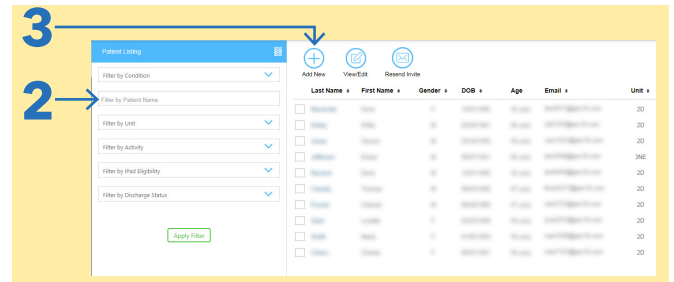


Create Patient Account Procedure

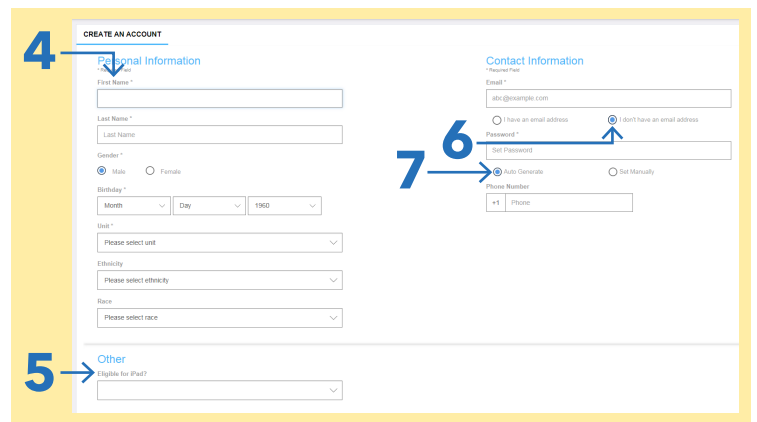
1. Log into the Mytonomy website.
 - a. Go to **MDI.Mytonomy.com**
 - b. Enter your user ID and password.
2. Determine whether the patient already has an account. From the Patient Listing section, **enter the patient's last name** in the box that says "Filter by Patient Name." Select **Apply Filter**. Compare the patient's first name and date of birth to determine if an account already exists.
3. If the patient does not already have an account, create a new account by selecting the **Add New** button on the top (plus sign).



4. **Fill in the following fields:**

- a. First Name
- b. Last Name
- c. Gender
- d. Birthday
- e. Unit

You do not have to select ethnicity or race.



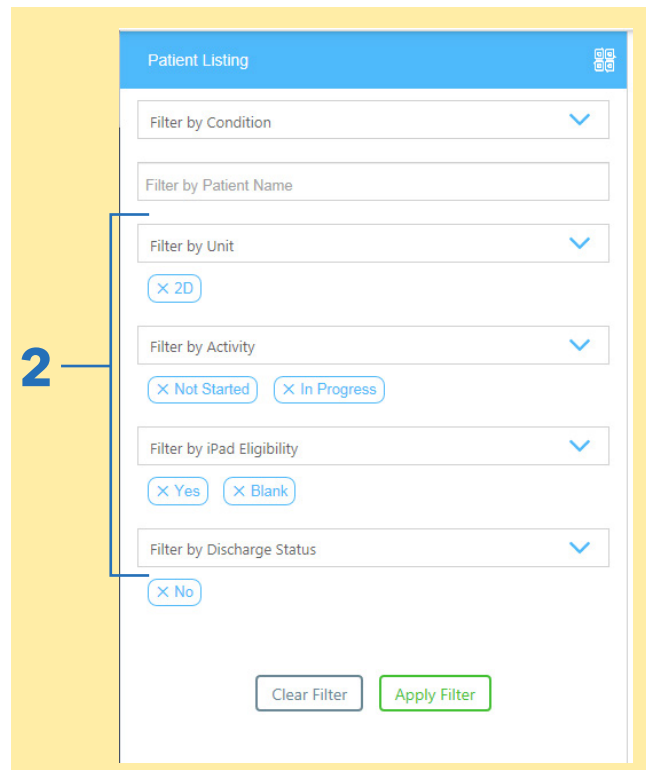
5. Select whether the patient is **eligible to receive the iPad** (Yes or No).
6. Select **I don't have an email address** on the right.
7. Select **Auto Generate Password**.
8. Select the **Create Account button** located at the bottom right hand corner of the page.
9. **Write the user ID and password down on the pre-printed label** so that you can help the patient log in using their new user ID and password.

Create Daily Task List Procedure

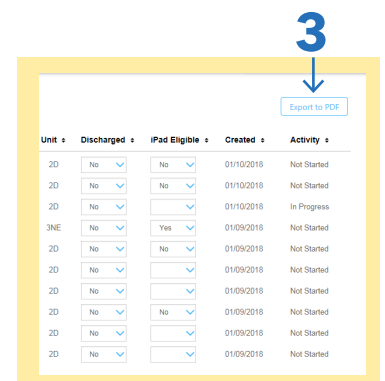
1. Log into the Mytonomy website.
 - a. Go to **MDI.Mytonomy.com**
 - b. Enter your user ID and password.
2. Identify the patients who should receive the iPad today. From the Patient Listing section:
 - a. Select "Filter by Unit" drop-down menu and **select your unit.**
 - b. Select "Filter by Activity" drop-down menu and select **Not Started** and **In Progress.**
 - c. Select "Filter iPad Eligibility" drop-down menu and select **Yes** and **Blank.**
 - d. Select "Filter by Discharge Status" drop-down menu and select **No.**
 - e. Click **Apply Filter.**

This creates a list of the patients currently on your unit who are eligible for the iPad, but have not yet completed it.

3. Select the **Export to PDF** button.
4. When the PDF opens, **print the PDF.** This page can be used as the daily task list for the patients who should receive the iPad.



The screenshot shows the 'Patient Listing' interface with several filter sections. A large blue number '2' is overlaid on the left side of the filters. The filters are: 'Filter by Condition' (dropdown), 'Filter by Patient Name' (text input), 'Filter by Unit' (dropdown with '2D' selected), 'Filter by Activity' (dropdown with 'Not Started' and 'In Progress' selected), 'Filter by iPad Eligibility' (dropdown with 'Yes' and 'Blank' selected), and 'Filter by Discharge Status' (dropdown with 'No' selected). At the bottom, there are 'Clear Filter' and 'Apply Filter' buttons.



The screenshot shows a table of patient data with an 'Export to PDF' button at the top right. A large blue number '3' is overlaid above the button. The table has columns for Unit, Discharged, iPad Eligible, Created, and Activity.

Unit	Discharged	iPad Eligible	Created	Activity
2D	No	No	01/10/2018	Not Started
2D	No	No	01/10/2018	Not Started
2D	No		01/10/2018	In Progress
JNE	No	Yes	01/09/2018	Not Started
2D	No	No	01/09/2018	Not Started
2D	No		01/09/2018	Not Started
2D	No		01/09/2018	Not Started
2D	No	No	01/09/2018	Not Started
2D	No		01/09/2018	Not Started
2D	No		01/09/2018	Not Started

Please contact Clayton Bourges or Alison Archer for technical assistance or supplies.

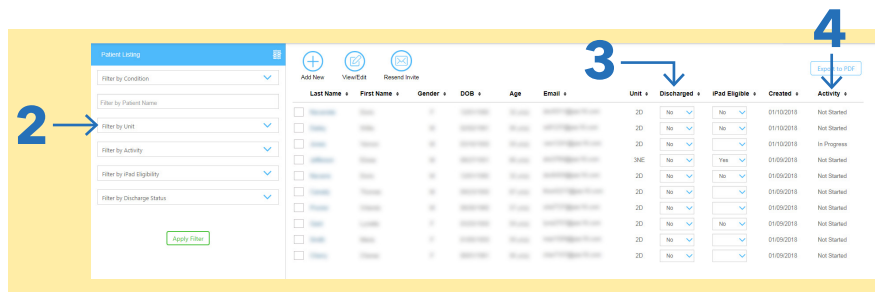
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Dashboard Monitoring Procedure

1. Log into the Mytonomy website.
 - a. Go to **MDI.Mytonomy.com**
 - b. Enter your user ID and password.
2. From the Patient Listing section, select "Filter by Unit" drop-down menu and **select your unit**.
3. When patients are discharged, **change the No** in the *Discharged* drop-down menu **to Yes**.
4. From the Patient Listing Section, select "Filter by Discharge Status" and **select No**.

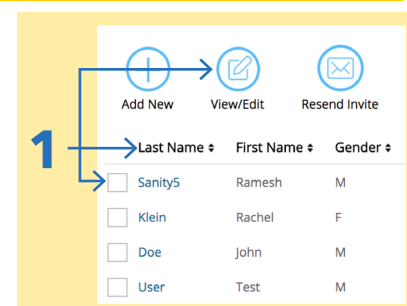
5. **Maintain this dashboard open on your desktop.** This is a view of all current patients with accounts. The far right column titled *Activity* shows the patient status:



- *Decline*
 - *Not started*
 - *In progress* = Patient selected "accept" on the informed consent page but has not yet completed the study. Check on the patient if you notice a prolonged period in which the patient is *In progress*.
 - *Completed*
6. Periodically **check the dashboard** to see the Activity of each patient.
 7. **For Completed status:**
 - a. Notify iPad Champion.
 - b. Print the patient dashboard using the print procedure, and provide printout to patient's nurse.

Printing Patient Results Procedure

1. Select the patient to print by **checking the box** next to their name and selecting **View/Edit** or simply **selecting their last name**.
2. Select the **Activity** button in the top left to view patient usage.
3. Select the **Export to PDF** button.
4. When the PDF opens, **print the PDF**.



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