

## Assigning Outside the Annual Plan Evaluation in MedHub

1. Navigate to Evaluations Tab > Deliver Evaluations

### Evaluations

Use the utilities below to draft evaluations, select participants, and deliver the evaluations. To get started, visit the [Help Section](#).

 Deliver Evaluations

#### Queued Evaluations

Evaluation Form:	Number:	Delivery Date:
(none)		

2. Evaluation type: Faculty evaluation of program/hospital; Selection Method: Individuals > Click Continue
3. Evaluation Form: Outside the Annual Plan (OAP) Request
4. Select PD as Recipient (or TPA)
5. Special Options: none
6. Assign delivery as desired
7. Submit

#### Deliver Evaluations - Step 2

Evaluation Type: Faculty evaluation of program/hospital  
 Selection Method: Individuals

Evaluation Form(s): Outside the Annual Plan (OAP) Request ▼  
[ SELECT MULTIPLE ]

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Select...  Recipient(s):\*

GROUP - MICU Attendings (3)

Abbas, Zohair

Abeles, Jennifer

Adams, Cristine

Ahmed, Mohamed

Ahuja, Karuna

Alfaro-Franco, Carina

Almyroudis, Nikolaos

Ambrus, Julian

Shift/Ctrl to select multiple  
Off-program faculty | Outside faculty

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Notes: (optional)

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Special Options: (optional) (none) ▼

Disable 'Insufficient Contact' links

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Delivery:\*

Immediate  
 On Date (Queue)  
 Multiple Dates (Queue)