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1. Introduction

Physicians at Stony Brook University Hospital will be utilizing a secure, web based data system for collecting, validating and reporting their time studies information. This User Guide is intended for physician users and will provide a walkthrough of the application and the features available to physicians that are required to submit their time studies.

2. About your Physician Level Account

**User Level Description:**

This is the user level assigned to the Physicians and practitioners required to submit their time.

**User Level Access Rights:**

As a physician user, your account will include the following features.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering Time</td>
<td>You will be able to enter and update your time for the required time periods, as determined by your Reimbursement / finance department.</td>
</tr>
<tr>
<td>Generating Your Summary Report</td>
<td>You will be able to generate your Time Summary report. This report contains an overview of all of the time study data you’ve entered into the system.</td>
</tr>
<tr>
<td>Reminders and Alerts</td>
<td>To ensure that your time is submitted by the deadline determined by the Reimbursement department, the application will automatically email you a series of reminders as the deadline approaches.</td>
</tr>
</tbody>
</table>
3. Getting Started

To login open the following link.

http://sbuh.physiciantimestudy.com

Log into the time study application using the user name and password noted in your Physician Time Study Welcome Email.

1. To login, open the following web page:

Enter your user name and password and click the Login button.
4. Your Main Navigation Area

Once you have successfully logged in, you will see your home page. Your main navigation area is located on the left hand side of the window. This navigation area will remain on the left hand side of your window while you are logged in.

Your main navigation area includes four sections:

1. **OUTSTANDING RECORDS** – If you have outstanding time records to submit, you will see the date’s listed under ‘OUTSTANDING RECORDS’. If you are up-to-date in submitting your time, you will see a message stating that you have “No Overdue Time Records.”

2. **RECORD UPDATE** – If you have previously submitted any time into the Time Study application, you may view those records by selecting the time period from the RECORDS UPDATE drop down menu. The menu will contain a listing of all time records entered into this application. If you do not have any records in the system, you will see a message stating that there are “No Time Records on File.”

3. **YOUR REPORTS** – As a physician user, you will be able to generate a Time Record Summary report which summarizes all of the information you’ve entered into the system over the past year. Also provided in this area is a report that defines the Time Record Categories and Activities.

4. **HELP CENTER** – You will be able to download and view this User Guide and obtain other help resources via your HELP CENTER menu. Also, if there are live webinar trainings scheduled, you will be able to sign up for those trainings using your HELP CENTER “Live Webinar” link.
5. Your Home Page

Once you have logged in, you will see your home page. On the right hand side of the window, your time study clearly states if you have outstanding time records to complete. To open and complete the time record, simply click the hyperlinked date (the date represents the end date of the outstanding time period). NOTE: You can also access a time study record by clicking on the drop down menu under Record Update. Select a date and click on Retrieve.

IMPORTANT: Each quarter, your Finance/Reimbursement group will determine the time periods that you are required to submit your hours. You will receive an email notification once that period has been determined (once/quarter). On the first day of the time period, you will receive an email reminder of the new time period and the time period will appear under your OVERDUE RECORDS area and be available for you to enter hours. The deadline for submitting this time will also be noted in the email correspondence. Once this deadline has expired, you will no longer be able to enter time for that period.
6. Entering Your Time: Your Physician Time Record

Click on an outstanding time study to open the form. The time record will be opened on the right hand side of the window. If there is time already entered it will be populated. The grand total columns are shaded and will be automatically calculated as the hours are entered for each day.

Kidney Transplant Physicians: The time record form is slightly different so that the pre and post kidney can be identified.

To enter your time simply start entering the total number of hours worked under the appropriate day and category. Remember that the grand totals will be automatically calculated for you.
### 6.1 Instructions Page

If you need additional instructions on completing the time study form, you can click on the *instruction* link in the upper left hand corner of your time sheet. An Instruction page will open in a new window.

<table>
<thead>
<tr>
<th>Category</th>
<th>Sun 10/20</th>
<th>Mon 10/21</th>
<th>Tue 10/22</th>
<th>Wed 10/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Patient Contact - Teaching</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hospital Rounds - Teaching (Residents)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Administration of Residency Program</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grand Rounds, Presentation, Conference</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TIP:** Click on the Help Icon in the top right hand corner of your timesheet to receive complete definitions for each of the time study categories. Please note that the help file will open in a new window. You may close that window when you have finished reviewing the definitions. Also when the cursor hovers over a category or activity, a text will appear with the appropriate definition.
6.2. Validating Your Time Record

As you enter your time, you will notice that a series of validity checks are automatically performed on the hours you’ve entered. The following validation checks will be made before your record is saved:

a. Your total hours worked per day must not exceed 24.

b. To SUBMIT and SAVE your time study record, you must check the agreement box ‘certifying that the submitted time record is true and accurate.’

c. Hours must be entered in increments of .25 (whole numbers included).

If the hours entered violates any of the validity checks noted above, you will receive a popup box alerting you of the error. You will have the opportunity to correct the error at any time before the record is saved.
6.3 Leave of Absence

There is a drop down menu located under Leave of Absence on the time study form. Select which leave of absence pertains to your time off during a time study for the date you were on leave.
6.4 Saving Your Time Record

There are two methods for saving a record: SUBMIT and HOLD.

Saving and Submitting Your Timesheet

Clicking the SAVE AND SUBMIT button will complete your time record and note it as received (unless your department administrator requires further approval).

Saving Partially Completed Timesheets

The SAVE and HOLD button is available if you have partially entered your time, but prefer to login at a later day and complete the time record. Please note that records that are noted as on ‘HOLD’ are considered incomplete. When email reminders are distributed to physicians who have not submitted their time, the physicians that have placed a record on HOLD will be notified to complete (SAVE & SUBMIT) their time record as well.
6.5 Your Confirmation Page

Once you’ve saved the record, on the right hand side of the window, you will receive a summary of the information submitted. If you have completed your time record (SAVE & SUBMIT), you will notice that the timesheet date has been removed from the OVERDUE RECORDS section. If you have placed the record on HOLD, you will notice that the date is still listed under OVERDUE RECORDS with the word ‘(Hold)’ noted.
7. Viewing a Previously Submitted Time Record

On the left hand side of your screen, in the navigation area, you will notice a section labeled RECORD UPDATE. If you would like to review any previously submitted records, you may select the date of the time period and click the RETRIEVE button.

Selecting a date under RECORD UPDATE and clicking the RETRIEVE button will open a copy of the saved record on the right hand side of your screen.
8. Generating Reports

You can generate a Time Summary report, which summarizes all of the information that you have entered into the system over the past year. This report will display the hours you have entered by quarter and activity.

To generate your Time Summary Report, refer to your navigation area on the left hand side of the page. Under YOUR REPORTS, you will see a link labeled “Time Summary”. Click on that link to generate and view the report.
8.1 Your Time Summary Report

Available Filters

Calendar Year

Hit Submit to generate the report.
8.2 Time Record Definitions

If you have any questions regarding how you should record your time for the time study application, please refer to the Time Record Definitions Report under the YOUR REPORTS SECTION of the time study form. Click on Time Record Definitions, and a screen will open to your left with a list of definitions for each category and activity.
9. How to Logout

Once you’ve completed your use of the system, be sure to logout. To logout, simply click the ‘Logout’ link at the bottom left hand corner of your navigation area. The Logout option is the last link listed in the navigation area on the left hand side of your screen.

10. Help Center

Located on the bottom left of your screen, you will see the time study Help Center. The Help Center includes links for Live Webinar Training, the User Guide for Physicians and Training Video On-Demand. Should you wish to receive additional training for the time study, click on any of the links listed.
11. Document Revision Dates

November 5, 2013