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How to Use Amion/Residency Website

What is Amion?

Amion is a tool that we in the UW Internal Medicine Residency program use to communicate resident schedules to both residents and the clinics and services that train them.

The resident schedule in Amion is created and maintained by the IM Residency Program office using a program called OnCall, which uploads data to the Amion website. Changes made in the schedule do not show up online immediately, but instead when the schedule is manually uploaded to Amion. The schedules are created using multiple layers of schedule data and include thousands upon thousands of data points which are then presented on Amion’s online interface; if anything looks off that may have been missed by us, please alert the residency office.

MedHub, an online program we use for evaluations (among other things), has the ability to pull data from Amion to populate schedules in MedHub as well as determine who should be filling out evaluations on residents. This data must be manually mapped into MedHub by our office in order to show up in MedHub.

Our schedule can be found at [www.amion.com](http://www.amion.com), using the login uwmed medres.
View Personal Schedules

From any page in Amion, you can click the “My Schedule” Icon:

You will then be taken to the following page:

If you want to view a schedule from another academic year¹, you can use the blue arrows at the bottom of the page (noted in red square above) to navigate through years.

To view your schedule, select your name from the appropriate drop-down menu² and click the “Create Schedule” button.

¹ For example, if it’s currently May and you want to view your schedule for next academic year
² All R1s, including those working on our services from other programs, will be included in the R1 menu.
When you get to the schedule, you’ll notice a year-long schedule across the top of the page:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Rotation Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1-3/31</td>
<td>Med B</td>
</tr>
<tr>
<td>4/1-6/30</td>
<td>Med B</td>
</tr>
<tr>
<td>7/1-9/30</td>
<td>Med B</td>
</tr>
<tr>
<td>10/1-12/31</td>
<td>Med B</td>
</tr>
</tbody>
</table>

Writing in black or red indicates the name of the rotation you are scheduled for. Writing in blue indicates any sort of exception to that schedule. Each of the date ranges indicate the dates of the rotation and can be clicked on to navigate through each month of the schedule. The numbers in parentheses indicate the first day of the second half of the rotation.

Rotation names follow a standard naming convention in which the first letter indicates the hospital where the rotation takes place (with a few exceptions), followed by the name of the rotation. Outpatient rotations often include clinics at multiple locations and therefore don’t have a hospital identifier (e.g., “GIM Immersion” or “Ambulatory”).

**Admitting Rotations**

If you are scheduled for an admitting rotation, the schedule will look something like this:

Admit shifts will be shown in red and/or dark red font. You may consult the chief resident at each hospital for specifics about each shift.

Days off (and clinics or program events) will be specifically scheduled in blue font.

A day with no call shift and nothing in blue font is still a work day. It will either be a post-call day or non-admit day.

Once again, these rotations have standard naming conventions in which the first letter indicates the hospital where the rotation takes place (see footnote on previous page), followed by the name of the rotation, followed by the team name (if applicable). For example, the schedule above indicates that this resident will be on medicine wards at Harborview on team B.

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3 For example, this resident will be post-call on U Cards A on 12/9 instead of being on the first day of U HO A

4 U = University of Washington, V = VA Puget Sound, H = Harborview
Ambulatory/Outpatient Rotations

If you are scheduled for an outpatient block, the schedule will look something like this:

The clinics follow a standard naming convention in which the name of the clinic comes first, followed by a hospital identifier. This technically indicates who is paying your salary for that half day, and more often than not will indicate the site where the clinic is located. There are a few exceptions to this, so always make sure you know where you are going before you make your way to a clinic!

If you ever encounter a clinic in your schedule and you aren’t sure what it is, you can go to www.uwmedres.org > Places > Subspecialty Clinics > Amion Clinic Codes for a translation.

Elective Rotations

If you are scheduled for an elective rotation, the schedule will look like this:

Rotation names also follow a standard naming convention in which the first letter indicates the hospital where the rotation takes place (see footnote), followed by the name of the rotation (e.g. the rotation above is nephrology consults at UW).
Check for Open Rotations/See Who is Scheduled for a Rotation

To see if a rotation is open, first click on the “Block” icon from any page in Amion:

Once the page loads, click on the “Staffing Report” Icon:

Once that page loads, select either “IM R1” or “IM R2, IM R3 +…” in the first drop-down menu, depending on who you are interested in viewing:

In the second drop-down menu, you can select either a hospital or a specific service:

After selecting a service, you will see a schedule that looks like this, indicating the residents scheduled on the rotation during a given block:

Most services will only allow one resident at a time. Following the steps above will show you if upper-level residents are scheduled for the rotation; you should also check to see if interns are scheduled using the first drop-down menu (shown above) and selecting “IM R1”.

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5 R1s and R2s/R3s have different rotation dates and therefore must be viewed separately.
View Call Schedules

Clinic on the “Call” icon from any page in Amion:

The page will load with every call schedule that we have created for Amion. To view a specific service, select it from the first drop-down menu:

In the drop-down menu, it will likely be most helpful to view one of the sets (examples shown to the right) instead of choosing a single call shift (e.g. H Med Sr Short). Selecting a set will give you a more complete picture of who is admitting patients each day. There are sets for each hospital, as well as for specific services.

Once you select from the drop-down menu, you will see a schedule that looks like this:

HMC Medicine Call Schedule, 1/29 to 3/6, 2016 (as of 11:05am)

- Weekends are highlighted in a pale yellow color while holidays or program event days are highlighted in bright yellow.
- These blue arrows indicate that a swap has occurred. If you hover your cursor over the arrows, you can see who was previously scheduled for the shift.
- Two black triangles indicate that a shift is being split. The time that the second resident is taking over is listed in the cell. The names are abbreviated in the cell, but if you hover your cursor over the triangles you can see full names along with the shift times.
- The color of the name indicates R-level:
  - Red = R1
  - Blue = R2
  - Green = R3
View Team Schedules

To see at a glance where each resident on a team will be each day of a rotation, click the “Who’s on” drop down menu on the Amion home page and select a team:

Who’s on --call-- Thu, Jan 14, 2016

Once you select a team of interest, you will be taken to a page that lists the names and pager numbers of each resident on the team that day. If you just want to look at one day, you can stay on this page or navigate to another date using the drop-down date menus at the top of the page. If you want to look at a whole month, click “for all [month]”:

Once the page below loads, click “Team report by day”:

You’ll then be taken to a page that looks like this:

There is a drop-down menu at the very top of the page that will allow you to navigate to different months.
View Daily Schedules for Services

To see at a glance who is scheduled on a service each day of a particular month, select the service from the drop-down menu on the Amion home page:

Once you select a service of interest, you will be taken to a page that lists the names and pager numbers of each resident on the service that day. If you just want to look at one day, you can stay on this page or navigate to another date using the drop-down date menus at the top of the page. If you want to look at a whole month, click “for all [month]”:

Once the page below loads, click “Team report by day”:

You’ll then be taken to a page that looks like this:

There is a drop-down menu at the very top of the page that will allow you to navigate to different months.
**View Clinic Staffing**

To see when residents are in your clinic, click on the “Clinic” icon from any page in Amion:

![Clinic icon](image)

Next, select your clinic from the second drop-down menu:

![Drop-down menu](image)

The general naming convention for clinics is “[Clinic Name] [Hospital Identifier]”\(^6\). Some of our clinics, including all of our continuity clinics, can be found in “Sets.” If your subspecialty clinic has a set, then it generally means that we have 2 different names for your clinic in Amion: those for residents in the clinic while also participating in an associated consult rotation, and those scheduled for clinic while on an ambulatory block\(^7\). The set includes both of these clinics on the same calendar. These sets have been set up at the request of those clinics.

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\(^6\) For example, the UW Diabetes clinic is called “Diabetes U.”

\(^7\) For example, residents who visit the VA Pulm clinic on an ambulatory block are scheduled for “Pulm V” while those who go to the VA Pulm clinic while on the VA Pulm consult service are scheduled for “Pulm V*.”
Once you select a clinic or clinic set, you will see a schedule that looks like this:

A few more additional features you can use in the Clinic view:

Finally, the pager number for each resident on the schedule is listed at the bottom of the page.
Find Information on Thematic Blocks

If you want to find information on a thematic block, including the general schedule, contacts, etc. go to our website, www.uwmedres.org. On the home page, under “Places,” click “Thematic Blocks”: 

![Thematic Blocks Link on UW Medicine Residency Program Website](image-url)
Find Information on Subspecialty Clinics

If you want to find information on a subspecialty clinic, including contact information and general descriptions, go to our website, www.uwmedres.org. On the home page, under “Places,” click “Subspecialty Clinics”:

You’ll then be directed to a page that looks like this:

From that page you can click on either of the first two links to get all the clinics in one place, or click on one of the hospital-specific links to see each of the clinics at those locations.