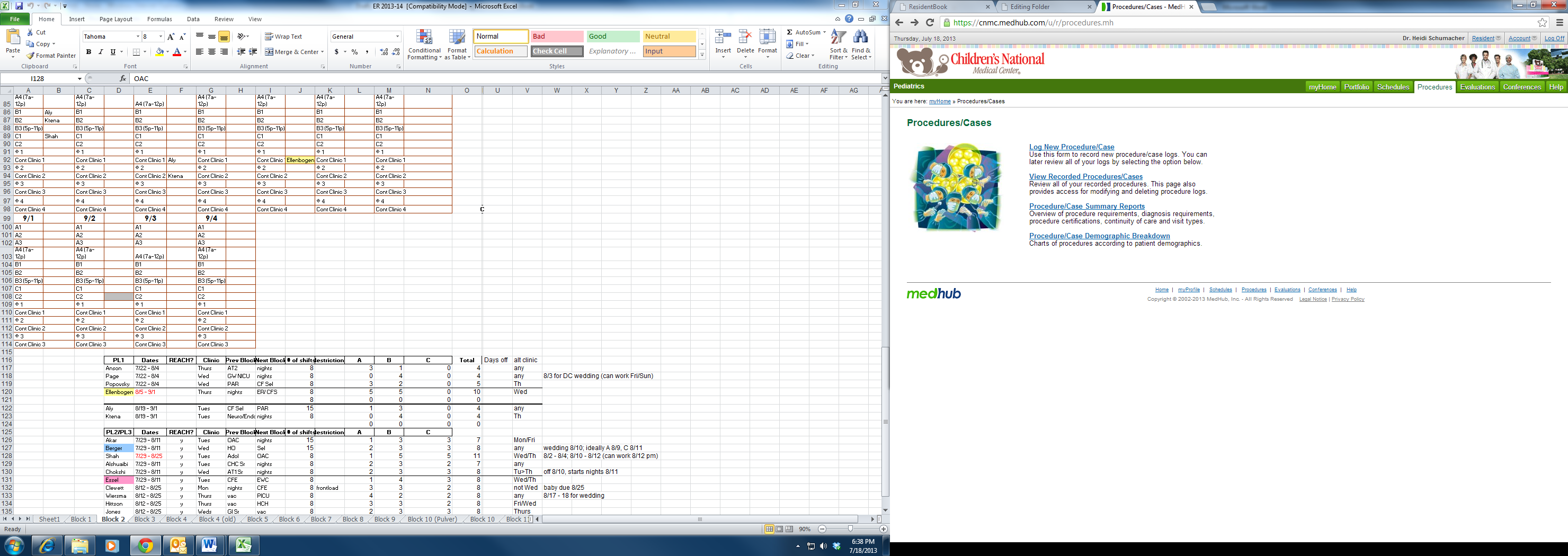
Log all procedures performed during your Procedure Shift, and be sure to have a supervisor (attending, fellow, PA/NP, tech) sign off on all your procedures.

**2. Log into MedHub:** [**www.cnmc.medhub.com**](http://www.cnmc.medhub.com)**.**

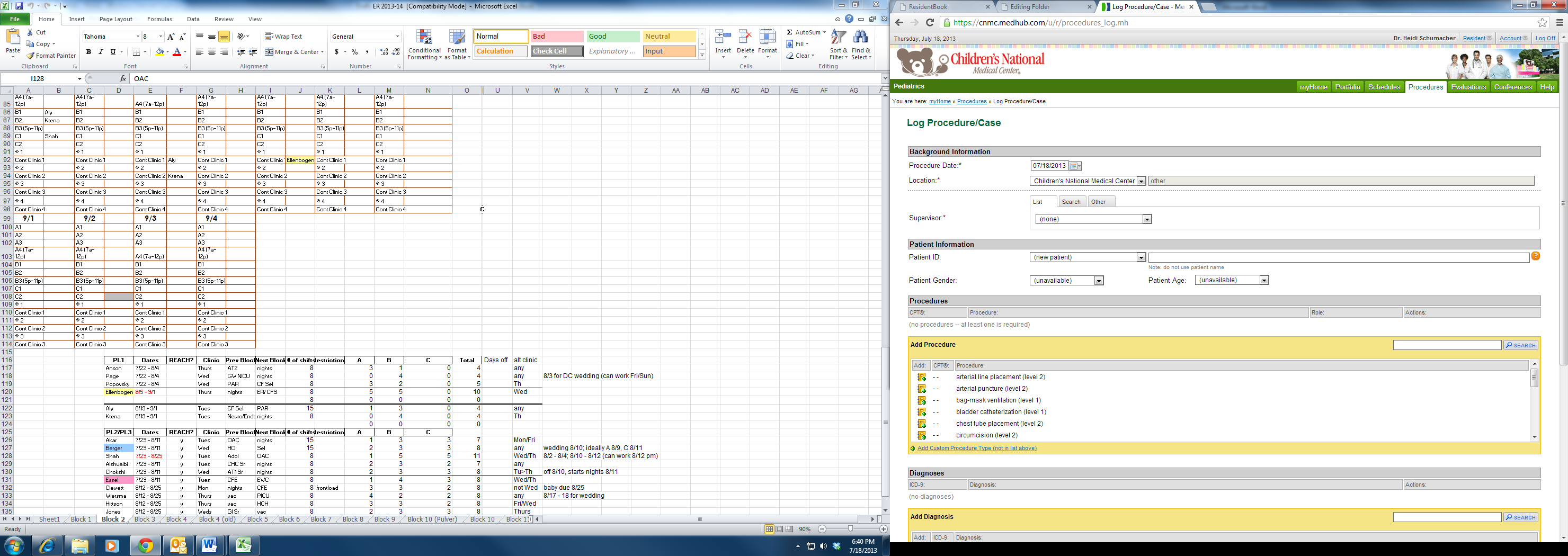
Then, go to **Procedures** tab:



Click “Log new procedure/case”:

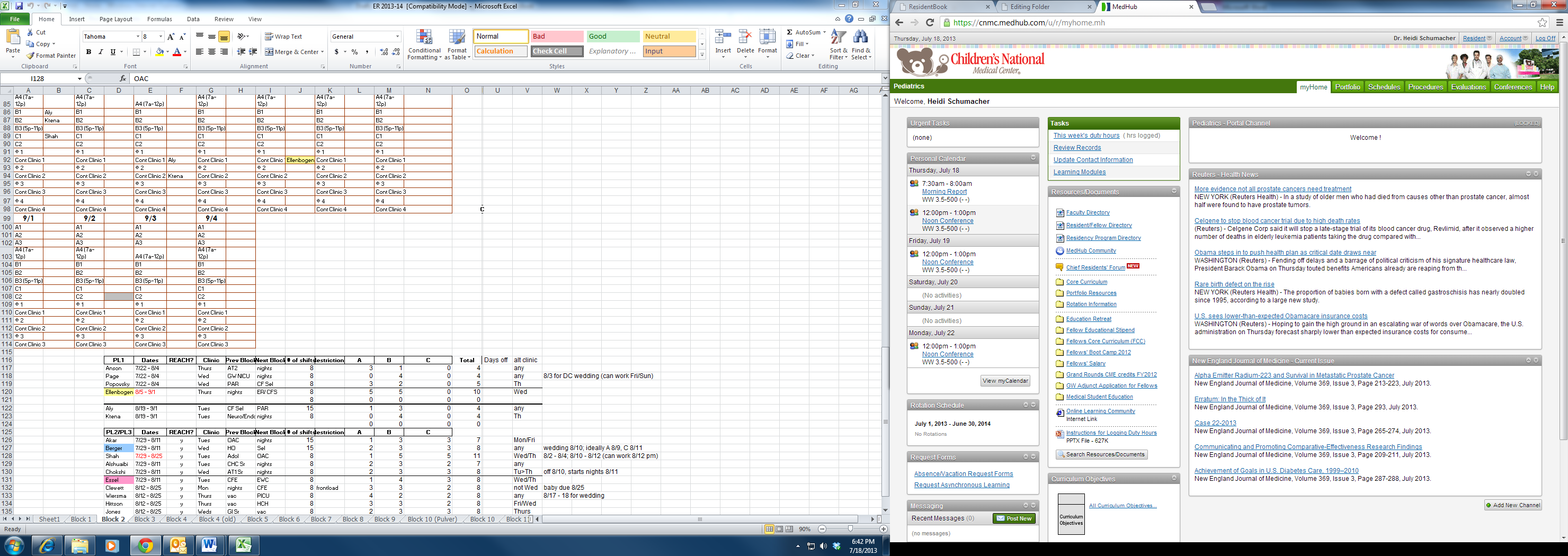


Enter all required information, and click “Add procedure” at the bottom:

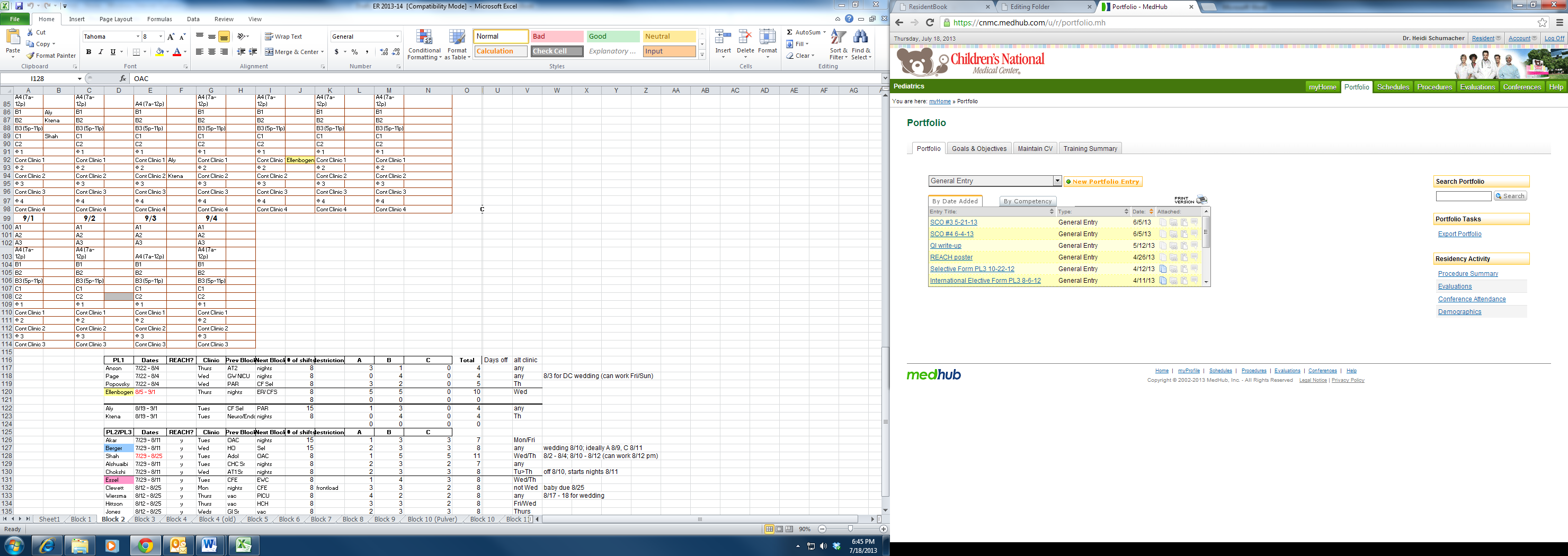


You’re not done yet! Once all your procedures are individually entered above, you must **scan and upload (both sides of) your procedure passport log to your Portfolio** – this is so that we have record of your supervisor signatures.

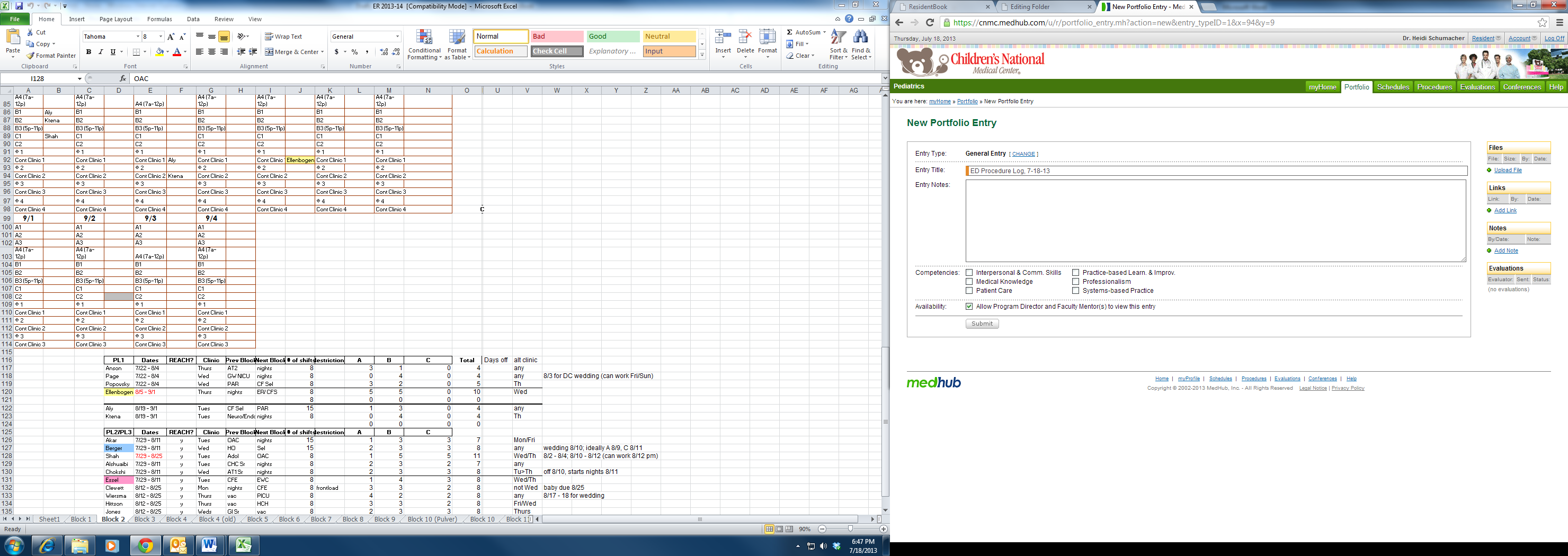
To do that, click on **Portfolio tab** on the top banner bar:



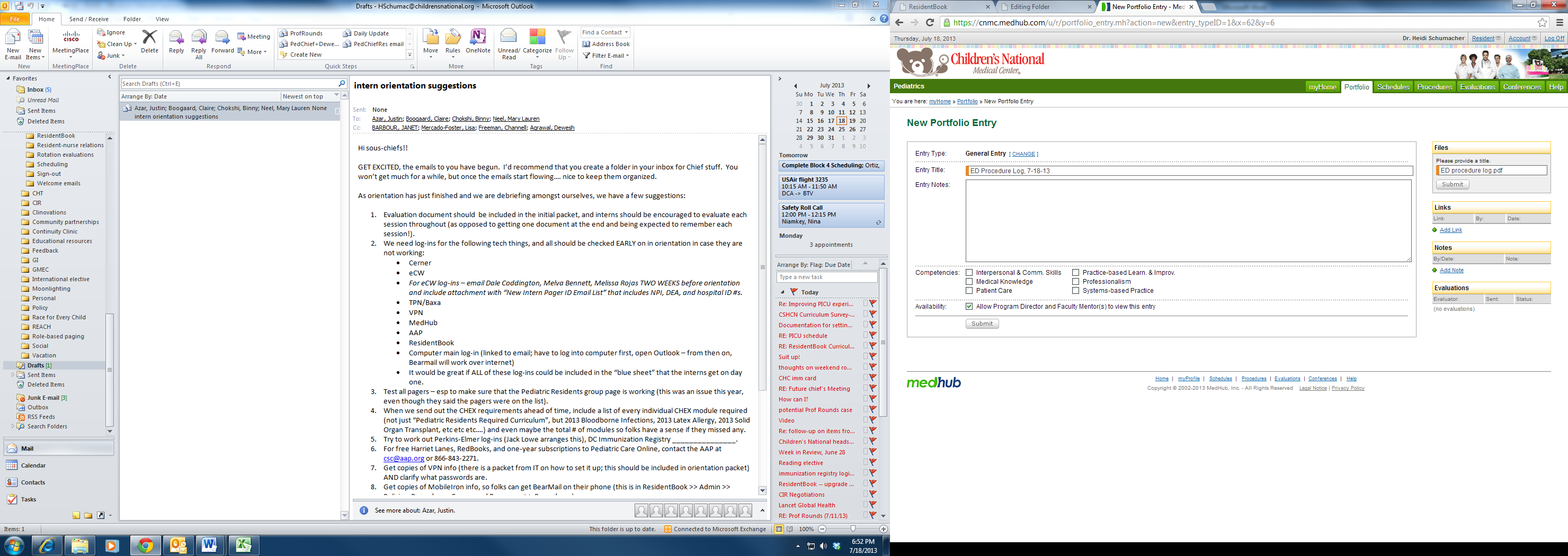
Then click on “New Portfolio Entry”:



Then name your entry “ED Procedure Log, [insert date]” and then upload your file from the right-hand side:



Once you’ve browsed and found your file, be sure to click **Upload** and then **Submit** – or else the file will not have been saved!



Then submit the whole entry at the bottom of the page, and you’re good to go!

Contact Heidi with any questions!