## Adding a Medical Home Portal Review to Your UU CV

- 1. Log into the U-CV system with your U ID at <a href="https://securembm.uuhsc.utah.edu/ufis/cv/index">https://securembm.uuhsc.utah.edu/ufis/cv/index</a>
- 2. Select Editorial Experience from the dropdown menu on the Career tab:

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OF UTAH				SUPPORT	CONTACT	LOGOU	
CV EDITOR (BETA 3.12.0	))					Jer	
🟫 🌣 Personal 🗸 General 🗸	Career - Research -	Service - Teaching				c	
	Administrative Duties Career	niversity of Utah web-based faculty CV tool!					
The "University Faculty Information & Support Editorial Experience sciences and main campus.		> pus-wide centralized CV tool - under the guidance of the joint Associate Vice Presidents for Aca					
Main campus users will continue to enter CV of 2019. All FAR data will be migrated into the ne	Entrepreneurial Activities	, .teporting) system until the	2018 review period is ove	er. We <mark>plan t</mark> o hav	e main campus	faculty uti	

One advantage of implementing a university-wide CV system is to utilize a master database where colleges and departments can aggregate activity data for use in:

## 3. Click on "Add a new entry"

<b>≜</b> ≺	¥	Personal <del>-</del>	General <del>-</del>	Career - Re	esearch <del>-</del>	Service -	Teaching <del>-</del>	Reports <del>-</del>	CV Category Se	earch Q
Editorial Experience										
Editorial Experience, including Editor, Editor in Chief, Editorial Board, and Reviewer.										
	Add a New Entry									
CV Preview 📀 Show Deleted Entries Filter:										
cv	C	Start Date	End Date 🗘	Experience Type	e Activit	ty Scope	Description			
		10/01/2023	10/01/2023	Reviewer	Nation	al	Critical Congen Portal website at algorithms/critica management of Hospital postpart	Ital Heart Disease (CCHD) Screening, Published on the https://ut.medicalhomeportal.org/clinical-practice/guideline al-congenital-heart-disease, this screening guideline details critical congenital heart disease (CCHD) screening by the tum care team.	Medical Home s-and- the process and University of Utah	× ×

4. Enter "Reviewer" for Editorial Experience Type:

• E	iditorial Experience Type	
	Please Select A Value	~
	Please Select A Value	
	Editor	
	Editor in Chief	- 1
	Editorial Board	
	Reviewer	

5. Complete the form. I recommend putting the title in bold and adding a short description. See my example, above, for Critical Congenital Heart Disease (CCHD) Screening. Add the review date as the start/end date. If you only know the month, enter the 1<sup>st</sup> of the month as the default date of publication. E.g., Enter "10/1/2023" for 10/2023.

6. Activity Scope: The clinical content pages are written for a national audience but may have an international audience if they have been published for a while. You can contact the Portal staff to ask about this if you need this information for promotion.

