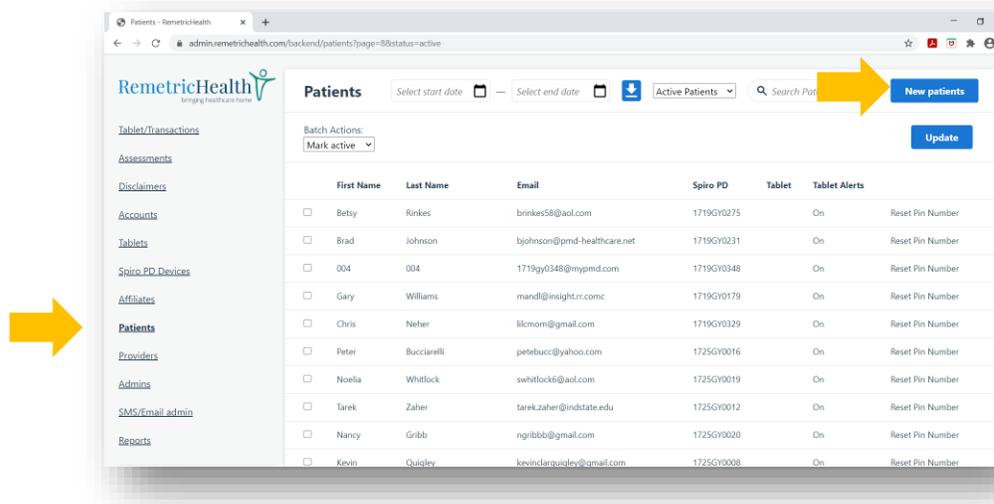


CREATING USERS IN THE ADMIN PORTAL

CREATING PATIENTS

- Log into the Admin Portal and click the Patient Button on the left-hand side of the page. On the top right-hand side of the Patient's page, click the blue New Patient button.

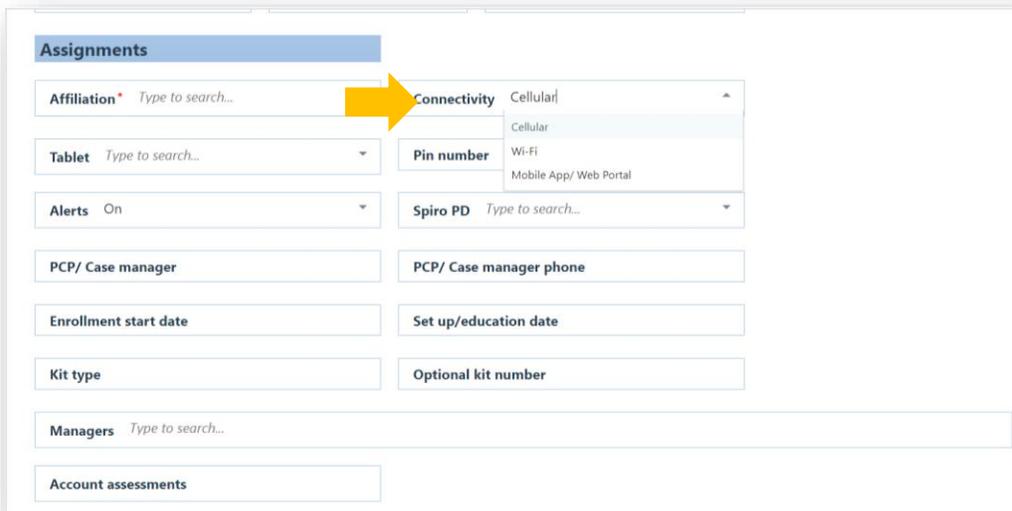


- A New Patient page with editable fields will open. The fields marked with a red asterisk are mandatory, all other fields are optional.

The screenshot shows the 'New Patient' form in the RemetricHealth Admin Portal. The form is divided into two main sections: 'Demographics' and 'Contact Information'. The 'Demographics' section includes fields for 'First name*', 'Last name*', 'Birth date', 'Gender' (with a dropdown menu), 'Weight', 'Height feet', and 'Height inches'. The 'Contact Information' section includes fields for 'Primary diagnosis' (with a search dropdown), 'Secondary diagnosis' (with a search dropdown), 'Custom ID', 'Phone', '2nd phone', 'Emergency contact', and 'Email'. A 'Back' button is located in the top right corner.

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- Complete the necessary fields. Under the Assignments Section, make sure to select the appropriate connectivity option.
 - **Cellular:** Samsung tablets with a cellular connection
 - **Wi-Fi:** Samsung tablets with a Wi-Fi only connection
 - **Mobile App/Web Portal:** If the patient is using the mobile app or needs to have login credentials to log into their biometrics portal, select this option.



The screenshot shows the 'Assignments' section of a web form. A yellow arrow points to the 'Connectivity' dropdown menu, which is open and showing three options: 'Cellular', 'Wi-Fi', and 'Mobile App/ Web Portal'. The form includes various input fields and dropdown menus for user assignment details.

Assignments	
Affiliation * <i>Type to search...</i>	Connectivity Cellular
Tablet <i>Type to search...</i>	Pin number Wi-Fi
Alerts On	Spiro PD <i>Type to search...</i>
PCP/ Case manager	PCP/ Case manager phone
Enrollment start date	Set up/education date
Kit type	Optional kit number
Managers <i>Type to search...</i>	
Account assessments	

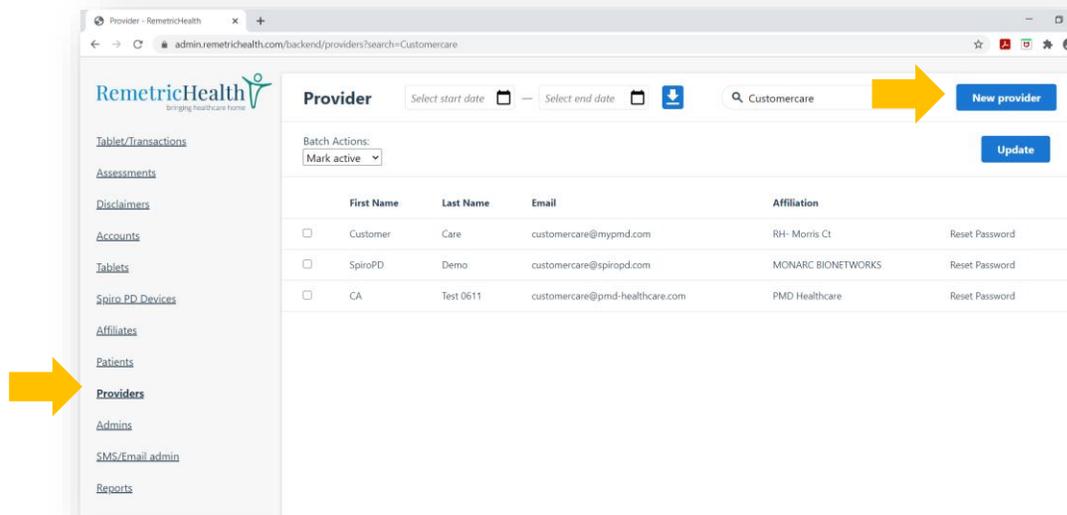
- When all fields are complete, ensure you select Create User at the bottom of the page to save the information.

CREATING PROVIDERS

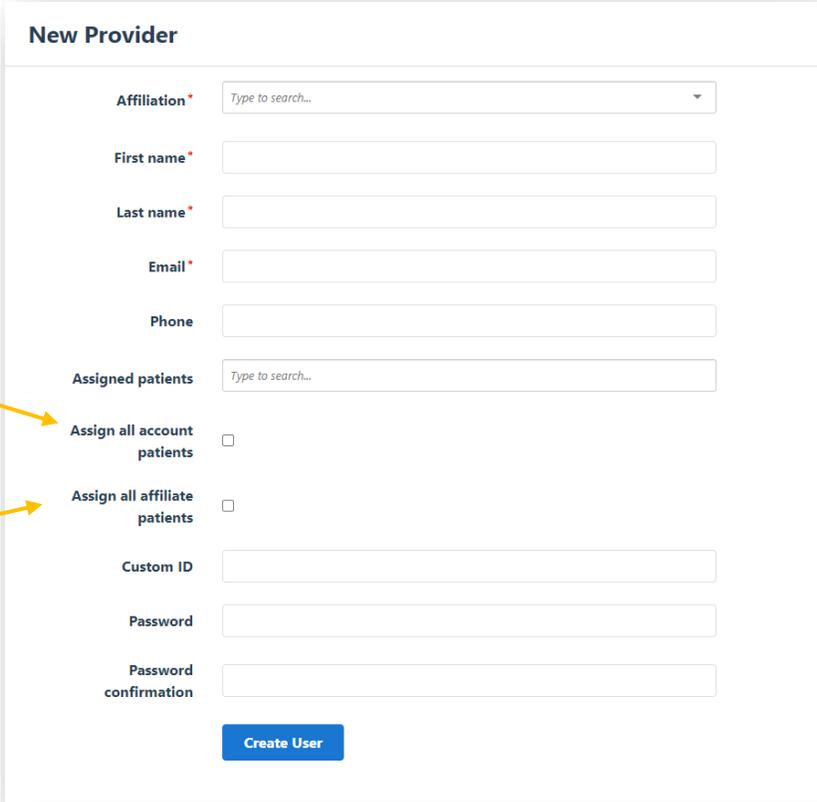
- Log into the Admin Panel and select the Providers tab on the left-hand side of the page.

RemetricHealth

- On the top right-hand side of the page, select the blue button labeled New Provider.



- A New Provider page with editable fields will open. The fields marked with a red asterisk are mandatory.



New Provider

Affiliation *

First name *

Last name *

Email *

Phone

Assigned patients

Assign all account patients

Assign all affiliate patients

Custom ID

Password

Password confirmation

Create User

Access to all account patients →

Access to only patients under assigned affiliation →

- Click Create User at the bottom of the page to save the provider. An email with a reset password link will be sent to their email to reset their password.
- If the Provider does not receive that email, or if the link expired, have them go to <https://portal.remetrichealth.com/forgot-password> to resend it.

CREATING ADMINS

- Admins are created by RemetricHealth staff. Kindly email customercare@remetrichealth.com the following of the individual that needs Admin Access:
 - First & Last Name
 - Email Address
 - Affiliation



- Access Type: Access to all account patients, or access to patients only under their assigned affiliate.