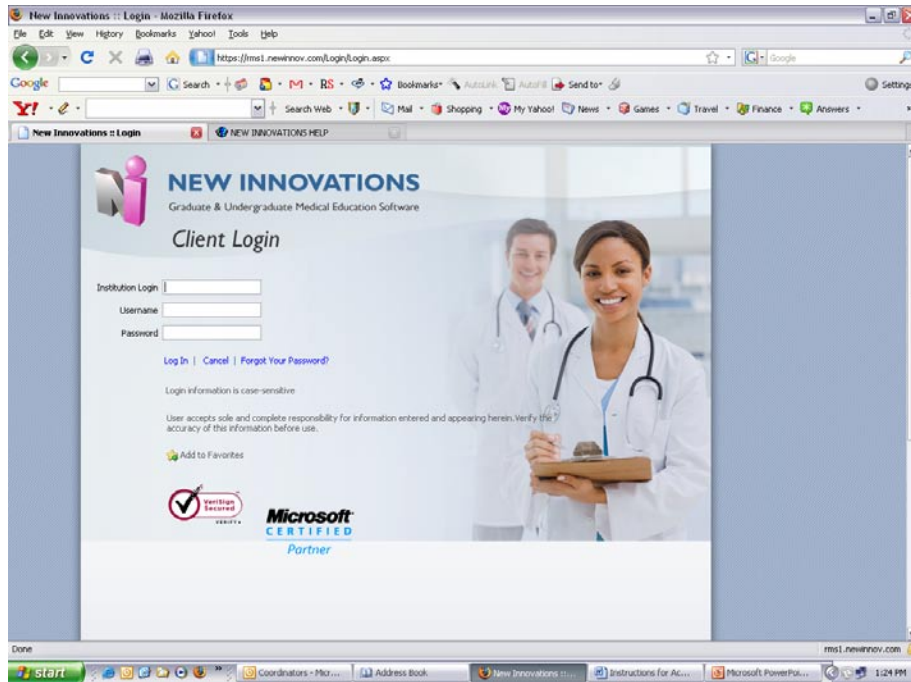


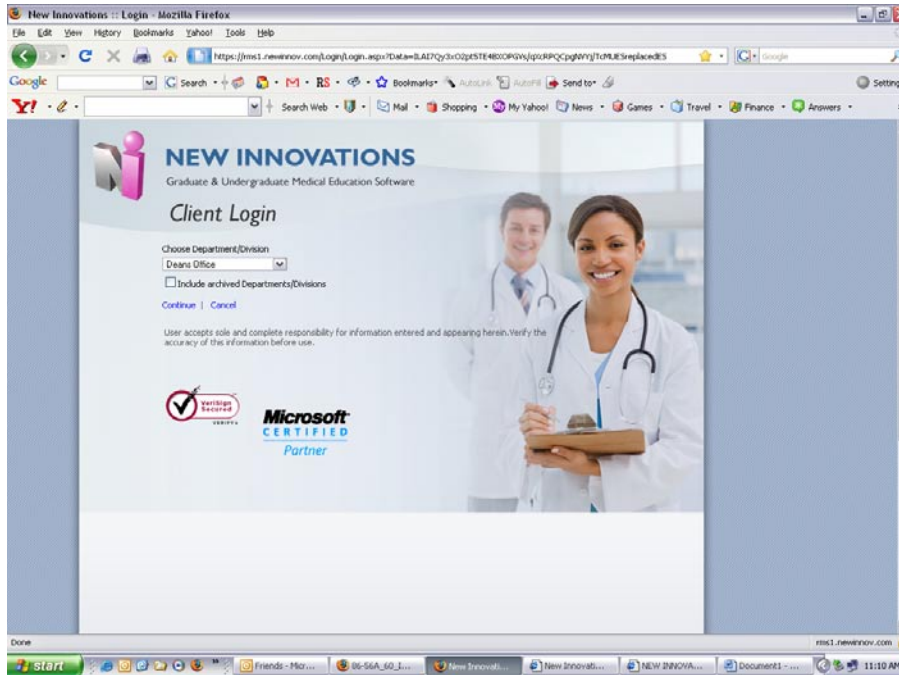
**Instructions for Accessing the
UT COLLEGE OF MEDICINE CHATTANOOGA (UTCOMC)
ORIENTATION PACLETS in
NEW INNOVATIONS (Secure Web-based Information System)**

Revised 5-13-2011

- 1) Go to <https://rms1.newinnov.com/Login/Login.aspx> (the SECURE NI web login module). The following screen should appear.



- 2) Please type in the institution login, username, and password. The institution login is **UTC**. You will receive your username and password in a separate email. Enter that information and click Log In. If you do not receive your username and password you may contact Tammy Fite, GME Coordinator at 423-778-7442 or your Residency Coordinator for assistance.



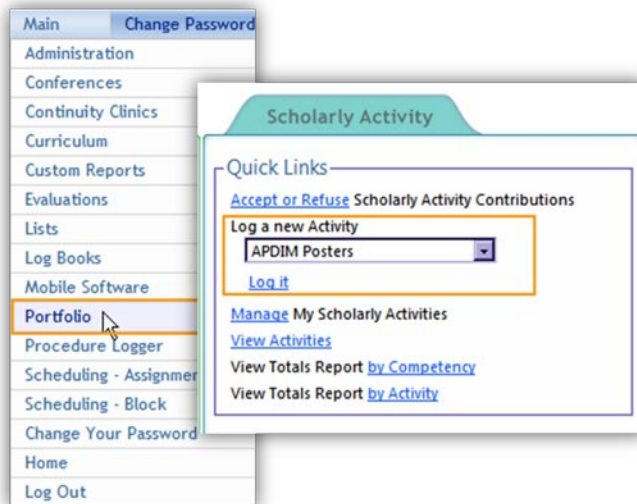
- 3) Under “Choose Department/Division”, select the residency program you will be entering and click “Continue”. You will be transferred to the New Innovations Welcome Page for your Department.
- 4) Look in the “**System Wide Notices**” box on the Welcome Page. You will see the **“ATTENTION INCOMING RESIDENTS AND FELLOWS FOR 2011”**. This is where you will find information regarding documents you need to complete for orientation and upload back into New Innovations. Please read the instructions on the notice and follow directions.
- 5) Next, click on each of four links to the Orientation Packets to begin download. The first set includes three documents that require a physical signature rather than a digital signature. Those will have to be mailed back to your individual residency Coordinator.

All documents are in a PDF fillable and savable format.

For the other three links (Packets 2, 3, and 4), once you complete the documents and digitally sign (separate instructions are provided), please save them to your computer hard drive and label the file with your first name initial, last name, and the name of the original pdf file. For example, **Jim Brown’s 2nd packet would be saved as JBrownOrientation2011Packet2UTForms.pdf.**

- 6) Once the documents are completed and saved to your hard drive, Log back in to NI (see steps 1-3).
- 7) From the Welcome or Home Screen, go to **Main > Portfolio**. Then click on the Log a New Activity under the Scholarly Activity tab. Select Orientation Forms - (Your Department) and click on the Log it link.

Add Scholarly Activities



- 8) Type “Orientation Forms” in the Activity Description field (shown below). Then type your name (Last, First, Middle). Next click on the Upload Files Link. Select the file to upload from your computer and click upload. Once all your files have been uploaded, click the Close link.

Resident Introduction

Add Scholarly Activities

 A screenshot of the 'Add Scholarly Activities' form. It includes an 'Activity Description' section with fields for Presenter(s), Presentation Type (dropdown), Title of Presentation, Meeting Sponsor, Date, and City. A 'Core Competencies' section has checkboxes for Patient Care, Medical Knowledge, Practice-Based Learning and Improvement, Interpersonal and Communication Skills, Professionalism, and Systems-Based Practice. Below are 'Upload Files' and 'Add Contributors' sections. The 'Upload Files' section has an 'Add Files' area with 'Select' and 'Upload' buttons, and an 'Existing Files' table with a 'File Name' column. The 'Add Contributors' section has a list of names: Andrews, Florence; Arora, Sheilla; Austin, Lana Melanie; Ballard, Gary Bertrand; Bowman, Aimee; Breathett, Kay Lynn; Brown, Cristina Joy; and Cartman, Jerry. A link 'Add selected people as contributors' is at the bottom.

- 9) You can log out of the system.

If you have any questions about this process, please contact the following:

NI Instructions to Upload Orientation Files and Documents

Tammy Fite, GME Coordinator
GME@erlanger.org
423-778-7442

Pamela Scott, Director, Graduate and Medical Student Education
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423-778-7628

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