

## Accessing Malpractice Letters in MedHub

### Instructions for Program Coordinators:

- 1) Login to MedHub Home Page: <https://passport.ucdenver.edu/login.php>
- 2) Go into the resident/fellow's record
- 3) Select **Forms/Files** from the left column
- 4) Select the "**GME Misc**" Folder
- 5) Open the **Malpractice Confirmation** PDF
  - a. For INCOMING residents and fellows, malpractice letters will be available on **April 28, 2021** for all trainees who have a fully signed training contract. We will continue to upload malpractice letters for the remaining trainees as their contracts are signed by all parties. PCs can view contract status via **Resident Contracts** within the Site Management channel of their MedHub homepage (make sure to select relevant "Status" and "Year" filters)
  - b. For CONTINUING residents and fellows, please use the malpractice letter that was uploaded when they started (Note: some residents and fellows may have multiple letters, in which case please use the most recent letter)

### Instructions for Residents and Fellows:

- 1) Login to MedHub Home Page: <https://passport.ucdenver.edu/login.php>
- 2) From your MedHub Home Page, select **Review Records** from the Tasks channel
- 3) Scroll down to the Shared Files section and open the **Malpractice Confirmation** PDF
  - a. If you are an INCOMING resident or fellow, your malpractice letter will be available on **April 28, 2021** if you have a fully signed training contract. If your contract has not been signed by all parties before then, we will upload your malpractice letter as soon your contract has been approved.

\*If you have any questions, please contact the [GME Program Assistant](#)