



How To Log Work Hours in New Innovations

Work Hours must be logged - WHY?

- ▶ Medicaid/CMS reimburses Training Institutions based on the number of hours each learner works each month
- ▶ Medicaid/CMS requires that all Training Institutions report learner work hours ***every month.***
- ▶ Reimbursements help to pay your salary

Background & Intent

- ▶ Work Hour Logging is a requirement of ACGME
 - ▶ Timely submission and correct logging is Professionalism
 - ▶ Professionalism is a core competency of ACGME (VI.B.)
- ▶ ACGME has strict rules about how many hours a learner can work each month; those rules are built into New Innovations.
 - ▶ If you get a Violation when logging your work hours, please talk to your Program Director and/or Coordinator.
 - ▶ If we don't know about violations, schedules cannot be adjusted to prevent future violations.

What are the top five ACGME work hour rules?*

- ▶ Clinical and Educational work hours must be limited to no more than 80 hours per week, *averaged over a four-week period*, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting (VI.F.1.)
- ▶ Residents should have eight hours off between scheduled clinical work and education periods (VI.F.2.a)
- ▶ Residents must have at least 14 hours free from clinical work and education after 24 hours of in-house call (VI.F.2.b)
- ▶ Residents must be scheduled for a minimum of one day in seven free of clinical work and required education *when averaged over four weeks*. (VI.F.2.c)
- ▶ Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments (VI.F.3.a).(1))

*From the ACGME Residency Common Program Requirements. These rules may be different in your program; refer to your specialty program requirements for more information.

How To Log Work Hours:

- ▶ Log into New Innovations (<https://www.new-innov.com/login>) with the Username and Password provided to you by your Program Coordinator.
- ▶ On the main toolbar: *Work Hours > My Work Hours > Log Hours.*

Account Login

Institution

Oklahoma State University Medical Center - OSU

Username

mclemons

Password

.....

[Forgot Your Password?](#)

Log In

Oklahoma State University Medical Center

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Step One: Choose Training Location

My Work Hours: Log Hours

Log Hours View Hours Violations Sign Off Hours

Click & drag to log your hours. Use right-click for more options. [Need help logging your hours?](#)

Mon 12/30 Tue 12/31 Wed 1/1 Thu 1/2 Fri 1/3 Sat 1/4 Sun 1/5 2025

12 A Luda Abbott Unspecified

Department: *Department of Osteo/OB/GYN

Choose a Work Type

- Break
- Daily Duty Hours
- Home/Pager Call, Called In
- Moonlighting
- Time Off
- Continuity Clinic
- Educational Event
- Home/Pager Call, Not Called In
- Sick Time (ONLY USE IF WORKING AT THE ...)
- Transitional Duties

Log Vacation

Choose Training Location

Oklahoma State University Medical Cc

Cancel Save & Copy Edit in Bulk Preferences

If you do not choose a training location *first*, the logs will not save.

- ▶ If a training location is not listed, your coordinator can have it added.

Step Two: Choose a Work Type

Department.

Choose a Work Type

- Break
- Daily Duty Hours
- Home/Pager Call, Called In
- Moonlighting
- Time Off
- Continuity Clinic
- Educational Event
- Home/Pager Call, Not Called In
- Sick Time (ONLY USE IF WORKING AT THE ...)
- Transitional Duties

Log Vacation

Choose Training Location

Save **Cancel** **Save & Copy** **Edit in Bulk** **Preferences**

Which Work Type Should Be Used?

- **Daily Duty Hours** - This is the work type that will be used most frequently and can be used in most every situation
- **Transitional Duties** - To be used for any clinical activity **after a 24-hour shift**
 - Up to four hours of additional time may be used for activities related to patient safety (VI.F.3.a).(1))
- **Continuity Clinic** - To be used when working in a longitudinal care clinic
- **Educational Event** - To be used when attending didactics, conferences, journal club, Grand Rounds, Institutional M&M, when doing research/scholarly activity/QI projects, etc.; will also be used when taking in-training and board exams.
 - *Use Oklahoma State University Medical Center as the training location every time you log an Educational Event*
- **Moonlighting** - To be used when Moonlighting, which **does** count toward the 80-hour work week
 - *Use MOONLIGHTING as the training location every time you log Moonlighting*
- **Home Call, NOT called in** - These hours **do NOT** count toward the 80-hour work week
- **Home Call, called in** - These hours **DO** count toward the 80-hour work week
- **Time Off** - To be used for time off ***other than vacation*** (illness, bereavement, Parental Leave, interviews, etc.)
 - *Use Oklahoma State University Medical Center as the training location every time you log Time Off*
- **Break** - To be used for short breaks throughout the workday to fill in gaps between working hours, such as time traveling between training locations or downtime between tasks (ex: didactics ends at 1600 and your next shift starts at 1800).
 - *Using this work type will prevent short break violations when moving between assignments.*
 - *Use Oklahoma State University Medical Center as the training location every time you log a Break*

Step Three: Mark the Hours Worked

Log Hours View Hours Violations Sign Off Hours

Click & drag to log your hours. Use right click for more options.

Mon 12/30 Tue 12/31 Wed 1/1 Thu 1/2 Fri 1/3 Sat 1/4 Sun 1/5 2025

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Department

Choose a

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Save

▶ Click each box/click and hold to drag the pointer over the hours worked, then click **SAVE**.

▶ Can also right click to add a new log

Add a new log

From 1/4/2025 at 8:00 AM

To 1/4/2025 at 9:00 AM

Save Close

****Refrain from using Save & Copy as no two weeks are the same****

See It In Action!



What If I Need To Make A Change?

Department: *Department of Osteo/OB/GYN

Choose a Work Type

Break	Continuity Clinic
Daily Duty Hours	Educational Event
Home/Pager Call, Called In	Home/Pager Call, Not Called In
Moonlighting	Sick Time (ONLY USE IF WORKING AT THE ...)
Time Off	Transitional Duties

Log Vacation

Choose Training Location

Oklahoma State University Medical Cc

Save Cancel Save & Copy **Edit in Bulk** Preferences

- ▶ Click **Edit in Bulk**; you'll be taken to a new screen where you can edit dates, times, work type, and training location.
- ▶ *Don't forget to **SAVE!***

Edit In Bulk

Martha Clemons Program Coordinator

Action	Day	Start	End	Work Type	Training Location
Edit/Approve	Tue	1/7/2025 6:00 AM	1/7/2025 4:00 PM	Daily Duty Hours	Oklahoma State Universi
Edit/Approve	Thu	1/9/2025 6:00 AM	1/9/2025 5:00 PM	Daily Duty Hours	Oklahoma State Universi

Save | Save and go to Next Week | Return

What About Vacation?

Choose a Work Type

Break	Continuity Clinic
Daily Duty Hours	Educational Event
Home/Pager Call, Called In	Home/Pager Call, Not Called In
Moonlighting	Sick Time (ONLY USE IF WORKING AT THE ...)
Time Off	Transitional Duties

Log Vacation

Choose Training Location

Oklahoma State University Medical Cc

Save Cancel Save & Copy Edit in Bulk Preferences

- ▶ Back on the work hour logging dashboard, click **Log Vacation**; you'll be taken to a new screen where you will choose the **FIRST** and **LAST** day of your vacation.
 - ▶ *OSUMC is the default training location for vacation and should not be changed.*
- ▶ Don't forget to **SAVE!**

Log Hours View Hours Violations Sign Off Hours

Training Location: ---

A log will be recorded for each day of Vacation starting at 8:00 AM and lasting 5 hours.

First day of Vacation

September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Last day of Vacation

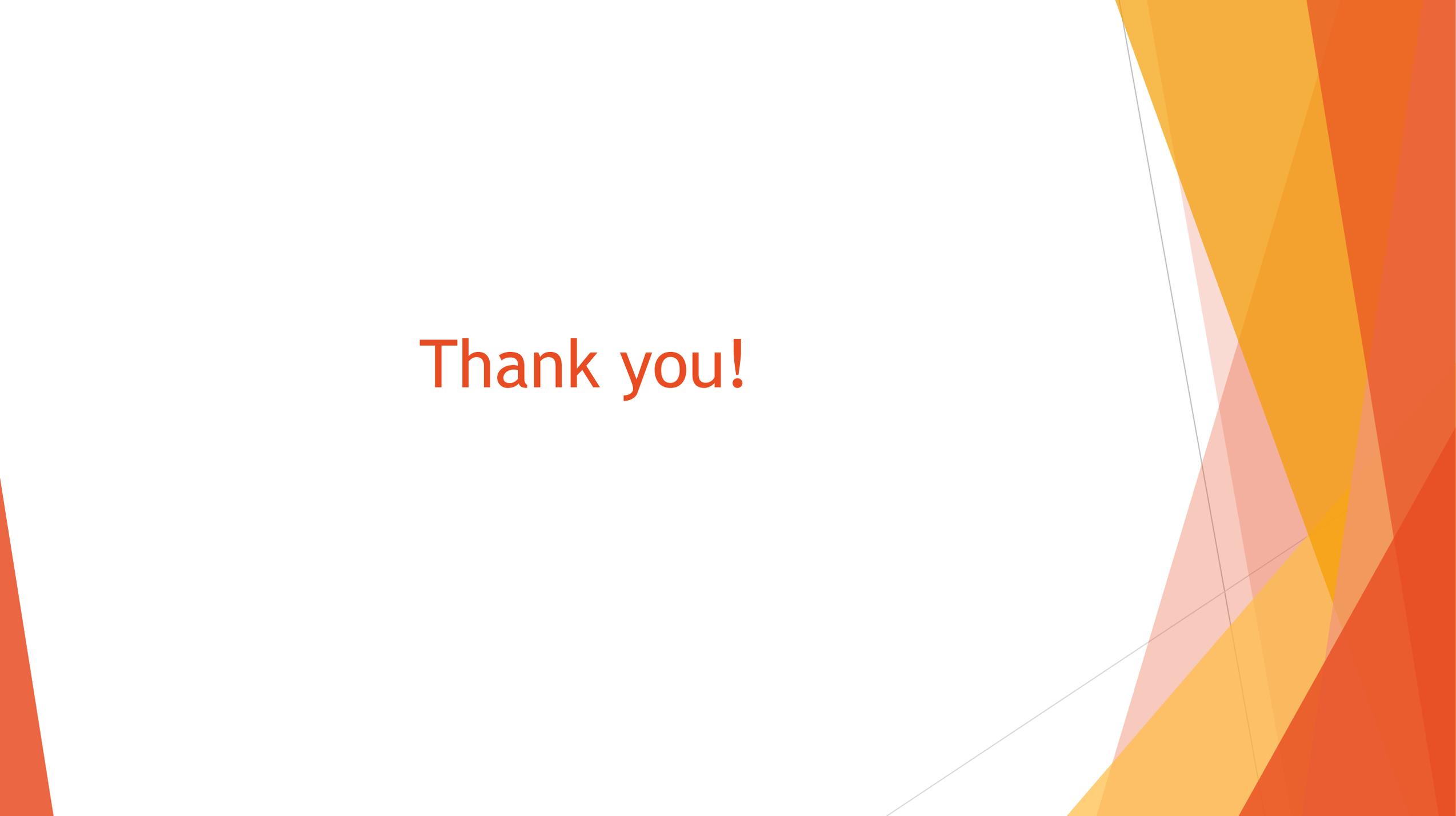
September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Save Cancel Clear

Points to Remember

- ▶ Work Hour training locations and days/hours worked ***MUST*** be accurately logged!
 - ▶ Training locations can be easily added if not listed
- ▶ ***ALL*** work hour activity ***MUST*** be logged, including Didactics, Continuity Clinic, and Moonlighting.
- ▶ ***ALL*** Time Off & Vacation ***MUST*** be logged.
 - ▶ ***DO NOT*** use the work type Break to log time off.
- ▶ Only use **Save & Copy** if your weeks are identical.

Thank you!

The background features a series of overlapping, semi-transparent geometric shapes in shades of orange and yellow, primarily concentrated on the right side of the frame. The shapes include triangles and polygons, creating a layered, abstract effect. The colors range from a light, pale yellow to a deep, vibrant orange. The overall composition is clean and modern, with the text 'Thank you!' centered in a bold, orange font.