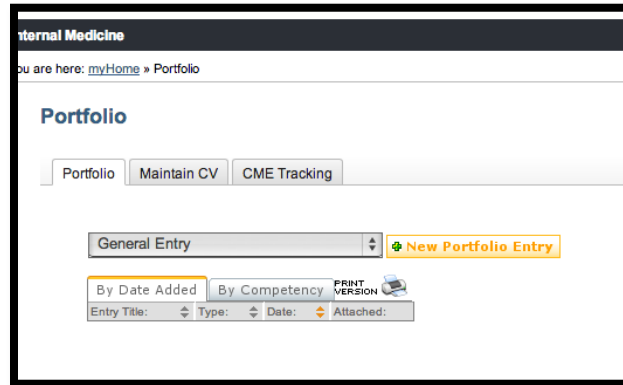


## Instructions for Uploading M&M Submissions to MedHub Portfolio

1. Log-in to your MedHub account
2. Navigate to the “Portfolio” section.



3. Choose “+New Portfolio Entry” using the “Quality Improvement/Patient Safety” option from the dropdown menu.
4. Fill in the 3 boxes and upload your reflection sheet.
5. UPLOAD your reflection sheet on the right by clicking “+Upload File” and choosing the document to add.
6. Check the “Allow Program Director and Faculty Mentor(s) to view this entry” box.
7. Click “Submit”

A screenshot of the "New Portfolio Entry" form. The form has a title "New Portfolio Entry" and a sub-header "Entry Type: Quality Improvement/Patient Safety [CHANGE]". Below this, there are three main input areas: "Title:" with a text box and a red arrow pointing to it with the text "14-15 M&M Submission PGY-X"; "Date:" with a date picker and a red arrow pointing to it with the text "Date of M&M attended"; and "Description/Notes:" with a large text area and a red arrow pointing to it with the text "Check the relevant competencies". Below the description area, there is a "Competencies:" section with six checkboxes: "Interpersonal & Comm. Skills", "Medical Knowledge", "Patient Care", "Practice-based Learn. & Improv.", "Professionalism", and "Systems-based Practice". At the bottom left, there is a "Submit" button circled in red. On the right side of the form, there are three sections: "Files" with an "Upload File" button circled in red, "Links" with an "Add Link" button, and "Notes" with an "Add Note" button.