![myoncare logo]

CUSTOMER TRAINING & IT GUIDELINES VERSION 16.0

AGENDA

- Use of non-medical-variant
- Contraindications
- Technical requirements for using myoncare – on premise-version
- Technical requirements for using myoncare – cloud-version
- Overview of SYMBOLS within myoncare
- Review report notification
- Caretask creation
- Caretask Creation – AI Generated (myki)
- Review Assessment creation
- Threshold and scoring
- Custom score formula
- Assignment of Caretask / Care Pathways

- Care Pathway creation
- Patient overview
- Health indicator
- Medications
- Appointment-Management
- Activity Data
- File Management
- Desktop Application
- Care Pathway view results
- Administration

For more detailed information refer to the IFUs of myoncare v 1.12

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USE OF NON-MEDICAL-VARIANT

myoncare can be used as a non-medical variant.

To use myoncare as a non-medical variant, the Caretask Manager MUST be utilized with reduced functionality.

It's not allowed to use myoncare for minors (patients under the age of 18).

Details will be explained according to the **SW User Guide for myoncare v1.12**

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CONTRAINDICATIONS

- **myoncare** shall not be used for patients whose CNS is affected by any disease or condition which results in them being unable to use hand-held devices unsupervised due to physical or mental disability.

- **myoncare** shall also not be used if any other disease or condition leads to a patient's physical or mental disability to use hand-held devices unsupervised.

myoncare shall not be used as the sole basis for diagnostic or therapeutic decisions by the intended user.

myoncare is not intended to be used in emergency situations.

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HOSPITAL IT DEPARTMENT GUIDELINES FOR ON – PREMISE SOLUTION

Prerequisites (of the server)

1. Ubuntu 20.0 (or higher), MacOS 10.11 (or higher) or Windows 10 (or higher)
2. 16 GB of RAM (minimum; extendable)
3. 160 GB storage (minimum; extendable)
4. 4 CPU cores (minimum)
5. Internet access (permanent)
6. Supported browsers: Chrome (recommended), Firefox, Safari **(NO Microsoft Edge or Internet Explorer)**

General guidelines (esp. for on-premise installations and potential HL7 connectivity)

Make sure proxy & firewall settings ALWAYS allow for communication between the database and myoncare

➢ Reserve/ enable dedicated ports for communication with myoncare (refer to respective "Instance Readiness Checklist")
➢ Do not move the installation (port) elsewhere!
➢ Do not block ports which are reserved for communication between myoncare and the HIS!
➢ Do not partition the database from the server/ the storage location!
➢ Do not delete files within the database!
➢ Make sure appointments and tasks/ careplan components are initialized adequately within the HIS as well as within myoncare.
➢ Make sure HL7 connection remains functional if you modify network parameters within the hospital IT.
➢ Enable adequate storage volume without moving data elsewhere.
➢ Take regular backups/ data snapshots of the database / VM for disaster recovery purposes.

Network requirements

Network and server connections must be stable and their speed at least 10Mbps. Restart is required if connection is/ becomes unstable or is lagging. Latency must not exceed 200ms.

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HOSPITAL IT DEPARTMENT GUIDELINES FOR CLOUD - BASED SOLUTION

Browser
1. Access to the internet (permanent)
2. Supported browser: Chrome (recommended), Firefox and Safari **(NO Microsoft Edge or Internet Explorer)**
3. Communication via the domain of the dedicated Virtual Machine (VM)-servers, which ONCARE provides, must be allowed (potential FIREWALL-settings must be adjusted). This will allow the clinical network to communicate with the VM.

General Guidelines
- At least one user receives ‚Site Admin‘ rights. This will allow for example to reset passwords.
- At least one user recieves ‚Doctor‘ rights. Both user roles cover all necessary operational rights within myoncare.
- Do NOT delete data from the VM and do NOT shut down the VM!

Specifically for cloud-based HL7-interfaces
It must be ensured and validated, that generic collected data will be reliable sent to the the cloud-service (received and requested, based on the configuration of the interface).

Network requirements
Network and server connections must be stable and their speed at least 10Mbps. Restart is required if connection is / becomes unstable or is lagging. Latency must not exceed 200ms.

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OVERVIEW OF SYMBOLS WITHIN MYONCARE

Consult the „IFUs" for more detailed information

Threshold notifications

Chat notifications

Information (Instruction for use, Imprint)

Language selection (includes change of date format)

To-dos & All mention notifications

Ready-to-Review Reports notifications

myoncare — By clicking on the symbol the user will be redirected to the patient list

Action button (= starting point for any action on actionable pages)

Caretasks / Caretasks for patients

Caretasks for medicals

Care Pathway

Import functionality

Role

Site

Filter

User

Starts assigning a Caretask / Care Pathway

Opens the respective edit **module** of that element

Deletes the respective element of the system

Starts the .zip **download** of the .care file

Defines the selected filter as a **standard**

Shows a preview of the respective element including a history overview

Opens a patient-specific / generic QR-Code

Login

User

Password

Login

Forgot password?

Login landing page to enter user credentials and access the system.

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REVIEW REPORT NOTIFICATION

1. Click on the icon on the top bar to review reports whenever you receive a notification.

2. Click on the "Review Assessment" drop-down to choose the Assessment for reviewing the report in the report list.

3. Select the Review Assessment and click on the "Review Report" button to navigate to the patient overview for reviewing the report.

4. After answering the Review Assessment, see the reviewed report in the file section in the patient overview.

5. The reviewed reports are not visible to patients or other healthcare professionals within the file section
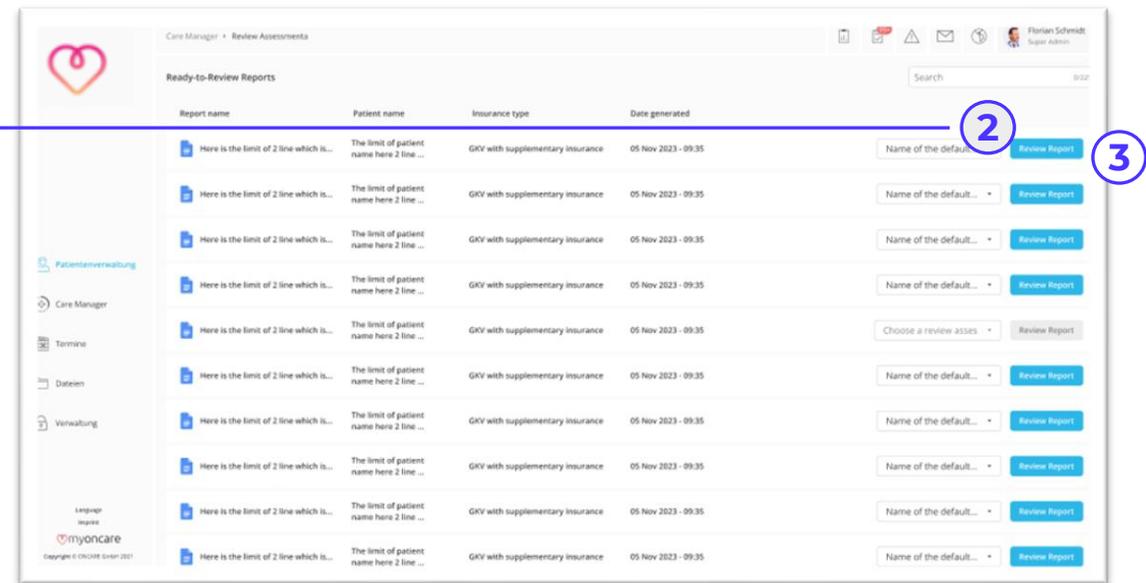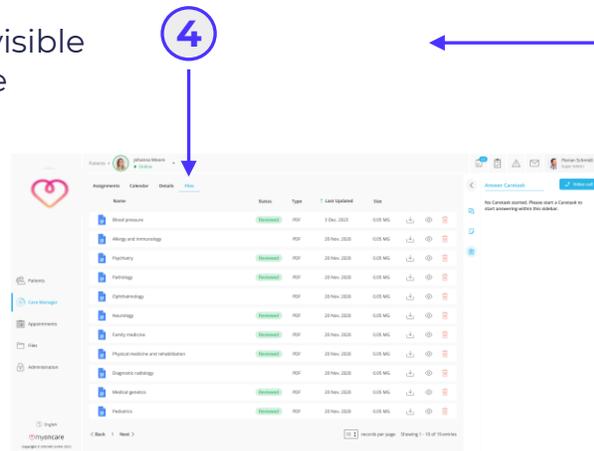
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CARETASK CREATION

- Creation of a Caretask template

- Enter the name of the Caretask

- Here you can select if the Caretask shall be conducted by a patient within the PatientApp or by a specific role within the myoncare WebApp

- Enhanced template options: Description, availability of files, ICD-Code, Categorization via health indicator, custom recurrence, etc.

- Categorization via health indicator (based on the overall scoring of this Caretask) + additional Components based on the categorization

- Report of the Caretask which can be automatically saved to the patient files after answering the Caretask

- Adding of components (and their types)

Further information

- Patients receive Caretasks related to their personal health, such as medication reminders and symptom tracking, while the purpose of the Caretasks for medical staff is to handle patient monitoring, record updates, and interventions.

- If a required role is unavailable within the site, responsibilities are automatically escalated to a doctor to ensure timely medical attention.

- Attached files of the Caretask can be provided permanently to the patient based on the settings

- Caretasks can be edited by clicking the edit symbol within the Care Manager

- Different types of components can be reviewed within the IFUs

Caretask creation

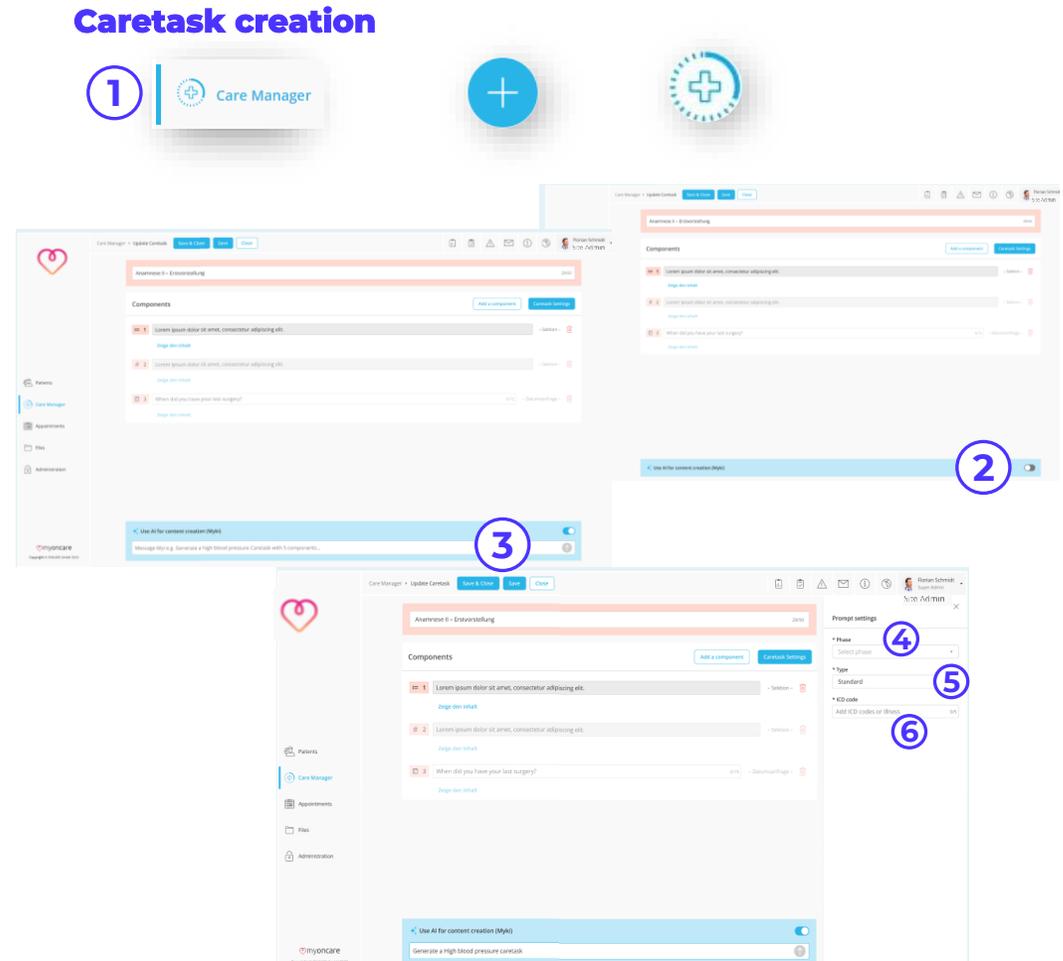# CARETASK CREATION

Further information

- A toggle button named "Report Review" is added to the Create a Caretask report for the patient settings in the Caretask Builder (create and edit).

- When the toggle is activated, the label "Choose a Review Assessment" with an adjacent dropdown menu is displayed.

- The dropdown menu lists all available review assessments.

- If the toggle is turned off and then turned on again, the selection in the dropdown will reset to its default, empty state.

Caretask creation

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CARETASK CREATION: AI GENERATED (MYON.AI)

1. Creation of a Caretask template using AI.

2. Toggle the myki generator button at the bottom of the screen.

3. A prompt will appear where you can specify the details of the Caretask, including the number of components

4. The prompt settings module is displayed on the right side of the screen, select the appropriate phase from the 'Phase' dropdown list which represents different stages in the patient care journey. The available stages are: Planning, Screening, Follow up, etc.

5. Choose the type of the Caretask which defines the structure and purpose of the Caretask, ensuring that patient care and data collection align with recognized health measurement standards from the 'Type' dropdown list.

6. Enter the ICD code or the name of the disease in the ICD Code field for more accurate results.

Caretask creation

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CARETASK CREATION: AI GENERATED (MYON.AI)

7. Click on ⬆ within the prompt to generate the results.

8. A popup message will inform you that all components and Caretask settings will be updated. Click "Update All" to proceed or "Cancel" to discard the changes.

9. The process will take approximately 30 seconds to complete.

10. Once the caretask is created, all components will be displayed, allowing you to edit or delete any component as needed.

Further information

1. The Site Administrator must enable the general myki availability.

2. The healthcare professional (HCP) is responsible for reviewing and ensuring the accuracy of the content generated by "myki" to ensure it aligns with clinical guidelines and patient safety standards.

3. Upon saving the Caretask, a pop-up screen will appear stating: 'I confirm that I have reviewed the entire caretask content, and it is accurate, complete, and suitable for patient use.' You must check the consent checkbox to proceed.
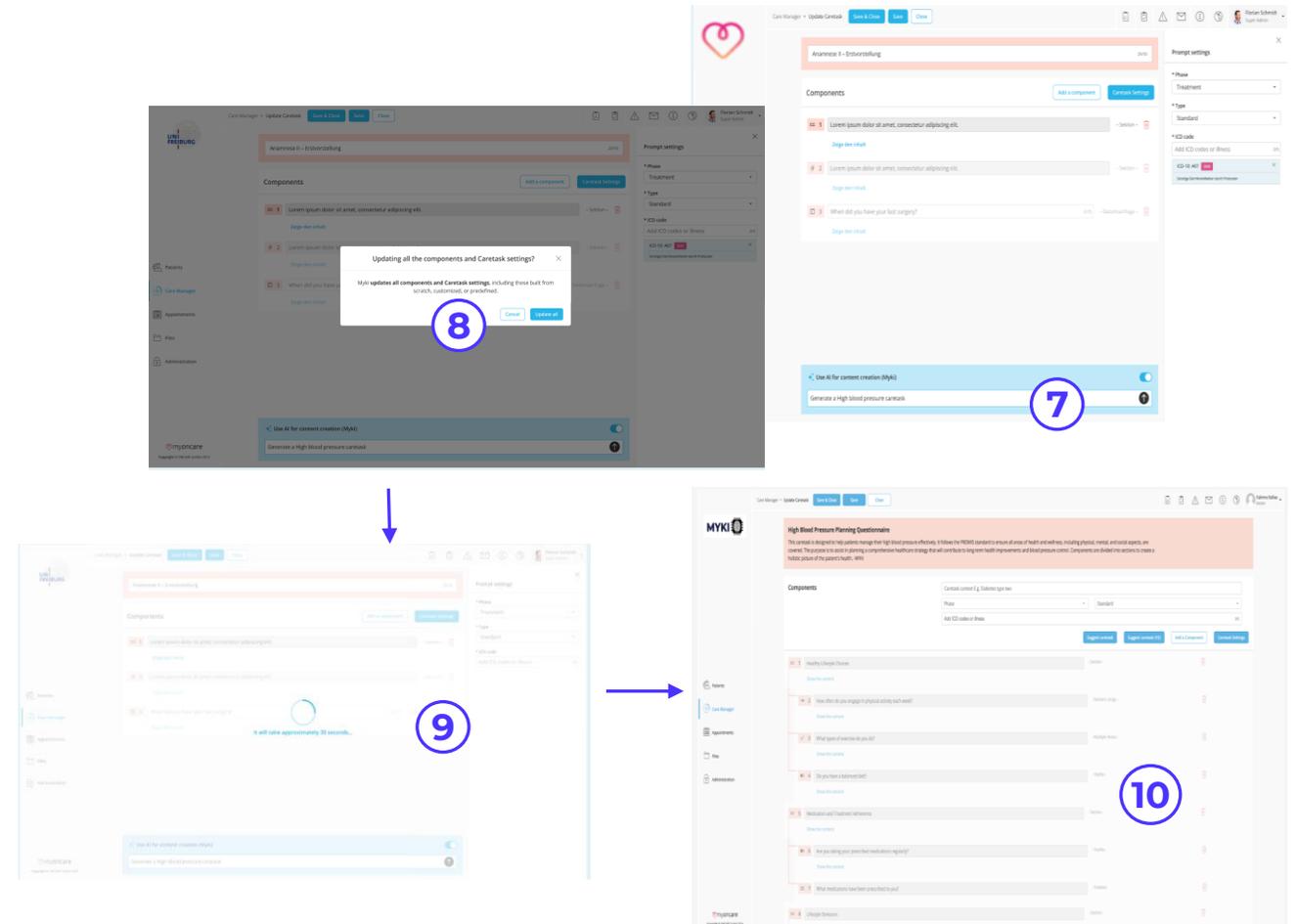
REVIEW ASSESSMENT CREATION

Further information

- The "Review Assessment" toggle is available under the "Medical" option in the "Define who can conduct this caretask" section.

- The toggle is only displayed and usable when the "Medical" radio box is selected. If "Medical" is not selected, the toggle is disabled.

- Upon activating the "**Review Assessment**" toggle, the following settings will be disabled and frozen meaning their existing configurations will be deleted and cannot be edited or changed until the toggle is turned off:

  - Allow patient to review files after conducting the Caretask.

  - Categorization via health indicator.

  - Create a Caretask report for the patient.

  - Custom recurrence.

REVIEW ASSESSMENT LIST

Further information

- A new tab named "Review Assessments" is added to the Caretask Manager interface.

- This tab lists only those assessments where the "Review Assessment" toggle is active.

- If the "Review Assessment" toggle is deactivated for an assessment, that assessment moves automatically to the general Caretask list.

THRESHOLD AND SCORING

1. Setting up **thresholds**
   - HCPs will be informed about certain answers to questions / components
   - ⚠️ (Symbol for threshold notification).

2. Setting up **jumps**
   - Jumps can direct user to other components of the Caretask.

3. Setting up **scores** for single components (patients' answers)
   - Scores influence the calculation of the health indicator by answering the Caretask.
   - The sections „well", „fair" and „poor" must be defined to define the ranges for the health indicator (scoring sum see slide 8).
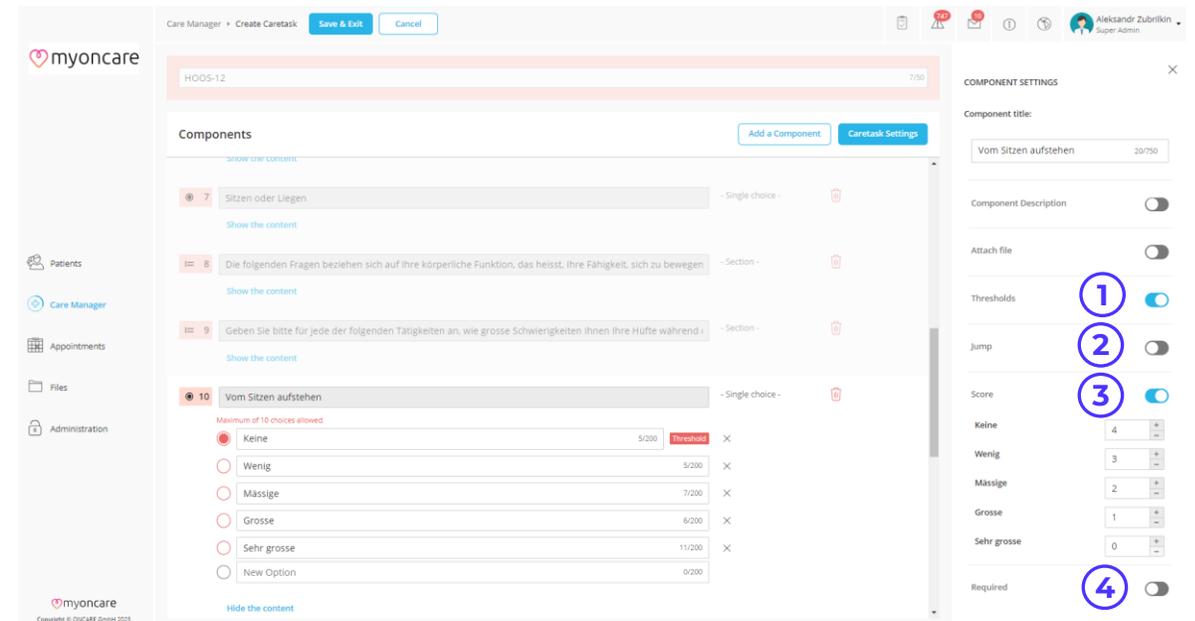
4. Setting up whether it is **required** for the patient/ HCP's to provide an answer in this component or not.

Further information

- **Scorings** have an impact on the **health indicators** for the patients.

- In case of **scorings of components** are being **changed**, it is required to **verify if the scoring sum is still applicable** → pay attention to warnings.
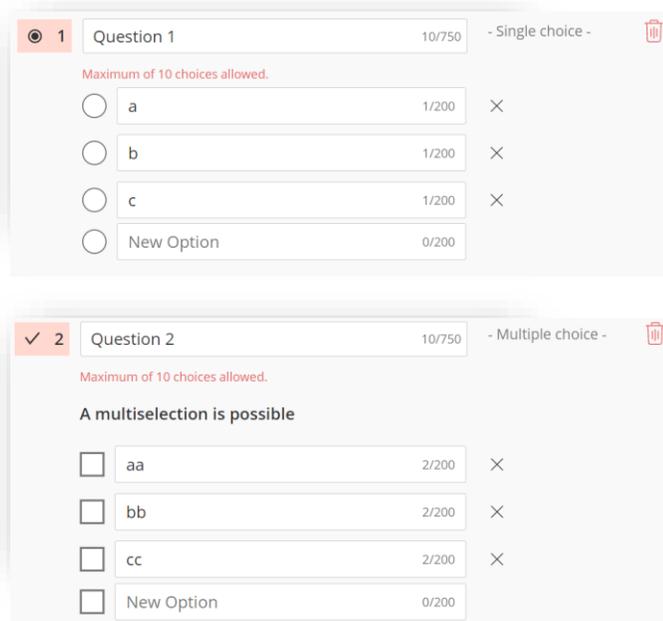
Component Settings

THRESHOLD AND SCORING

Selection of Component

1. Create a component

Scoring of the components within the component settings section (right-sided modal)

2. Activate the scoring for each component and enter your scorings

Adjustment of the scoring sum within the Caretask settings section (right-sided modal)
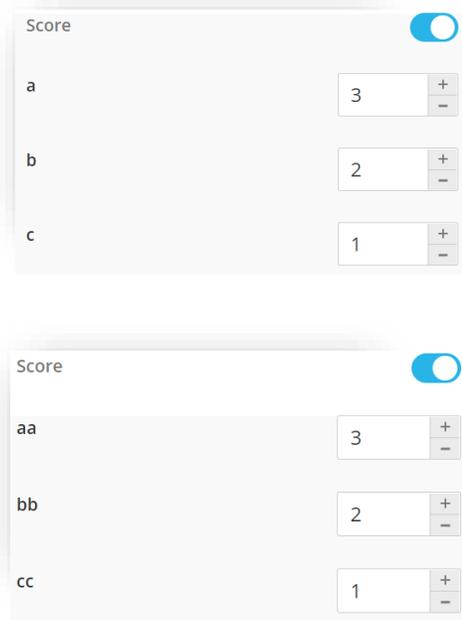
3. Activate the scoring on a Caretask level and adjust the scoring sum if required.
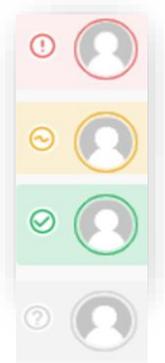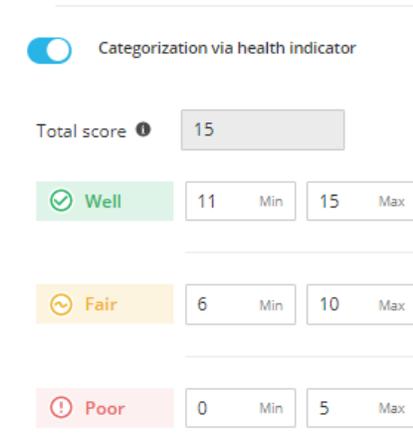
After answering the components of the Caretask, the patient's health will be categorized into well, fair or poor.

The user can add up to 10 components per each category, which will be shown after the patient has answered the main components and is categorized into well, fair or poor. The only Caretasks for which this option is available are those that are carried out by a patient within the PatientApp, not by any role within the myoncare WebApp. Accordingly, any existing additional components **will be eliminated if the role is changed** from Patient to Medical.

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CUSTOM SCORE FORMULA

1. Activate Custom Score Formula in Caretask Settings

2. To add a section score formula, click on the "Add Section Formula" button and you can add up to 10 section scores.

3. In the newly created section score option, enter the title for the section score in the designated text box.

4. Enter a valid formula in the second textbox. To **enter a component in the formula, add C and a number,** (for example, C1 for the first component). Followed by operators (+, -, /, *), numbers and/ or other components.

5. To remove a section score formula, click on the delete icon associated with that section score option

6. To set a threshold for the section score formula, select the condition that applies to your score from the drop-down menu.

7. After selecting the condition, enter the specific value you want to set as the threshold in the field next to the dropdown. This value will determine when the alert will be triggered.

Further information

To see the results of the section score, go to a caretask result (patient - go to Caretask - view results). And it will also be available in the reports.

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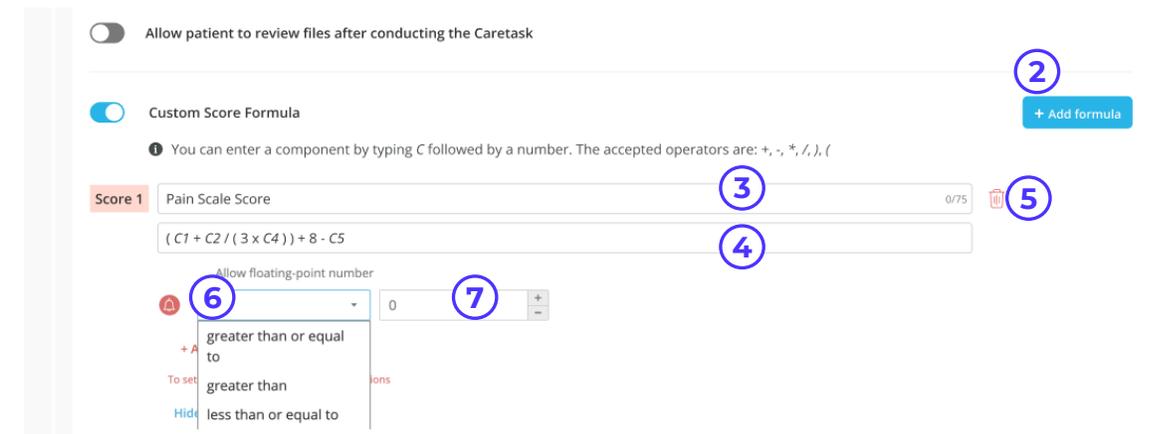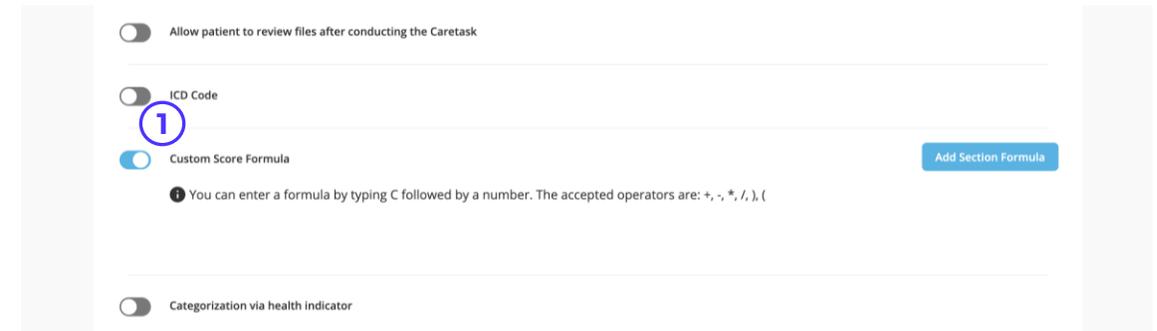
ASSIGNMENT OF CARETASK – OPTION 1

1. Assigning a Caretask-Template:

> **Manual assignment**
> → Choose Caretask
> → Choose patient

2. Caretask-Settings

1) Caretask title

2) Define the phase (optional)

3) Define the ICD-Code (optional)

4) Define the start date (Please be aware that the format of dates varies depending on language.)

5) Define the occurrences

6) Define the lifespan (Lifespan is being used to define how long the Caretask is visible to the patient)

3. Usage of **standard threshold** / setting up **individual thresholds** for this Caretask assignment

Further information

- „Send out immediately" will assign the Caretask to the patient and sends it out to the patient

- „Add to assignments" will add the Caretask / Care Pathway to the patient. To send out the element, you need to activate it within the patients overview

- **Please follow the instructions and warnings within the assignment process**

Assign Caretask manually

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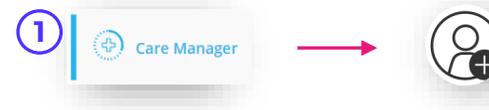
ASSIGNMENT OF CARETASK – OPTION 2

1. **Assignment of a Caretask-template**

   Assignment via QR-Code
   By scanning the QR Code, the Care Pathway will be assigned to the patient. New patients will also connect to your site (see the self registration of patients slide 19) and based on settings to a Satellite. The data being entered by the patient for the self registration will be taken as a reference for the patient within the WebApp.

2. **Open Progressive Web Application**
   By using this link new patients can access the Progressive Web App version of the patient application on their desktop or mobile device. The behavior of the Progressive Web App with the link is similar to that of the patient application with a QR code.

3. **Deactivate QR-Code**
   By deactivating the QR-Code, the patient cannot scan the code within myoncare anymore and therefore cannot be assigned from that point on.

Assign Caretask via QR-Code

① Care Manager →

-ve ct (2) ✕

Caretask name ▾

ONCARE QR code

By scanning the QR Code the Caretask will be assigned to the patient. New patients will also connect to your site.

② https://www.myoncare.com

③ **Export**

Activate QR code

*Deactivating the QR code will stop patients from assigning content or connecting to your site by scanning this QR code.
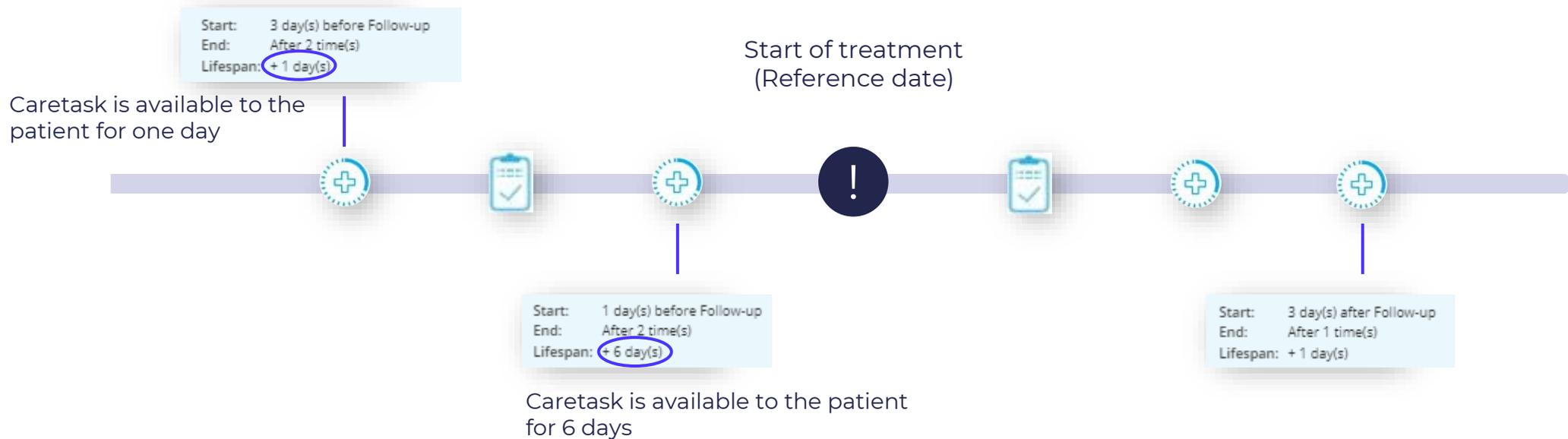
Further information

- The patient receives always the **most up-to-date version** of the Caretask.

- By making QR Codes publicly available, Healthcare Professionals shall ensure that the Caretask or Care Pathway is only intended for general support. It is not intended to be a substitute for professional medical advice and should not be relied on as health or personal advice.

- **Example:** General support could mean a first, general anamnesis questionnaire suited for the broad public. By this you could determine if the patient is suited for your site and the HCP's within your care team are able to care for the patient adequately via remote monitoring.
  In contrast, publishing patient-specific or very specialized caretasks to the public via QR codes is not the intended use of this functionality.

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CARE PATHWAY

A Care Pathway is a chain of Caretasks related to a specific reference date. Several pre- and post-operative Caretasks can be combined in a Care Pathway and assigned to the patient with just one assignment.


Start: 3 day(s) before Follow-up
End: After 2 time(s)
Lifespan: + 1 day(s)

Caretask is available to the patient for one day

Start of treatment
(Reference date)

Start: 1 day(s) before Follow-up
End: After 2 time(s)
Lifespan: + 6 day(s)

Caretask is available to the patient for 6 days

Start: 3 day(s) after Follow-up
End: After 1 time(s)
Lifespan: + 1 day(s)

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CARE PATHWAY CREATION

1. Creation of a Care Pathway template

2. Enter the Care Pathway name (header)

3. Define reference type and ICD-Code in Care Pathway settings.

4. Click on "Add Caretask" then drag and drop Caretasks.

5. Define the occurrences of the Caretasks in relation to the reference date (before / after) by clicking on the Caretask and then clicking on the Calendar icon. Lifespan will define for how long the patient can answer the Caretask on the phone.

6. View Components of the Caretask by clicking on the eye icon.

7. Change Caretask typ (Parent <-> Linked)

8. Delete the Caretask by clicking on the trash icon.

Further information

- **„Before" and „after"** within the start and end date relate to the reference date (Please be aware that the format of dates varies depending on language.).

- **The reference type** and **ICD-Code** are required to be defined within a Care Pathway creation. This is due to the fact that the Care Pathway can potentially also be assigned based on an existing appointment and the two attributes are the identification method to match the Care Pathway with the according appointment.

Care Pathway creation
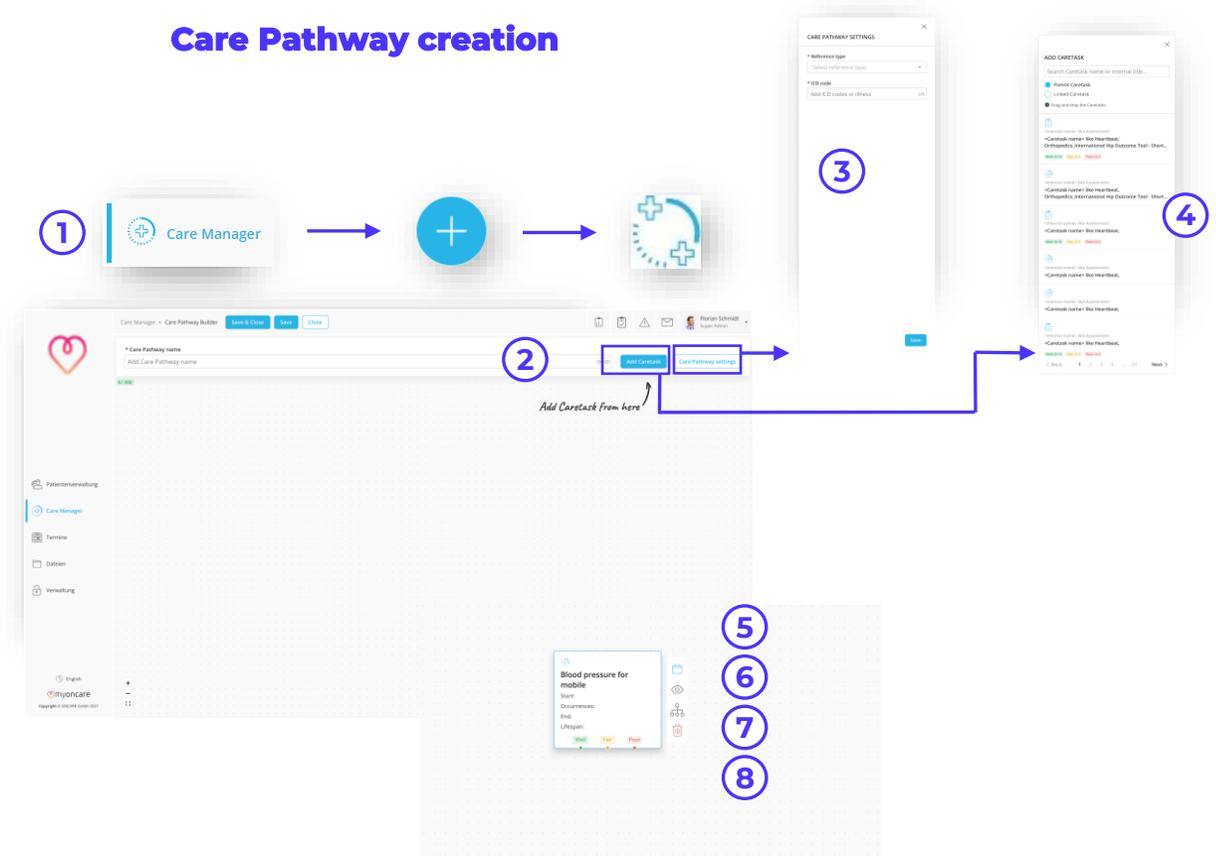
CARE PATHWAY CREATION: ADDING LINKED CARETASKS

1. Click "Add Caretask" then choose "Linked Caretask".

2. Drag and drop the Caretask and then link the Parent Caretask to the Linked Caretask.

You can also change the type of Caretask (Parent <-> Linked) afterwards by clicking on the caretask card and then on ⚬
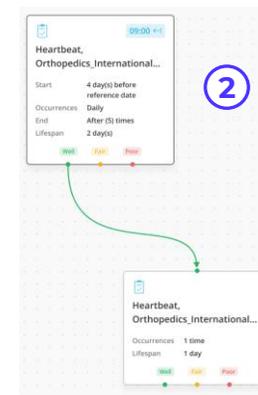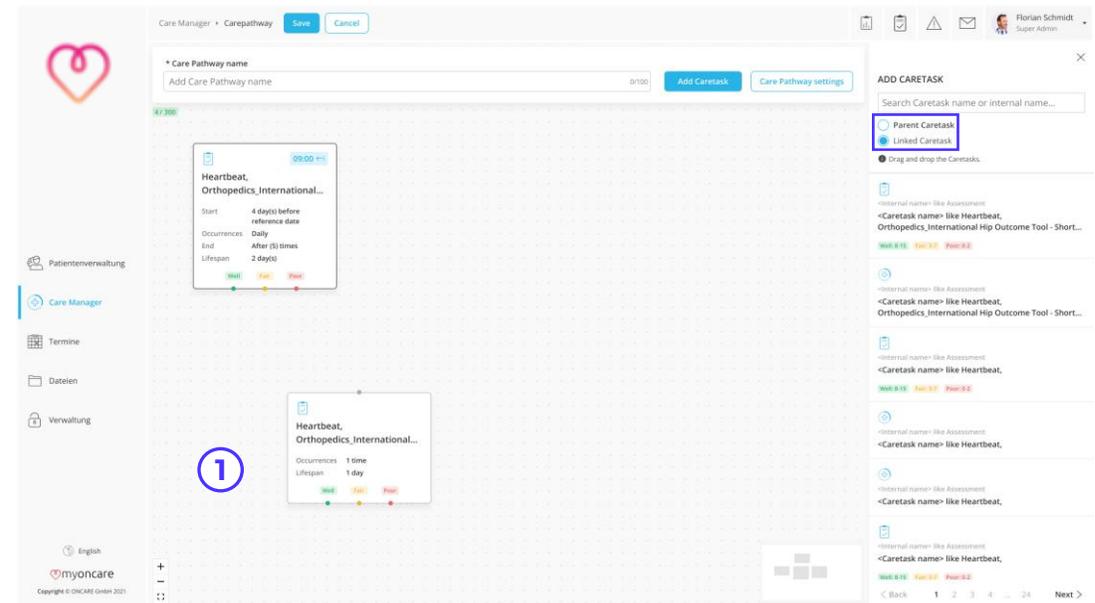
ASSIGNMENT OF CARE PATHWAYS – OPTION 1

1. **Manually assignment of a Care Pathway**
   → Choose Care Pathway
   → Choose patient(s)

2. Define **reference date** (Please be aware that the format of dates varies depending on language.)

   – Based on the set reference date the Caretasks of the Care Pathway will be scheduled and sent to the patient.

   – The right-sided modal displays the scheduled occurrences of the Caretask

3. Selection „**Unspecified**"

   – In case „Unspecified" is chosen, the default starting time of the Care Pathway will be set to 12 am.

4. Selection of „Existing patient appointment" **(optional functionality)**

   – Reference date will be an already scheduled appointment of the patient (relevant for identification of the appointment is the matching reference type and ICD-code)

Further information

   - The Care Pathway can contain Caretasks, which are scheduled before the reference date. Therefore, pay attention when choosing the reference date, to consider all Caretasks.

   - **Pay attention to the order of Caretasks**

   - **Pay attention to the warnings within the assignment**

   - Assignment can be triggered within the patient overview of the Care Manager

Manual assignment of a Care Pathway

① Care Manager

Assignment of Care Pathway "Test CarePathway A" to Patients

① Choose patient(s) — ② Settings — ③ Component Configurations — ④ Assign / Send out

Define the reference date

● Choose reference date ⓘ ②

Define date and time ⓘ

| 03/11/2022 | 12 : 00 |

③ ☐ Unspecified

④

○ Existing patient appointment ⓘ

❗ The selected patient(s) do not have a respective appointment.

Care Pathway Details

Care Pathway:	Test CarePathway A
Reference type:	Follow-up
ICD Code:	B34.2
Tasks:	2 Tasks ∧

Corona screening Test	Start:	2 day(s) before Follow-up
	End:	After 1 time(s)
	Lifespan:	Daily for 1 time(s) at 9:00
careplan test 1	Start:	3 day(s) after Follow-up
	End:	After 3 time(s)
	Lifespan:	Every 3 day(s) for 3 time(s) at 9:00

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ASSIGNMENT OF CARE PATHWAYS – OPTION 1

Warning

Please notice - Important Message

This Care Pathway contains Caretasks which are scheduled before the reference date and might therefore not be provided to the patient after assigning the Care Pathway. The order of the Caretasks can be reviewed within the Care Pathway details.

Cancel | I understand the warning and want to proceed.

Reference date
e.g. Assignment **starts today**

Caretask – **careplan test 2**
2 days **BEFORE** the reference date

Will not be sent out!

Caretask – **careplan test 1**
3 days **AFTER** the reference date

Will be sent out!

Assignment of Care Pathway "Test CarePathway A" to Patients

1 — 2 — 3 — 4
Choose patient(s) — Settings — Component Configurations — Assign / Send out

Define the reference date

● Choose reference date ⓘ

Define date and time ⓘ

03/11/2022 | 12 : 00

☐ Unspecified

○ Existing patient appointment ⓘ

❗ The selected patient(s) do not have a respective appointment.

Care Pathway Details

Care Pathway: Test CarePathway A
Reference type: Follow-up
ICD Code: B34.2
Tasks: 2 Tasks ⌃

careplan test 2	Start:	2 day(s) before Follow-up
	End:	After 1 time(s)
	Lifespan:	Daily for 1 time(s) at 9:00

careplan test 1	Start:	3 day(s) after Follow-up
	End:	After 3 time(s)
	Lifespan:	Every 3 day(s) for 3 time(s) at 9:00

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ASSIGNMENT OF CARE PATHWAYS – OPTION 2

1. Care Pathway assignment via QR-Code
- By Scanning a QR-Code of a Care Pathway, the respective element will be assigned to the patient. In case of a new patient the patient will also be connected to your site (and potentially to the satellite) via the self-registration workflow within the PatientApp. The data entered by the patient will be the basis for the displaying the patient within the WebApp.

- The reference date of the Care Pathway is automatically the time of the scanning.

2. Open Progressive Web Applicaiton
By using this link, new patients can access the Progressive Web App version of the patient application on their desktop or mobile device. The behavior of the Progressive Web App with the link is similar to that of the patient application with a QR code.

3. Deactivate the QR-Code
By deactivating the QR-Code, the patient cannot scan the code within myoncare anymore and therefore cannot be assigned from that point on.

Assignment of a Care Pathway via QR-Code

Further information

- Care Pathways which have an occurrence before the **reference date** cannot be assigned via QR-Codes.

- All involved Caretask occurrences of the Care Pathway will be scheduled based on the reference date of the Care pathway, Which in the case of scanning is the time of scanning the QR-Code.

- By making QR Codes publicly available, Healthcare Professionals shall ensure that the Caretask or Care Pathway is only intended for general support. It is not intended to be a substitute for professional medical advice and should not be relied on as health or personal advice. ONCARE assumes no responsibility or liability for omissions or errors that may appear and for any misuse of the QR codes that are made available publicly.

EXPORT QR-CODE

Note the warnings!

ATTENTION!
This **QR code** is now **available to everyone** and therefore it cannot be controlled who scans it, gets assigned the content of your QR code or is able to connect to your site.

Example: QR-Code on a website or flyer

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ASSIGNMENT

Care Pathway

Care Pathway

Caretask

Which assignment method to choose?	What to consider
Manually	• Be aware of the order of Caretasks occurrences • Consider the defined lifespans
QR-Code/ **Manually**	• Reference date = time of scanning → Care Pathway starts at the scanning time • Caretask is available to everyone with access to the QR-Code • Assignment can be planned
QR-Code/ **Manually**	• Automatic assignment of Caretask after scanning • Caretask is available to everyone with access to the QR-Code • Assignment can be planned

! Reference date

⊕ Caretask

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PATIENT OVERVIEW

1. **Filtering of patients (ad-hoc & custom filters)**

2. **Export answers**:
→ Export of the chosen Caretasks (Start-/ End date) as CSV-file

3. **Existing patients, new patients & patients with updated health indicators** based on QR-Code

4. **Priority column**, based on the health indicator

5. **Health indicator**, based on the answers and the defined scorings within the Caretasks
   - Red – poor
   - Yellow – fair
   - Green– well
   - Grey – neutral (not connected / Caretask without scoring)

6. **Listing of Compliance, First name, Last name, Gender, Date of birth, ICD-Code, Satelite**

7. Option of **view, edit, delete of patient**

Further information

In case the user has no permission to see demographic data, this view will block demographic data to be shown.
The Status Changed list presents patients whose status has changed to fair (yellow) or poor (red), allowing doctors to quickly identify those who may need immediate attention.
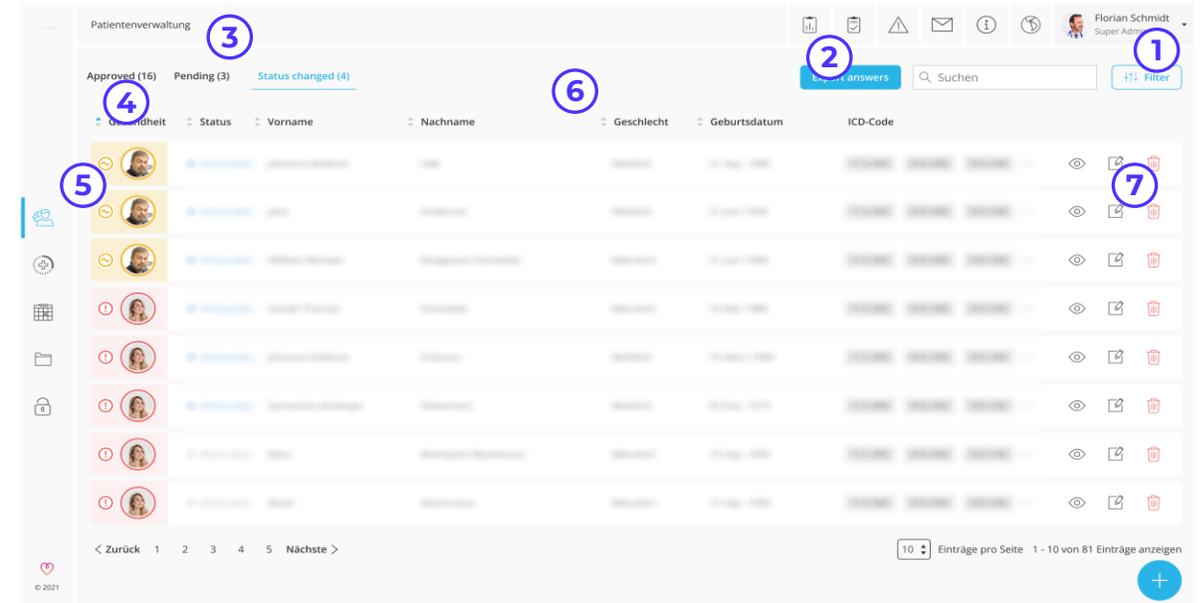
- By deleting the patient, you remove the patient data from the myoncare platform. Therefore, please note any applicable retention requirements for treatment documents!
- Deleting will also remove the patient's access to their mobile application.
- Compliance status is updated daily at midnight, rather than in real-time.

PATIENT OVERVIEW

1. **Adding a patient** via the patient administration

2. Adding a patient by allowing a **self-registration workflow** via scanning a generic QR-Code of a Caretask or Care Pathway

   – All data which are provided by the patient within the self-registration will be taken as a reference for this patient within the WebApp.

Further information

- If editing the patient information happen via the myoncare Careplan Manager, the changes are only reflected in the myoncare Careplan Manager and not in Mobile. If, on the other hand, a patient changes these data via Mobile, it is reflected in myoncare Careplan Manager as well.

- **Patient-ID →** is the **unique** identifying attribute to other systems (HIS/KIS) and needs to be identical to the medical record within interfacing systems.

- **Reference-ID →** is an open pseudonym that each site can choose for its patients. It is not necessarily unique.

Adding a patient
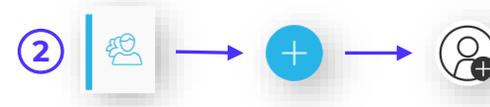
Self registration within the PatientApp

Synchronization of the patient data

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PATIENT OVERVIEW

Main Navigation bar:
- **Overview** shows selected values in a graph chart
- **To-dos** – List of active assesments
- **Care Pathways** and results
  - **Active** (successfully sent out the first Caretask to the PatientApp)
  - **Planned** (successfully assigned, though Caretask is scheduled for the future)
  - **Inactive** (ended – all Caretasks have been answered / ran out of lifespan)
- **Caretasks** for patients   / medicals   (marked with different symbols)
- **Medications** – Overview of the assigned medication reminders (amount and schedule)
- **Appointments** – Overview of all appointments
- **Calendar –** Overview of Caretasks, medications and appointments
- **Files** – List of all shared files between patient and the site as well as the consented privacy policies.
- **Details** – Further information about the patient

1. Dropdown:
- **Details –** Further information about the patient
- **QR Code** – Enables you to generate a patient specific QR-Code (For first time registration purposes)
- **Edit** – Editing patient details
- **Adding Withings** – Sync withing devices

2. Chat (incl. Videocall, Notes and **Answering Caretasks)**
- Via chat you can share information and files with the patient
- Videocall (Telemedicine)
- Notes allows you to make comments which are only visible to the user of the site within the WebApp and not to the patient.
- In case you start to conduct a Caretask of a patient within the WebApp, the components will be shown within the right-sided-modal.
- Healthcare professionals can now tag other HCPs, all HCPs belonging to a specific role, or all external HCPs associated with a specific satellite, to ensure effective collaboration and clear communication."
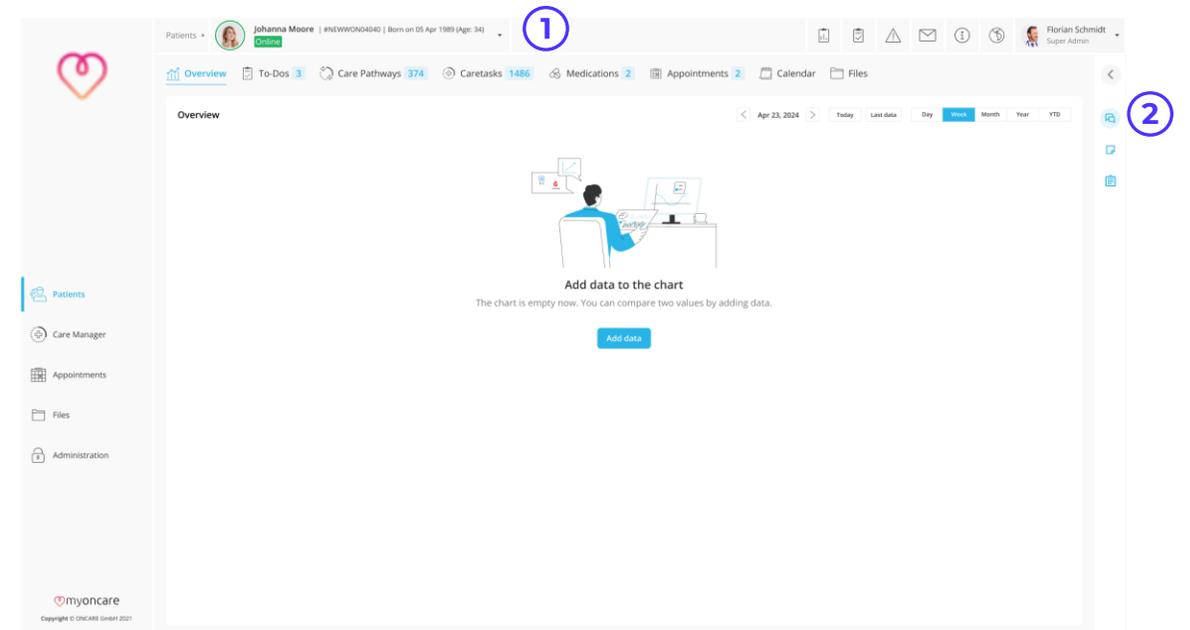
Further Information

"DO NOT USE myoncare's video call functionality FOR EMERGENCY CALLS or diagnosis. Call quality depends upon network availability and camera quality and might therefore be inadequate to diagnose or assess a patient's health condition."

PATIENT OVERVIEW: TO-DOS

1. Locate and click on the "To-Do" tab within the Patient Overview. This tab is where you can access the list of active assessments that require your attention.

2. In the "To-Do" tab, you will find a list of assessments that are currently active and available for you to answer. Please note that assessments that have expired will not be visible in this list.

3. The list may include three types of assessments:

   a) **Assessments Triggered by Care Tasks**: These assessments were triggered automatically when specific Care tasks were completed.

   b) **Assessments Part of a Care Pathway**: These assessments are part of a predefined Care pathway.

   c) **Manually Assigned Assessments**: These assessments have been assigned to you manually

4. To answer any of these assessments, simply click on the "Start Now" button next to the assessment you wish to complete. Clicking this button will open a side modal where you can provide your answers.

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HEALTH INDICATOR

CASE 1

Status of the patient over time:
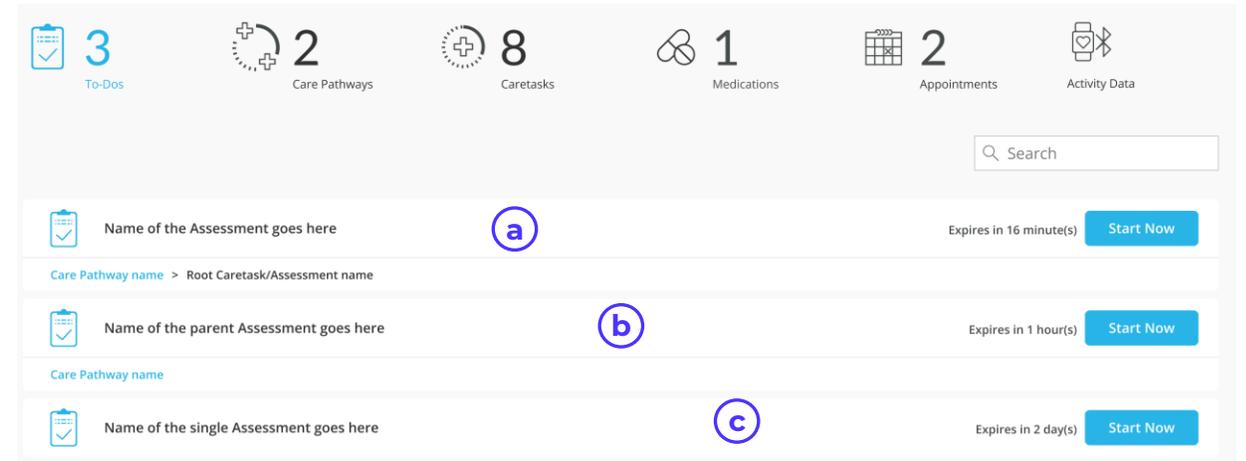
well fair poor fair
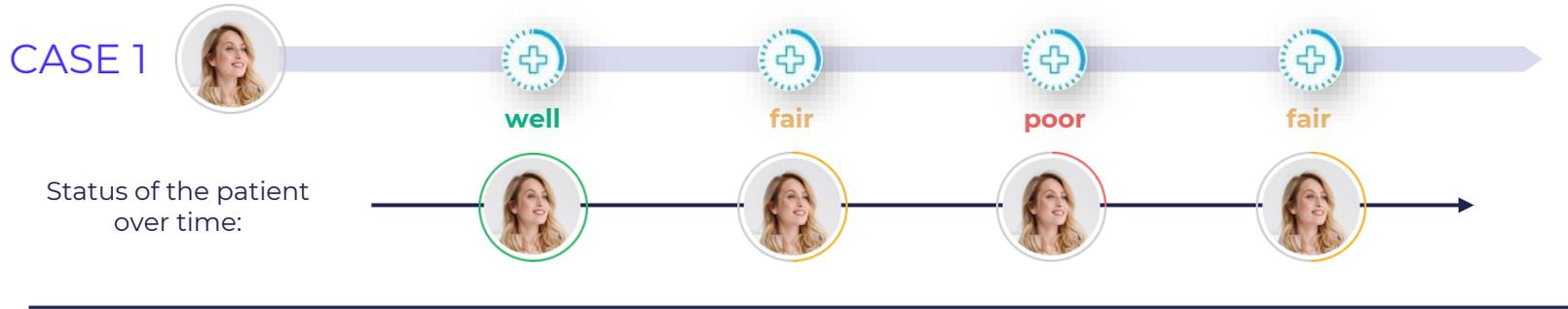
The healthcare indicator represents the **worst status of the most recent occurrence** of all the active caretask.
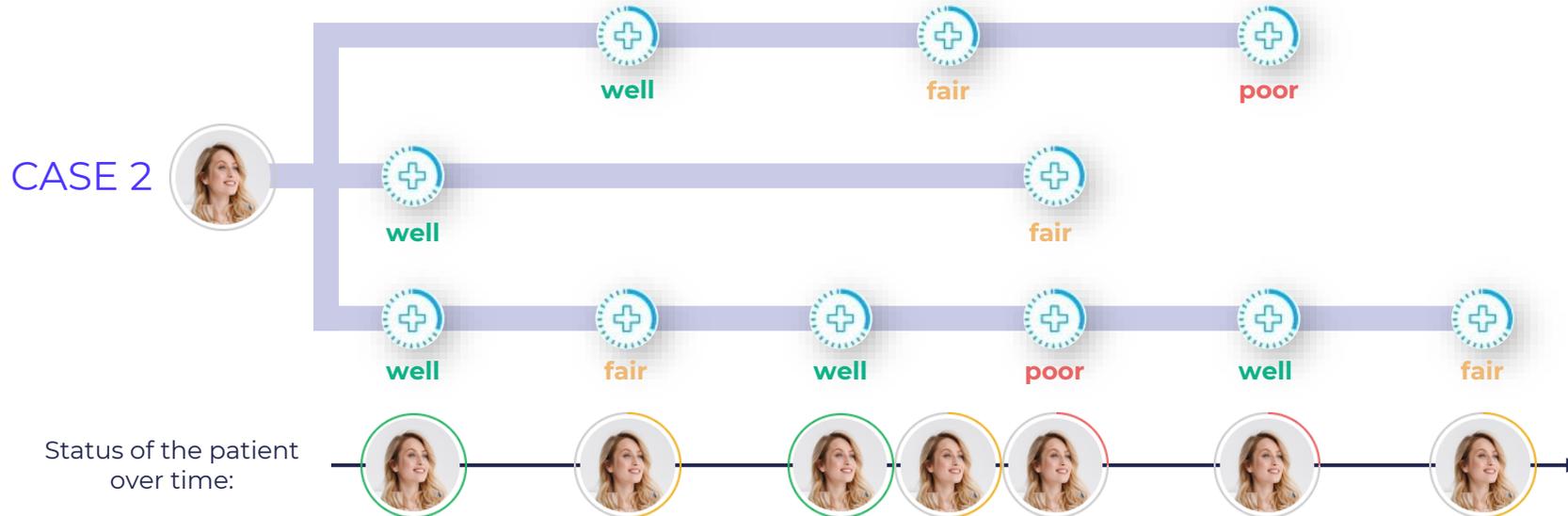
A caretask is active when it either has an upcoming occurrence or -even if a patient already answered the caretask- the end of the lifespan of the answered caretask is in the future.

CASE 2

well fair poor

well fair

well fair well poor well fair

Status of the patient over time:

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MEDICATIONS

1. Adding a medication reminder

2. Settings of medication reminder

   (1) Name of the medication

   (2) Selection option „Take on an empty stomach"

   (3) Unit (for example ml/pills etc.)

   (4) Selection of application type

   (5) Information about dosage
   → Information: The „1" is a placeholder for the dosage of medication. Please enter your wished amount.

   (6) Define the phase type

   (7) Define repetitions

   (8) Lifespan – defines how long the medication reminders are visible to the patient

   (9) Define ICD-Code

Further information

- No automatic check for contraindication implemented

- Patients cannot enter medications

- Adding of medication reminders is not available if Bundeseinheitlicher Medikationsplan is active

Adding a medication reminder

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APPOINTMENT MANAGEMENT

1. Filter options and selection of views

2. Creation of appointments → selection of patient

3. Appointment settings
   (1) Choose the type of appointment
   (2) Define the title of the appointment
   (3) Add the ICD-Code (optional)
   (4) Enter the address of the location of the appointment
   (5) Define the start and end date of the appointment (Please be aware that the format of dates varies depending on language.)

4. Functionalities and views of the calendar

Further information

• Usage of the recently created Appointments for the assignment of a Care Pathway requires an identical reference type as well as ICD-Code)

• Assignment Care Pathway (slide 15)
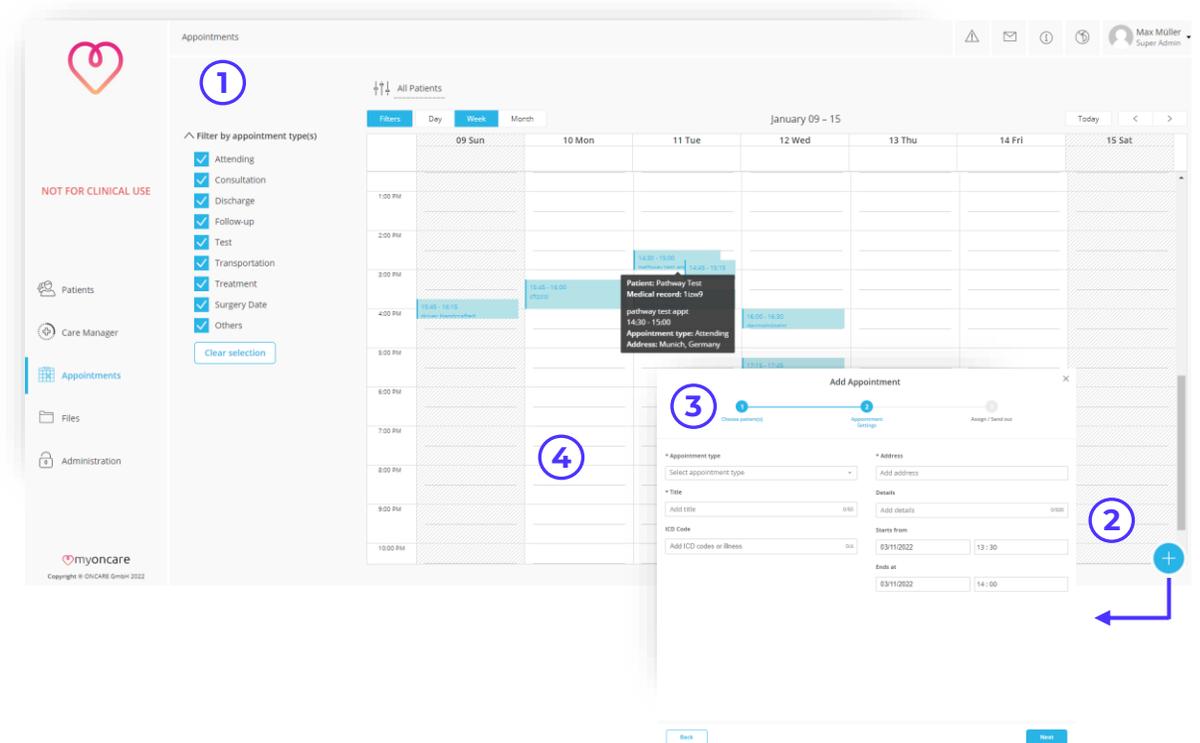
OVERVIEW

1. Showing Caretask score and health data within the patient overview

2. Opening Modal for selection of scores and health data (maximum of two values)

3. Comparison of activity data with scores of Caretasks

Health data can be inaccurate or incomplete. Please consider this within your decision making.

Further Information

- Patient needs to consent to transmitting the data as well as the privacy policy within myoncare

- Health data is not part of the medical device but shall only be used to contextualize information regarding the patient's activity!

- Health data could be loaded from
  - Google Fit
  - Apple Health
  - Withings Health Mate
  - Caretask answers (certain values only)

- Health data tracking is available only for PatientApp users
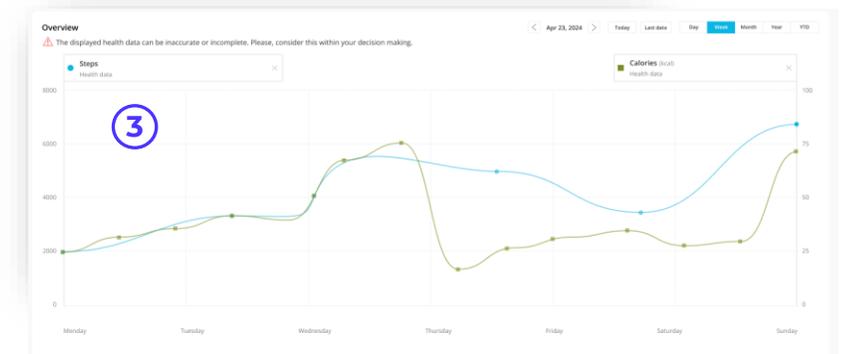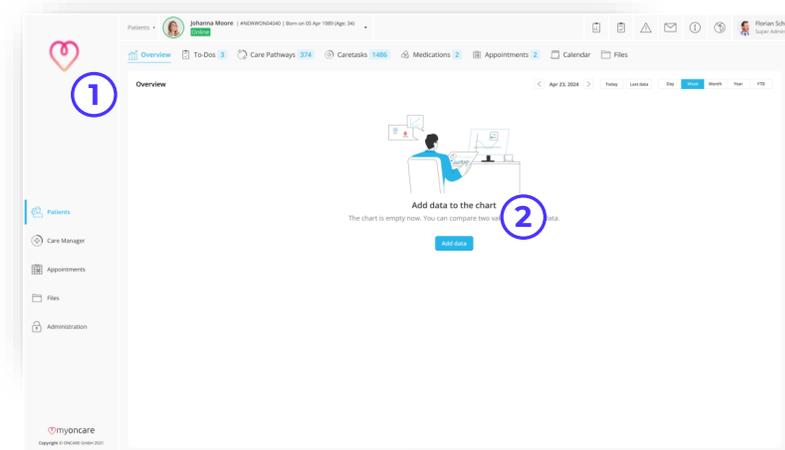
FILE MANAGEMENT

1. **Upload, preview, editing and deleting of files**
   - Files can only be deleted in case they are not attached to Caretasks / shared with patients
   - To add files to Caretasks, they need to be uploaded to the generic file management

2. **Difference between general file management and files which are shared with patients**
   - Within the section Files, all files are displayed which have been uploaded to the platform
   - Files which are shared with patients via Caretasks or Chat are stored within the specific file section within the patient overview

3. **Supported file types**

Further information

- Patients cannot delete files (due to legal obligations of the medical provider). It is up to the sites to delete files.

- Virus scanning exists

- Maximum file size of 30 MB & limited multi selection up to 3 files

Type of document	Type of image	Type of video	Type of audio
PDF	JEPG / JPG	MP4	WAV
	PNG	MOV	MP3
	GIF		MP4
	BMP		

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DESKTOP APPLICATION
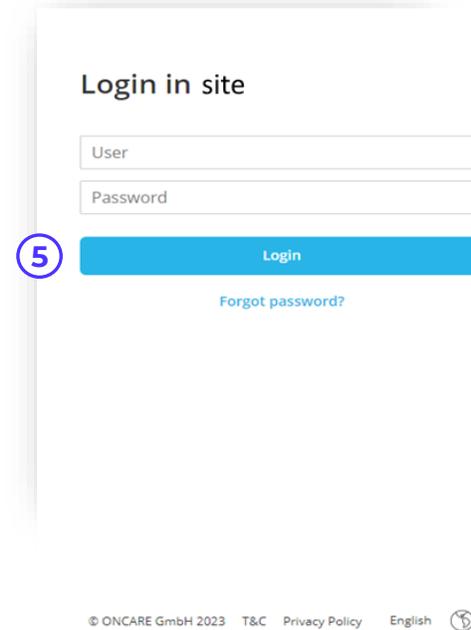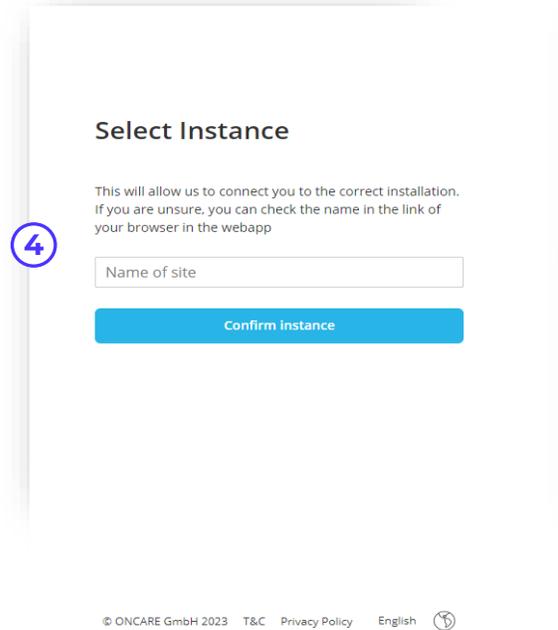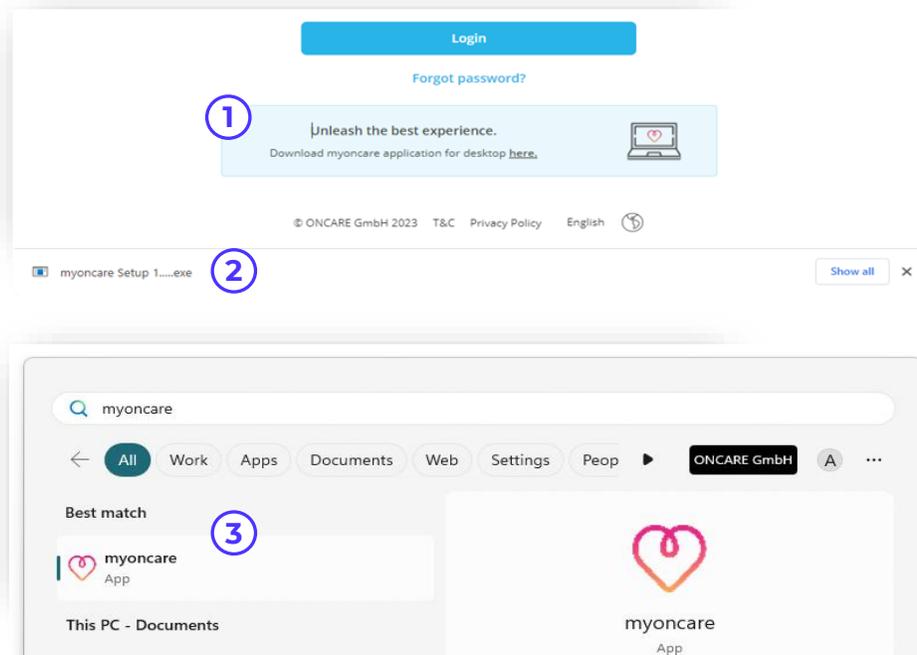
1. To begin, navigate to the login screen of the Myoncare Web Application and look for the banner located below that advertises the Desktop Application. Click on this banner to continue.

2. Once you have clicked on the banner, you will be taken to a download page for the Myoncare Desktop Application. Follow the prompts to download and install the application on your device.

3. Once the installation is complete, open the Myoncare Desktop Application and enter the Instance name that you wish to connect to. The Instance name should be in the format of **nameofsite**.myoncare.care.

4. After entering the Instance name, you will be prompted to enter your account username and password. Input your credentials to securely log in to your account.

5.. Once you have logged in, you can now use the Myoncare Web Application as a Desktop Application. Enjoy the added convenience and functionality of using the Desktop Application to manage your Myoncare account.

CARE PATHWAY VIEW RESULTS: LINKED CARETASK

1. To view the linked caretasks' results, click the "Triggered Results" button located in the last column of the list of configurations.

2. Once you click the "Triggered Results" button, a modal window will open, presenting the list of occurrences of answered caretasks on the left side.

3. By selecting each occurrence from the list, you will be able to view the specific details of the caretask as well as the results of the linked caretasks associated with it.

ADMINISTRATION – ONLY FOR SITE ADMINS

User overview

1. Search will allow you to search for specific users / roles
2. Possibility of editing, viewing or deactivation of users
3. Overview of sites
   a) Editing of site
   b) Activation and deactivation of site
4. Overview of custom filteres
   a) Creation of filter as a new standard
   b) Editing filter
   c) Deleting filter
5. Overview of roles and rights
   a) Editing of roles
   b) Deleting of roles
6. Overview of Satellites
   a) Editing of Satellites
   b) Activation and deactivation of Satellites
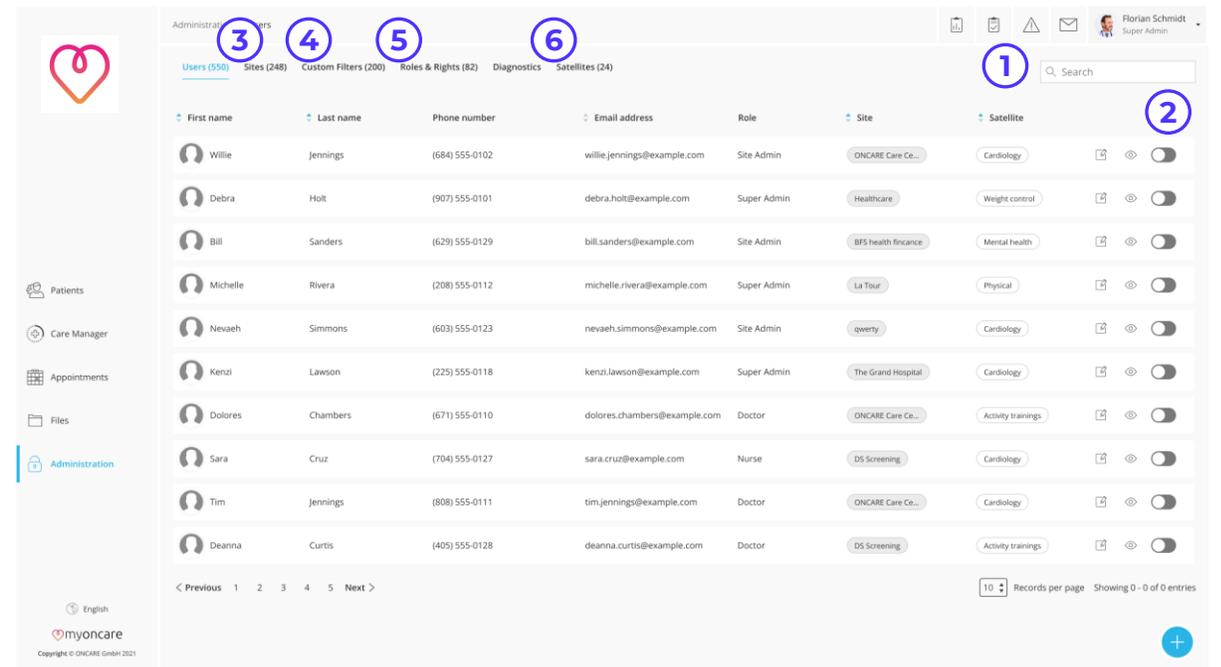
Further information

With the help of the toggle button for „activate" and „deactivate" on the right side, the user can define which users are allowed to log in to the WebApp of the site.

– Accessibility to the tabs can vary based on the provided roles

ADMINISTRATION – ONLY FOR SITE ADMINS

Creation of custom filters

1. **Create a filter**
2. Add the **name** of a **filter**
3. Select **site**
4. Possibility to use a **predefined filter** as a draft and make adjustments
5. **Create a filter –** adds an additional filter to the existing ones. All criteria can be applied as well as the interfaces filters application as well as exclusions.
6. **Add rules** – Adds another parameter which the filter applies for its search. The exclusion depends on the logic of the group (AND/OR).
7. **Add Group** – Adds another level of logic which is based on the existing group (AND/OR). This can add another level of detail.

Further information

- „AND" is the exclusive search logic, which adds more details or additional criteria to the filter

- „OR" uses additional optional parameters, which are also a basis for the results that will be displayed after the application of the filter.

Create filter

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ADMINISTRATION – ONLY FOR SITE ADMINS

Creation of a site

1. Adding of a site
2. Upload a logo of the site
3. Add details of the site
4. Upload a privacy policy
5. Additional consent texts can be added, which will be shown to the patient to consent to

Further information

- The uploaded privacy policy will be shown to all patients, which try to register to the site

- Patients will be informed about the update of the privacy policy

- Please ensure that all consents need to be defined within the uploaded privacy policy, since there is a limit to upload only one privacy policy

- As soon as a privacy policy is uploaded, this can only be replaced but not detached from the site.

Create a site

① Administration

② Upload

Create Site

Site logo ⓘ

Attach Privacy Policy
The uploaded privacy policy will be displayed to the patient within the connection process. To connect to your site, the patient needs to consent to your privacy policy.

④ Privacy policy.pdf (0.03MB)   Replace

Additional consent texts (Optional) ⓘ

Add the consent text here. It is not possible to embed additional links. Please do not enter confidential personal information here

⑤   0/200

+ Add additional consent

* Name ③
Add name   0/75

* Address
Add address

* Email address
Add email address   0/70

* Phone number
🇩🇪 ▾ Add phone number

Cancel   Save

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ADMINISTRATION – ONLY FOR SITE ADMINS

Creation of a satellite

1. Adding a satellite
2. Adding details of a satellite

Further information

⚠️ You first need to create a satellite before you can create a user associated to the satellite

Create a satellite

① 🔒 Administration → ➕ → 🏥

Create Satellite   ✕

* Satellite
`Add satellite name`   0/75

* Site
`ONCARE` ▾

* Address
`Add address`

* Email address
`Add email address`   0/70   ②

* Phone number
🇩🇪 `Add phone number`

Cancel   Save

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ADMINISTRATION – ONLY FOR SITE ADMINS

Create a user

1. Add a user
2. Upload a profile picture of the user
3. Add information to the user
4. Assign a role
   For roles and rights refer to the pdf of roles and rights
5. Assign a Satellite if user role "external HCP" is selected

Further information

- User can be created by the Site Admin

- By the toggle button of activate / deactivate the Site Admin can adjust who has access to the system.

Create a user

① Administration ➝ + ➝

Create User ✕

Profile picture

Upload ②

* First name ③
David

* Last name
Schmidt

*Username
Davidsch

Ward
R&D

* Email Address
Add email address

Site
ONCARE

Assign the role Check roles & rights description ④
External HCP

* Satellite
Cardiology ⑤

* New password
Add new password

* Retype password
Retype password

Cancel   Save

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ADMINISTRATION – HEALTH CARE PROFESSIONAL (HCP) SELF ON-BOADRING

- The site admin will send you an invitation to your email to proceed with signing up, specifying the required role assigned to you.

- If the external HCP role is selected, a satellite must be chosen for this user.

1. Open your email and click on the "Click here to create account" hyperlink.

2. Fill in all the required fields:

   - Enter your first name in the First Name field.

   - Enter your last name in the Last Name field.

   - Enter your username in the Username field.

   - Enter the one-time password (OTP) received in your email in the OTP field.

   - Enter your new password in the New Password field.

   - Re-enter the new password in the Retype New Password field.

3. Click on Create Account to proceed with the request.

4. Check all the consent checkboxes.

5. Click on Consent.

6. Enter the verification code sent to your email in the PIN field

7. Click Verify Pin to proceed with the request,

8. Click Resend PIN if you didn't receive a code.

Further information

If you are already assigned to a certain site and the site admin wants to assign you to a different site, they will send you an invitation. You will open the link, enter your email and password, and then a dropdown will be displayed for you to choose your preferred site.

ADMINISTRATION – ONLY FOR SITE ADMINS

1. Adjustment of the user within the user overview

2. Meaning of the single Role segments / parameters can be taken from the pdf or roles and rights

3. Edit role

4. Automatic mail notifications
   - Notification-reminder (You will be informed about unread messages every morning at 8 am)
   - Reminder for upcoming tasks (You will be informed about the upcoming tasks which are scheduled for your role to be condcuted)
   - Threshold-notifications (You will be informed in case a threshold is triggered)

Further information

- Roles and restricitions are documented within the IFUs (myoncare SW User Guide v1.11_ENG_v1.0)

- A WebApp user can update his own profile via "Edit profile" within the right-sided modal in the top of the WebApp

- **Change of mail notifications will trigger a mail to the user→** To confirm the changes of the mail notifications

ADMINISTRATION – ONLY FOR SITE ADMINS

Patient Details reset for fixing issues related to scanning

1. Go to the patient overview
2. Click on the Details tab.

As Site Admin there are three option. It is advised to use the three options as escalation levels:

3. **Reassign content** will unassign and reassign the content from the patient's device without logging out the patient.
4. **Clear cache** will log the patient out, and any unsynced data will be deleted from the patient's device. Upon re-login, all stored data will be resynchronized.
5. **Reset patient account** will delete all data from the patient's device. A new registration letter should be sent, allowing the patient to create a new account. After the patient creates a new account, all stored data will be resynchronized.

Further information

- The visibility of these buttons are restricted to the patients in active status.
- Additionally, these buttons are exclusively accessible to Site Admin, allowing them to reset the patient's registration letter when necessary.

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Accessible & affordable healthcare for everybody

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