

**MEDTRAINING DOCUMENT UPLOADING**

- St. Joseph Medical Center Tacoma, WA
- St. Francis Hospital Federal Way, WA
- St. Clare Hospital Lakewood, WA
- St. Anthony Hospital Gig Harbor, WA
- St. Elizabeth Hospital Enumclaw, WA
- PSC

**PURPOSE**

To provide instruction for how to upload new or revised documents to the Medical Training Solutions (MTS) website at [www.medtraining.org](http://www.medtraining.org) for documentation of staff review of new Franciscan Health System Laboratory documents.

**BACKGROUND**

The MTS system has the functionality to notify staff of new or revised documents, and time stamps the attestation of the staff review. Reports can be pulled to show dates of review by staff member. The Lab portal can be subscribed to so that persons can be alerted when there are additions to the lab portal to begin the staff review process. Groups of users can be created by administrators to make the assignment of documents for review more efficient. New versions of existing documents on the MTS system can be uploaded.

**RELATED DOCUMENTS**

<http://www.medtraining.org/ltac3/adminInstructions.pdf>

**STEPS FOR MTS ADMINISTRATORS**

1. Open FHS Lab portal from FHS intranet
2. Choose Manuals
3. Locate the document to be uploaded and open it
4. Copy the web address displayed while the document is opened (Cntl-C)
5. Go to [www.medtraining.org](http://www.medtraining.org)
6. Login with user name and password
7. Click on the Content button at the top of your screen
8. Click the Add Custom Document button
9. Add a title, start date, end date, Topic (optional), Author (optional) and Description (optional).
10. Click the Browse button.
11. Copy the file path from step 4 into the FILE NAME, and then click on OPEN
12. If you would like a read receipt click the request read receipt box, and add version notes if desired.
13. Save

14. You can now add a test to follow the document review if desired. Scroll down and click the “Add Custom Test and follow the prompts)

## **ASSIGNING DOCUMENT REVIEW TO GROUPS**

1. Click on Users
2. Choose a group from the drop down menu to assign documents for review.
3. Check the boxes of staff in the group requiring review of the new document.
4. Click on Assign
5. The drop down box for assignment should default to Franciscan Health System, WA Content. If not, find it in the drop down menu.
6. Click on Save
7. Click on Notify
8. Select the Document Review Required Template.
9. Click on Send to send an email to staff.
10. Repeat 1-9 as necessary with other groups.

## **FOR ADMINISTRATORS ASSIGNING (BUT NOT LOADING) DOCUMENTS FOR REVIEW**

1. Managers, Supervisors, or Med Tech Coordinators alerted to new documents via the Portal subscription notification process.
2. Sort the list of new documents by the date modified to bring current additions to the top of the list.
3. Assign loaded document in Medtraining.org to a group, or notify author of document if you see new documents that should be reviewed by your staff.


## **TRACKING DOCUMENT REVIEW COMPLIANCE**

1. From the Manage Users screen select your group from the Group drop box on the left side of the page
2. Select the user(s) you would like to create the report for
3. Select the test period(s) you would like the report to show from the Date drop box
4. Select the programs(s) you would like the report to show from the Program drop box
5. Select what you would like the report to show you:
  - Assigned and complete – will show all assignments for each user, if they have completed a test
  - you will see the completed date and score
  - Completed only – will only show tests that have been completed
  - Uncompleted only – will show all tests that have not been completed

- Full test history – will show all assigned and completed as well as any tests that have been reset
6. Select your report format: PDF or CSV
  7. Click the Download button to generate your report

**REFERENCES**

[How-to-Video for MTS Administrators](#)

<b>DOCUMENT APPROVAL Purpose of Document / Reason for Change:</b>			
<input type="checkbox"/> <i>No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.</i>			
<b>Committee Approval Date</b>	<input checked="" type="checkbox"/> Date: 11/12/12 <input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility	<b>Medical Director Approval</b> <i>(Electronic Signature)</i>	 10/10/12