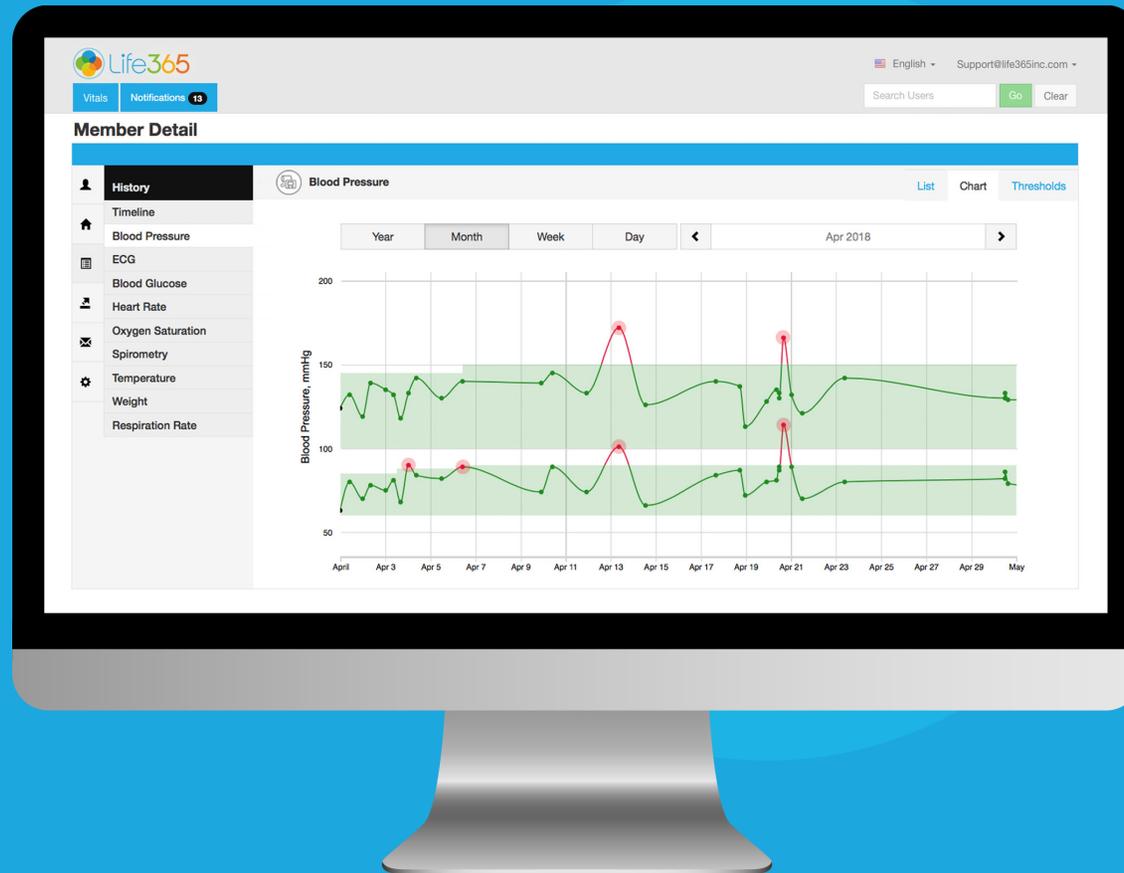


# Your Guide to Life365's Online Portal



CARE COORDINATOR: MONITORING YOUR  
MEMBER POPULATION

# Coordinator Portal Core Functions

- 1 Review Member Populations Health Data
- 2 Establish Vital Thresholds for Members
- 3 Review Notifications for Breached Threshold Parameters
- 4 Assign, Remove, & Reassign Smart Devices
- 5 Graphing & Trending Functions
- 6 Create Reminders for Members
- 7 Review Survey Responses

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# View & Edit Member Profile Info

**Member Detail**

Jen Smith, 22 yrs

**Profile** (A)

Management Details

Notes

Dashboard

History

Export

Notifications

Display Options

**Profile**

Email: jsmith@yahoo.com

First Name: Jen

Last Name: Smith

Phone: 602-333-333

Group: Life365, Inc.

Site: Tempe

Save

View & Edit Members profile within Profile (A).

View & Edit Members details within Management Details (B).

**Member Detail**

Jen Smith, 22 yrs

Profile

**Management Details** (B)

Notes

Dashboard

History

Export

Notifications

Display Options

**Management Details**

Date of Birth: Year, Month, Day

Gender:  Female  Male  Other  Not Applicable

Preferred Language: English

Condition: CHF, Diabetes

Units:  Metric  Imperial

Glucose:  mg/dL  mmol/L

Height: 5 ft. 2 in.

Weight: 141 lbs.

Admission status:  None  Admitted

Save

View & Edit information such as:

- Preferred Language
- Condition
- Email Address
- Contact Number
- Admission Status
- Height & Weight

# View & Edit Member Profile Info: Hospital Admission Status

**Management Details**

Date of Birth: Year [dropdown], Month [dropdown], Day [dropdown]

Gender:  Female  Male  Other  Not App

Preferred Language: English

Condition: CHF, Diabetes

Units:  Metric  Imperial

Glucose:  mg/dL  mmol/L

Height: 5 ft. 2

Weight: 141 lbs.

Admission status:  None  Admitted

Save

**Members List**

Member ID

**H** Jen Smith  
Coordinator: Ashley Rich  
Group: Life365 Inc.  
Site: Tempe, AZ  
May 08, 2019 03:25 PM  
IMEI: 123456789123456

Catie Blue  
Coordinator: Ashley Rich  
Group:

For Members admitted to hospital, adjust the Admission Status from None to Admitted **(A)**.

Quick-view your Members admission status on the Members List Dashboard **(B)**.

# Record & Review Notes

Jen Smith, 22 yrs

Profile

Management Details

Notes **A**

Vitals

History

Export

Notifications

Display Options

Called Jen who informed me of a blood pressure medication change. Medication changed on 01/15/2020. **B**

Save **C**

Export as CSV

Export as PDF

**February 14, 2019 08:11 PM** **D**  
Member Jen Smith had a doctors appointment on 2/13/2019

Record and review notes within the Notes Tab **(A)**.

Record Notes within the provided space **(B)** & Select Save when completed **(C)**.

Review previously recorded notes within the space below **(D)**.

# View Member Vitals

**Member Detail**

Jen Smith, 22 yrs

Profile

Management Details

Notes

**A** Vitals

**C** History

Export

Notifications

Display Options

**Blood Pressure**  
112/72 mmHg  
78 bpm  
11/19/2019 09:05

**ECG**  
No measurements at the moment.

**Blood Glucose**  
99 mg/dL  
After Meal  
10/16/2019 07:40

**Heart Rate**  
No measurements at the moment.

**Oxygen Saturation**  
98%  
85 bpm  
11/26/2019 10:16

Select Vitals **(A)** to quick view a Members most recent measurement(s) taken.

View a measurement types records by Selecting the measurement type **(B)**.

View all measurement type records in Timeline view by Selecting the History Tab **(C)**.

# View Member Vitals: List View

\*For more information on individual measurement records, please refer to document *Notifications Workflow for Breached Threshold Parameters*.

Selecting a measurement type within the Vitals Tab will display the measurement type records in List View.

**Jen Smith, 22 yrs**

**History** Blood Pressure List Chart Thresholds

Date	Systolic, mmHg	Diastolic, mmHg	Pulse, bpm	Status	
01/22/2020 15:45	125	81	68	N/A	Details
01/22/2020 12:00	130	86	68	N/A	Details
01/22/2020 11:47	137	96	68	N/A	Details
01/22/2020 11:45	136	93	64	N/A	Details
01/21/2020 16:40	140	90	68	N/A	Details
01/21/2020 14:47	158	97	83	N/A	Details

Add comments for individual measurement records by selecting the measurement.

Status column will reflect a measurement record that had a Moderate or High Breach .

# View Member Vitals: Chart View

Select Chart (A) to view a measurement types records in Chart view.

Filter your Chart search by: Year, Month, Week, or Day



# Create Vital Thresholds

**Absolute Thresholds**

Moderate Threshold

Systolic 90 – 120 mmHg

Diastolic 60 – 80 mmHg

Pulse 60 – 90 bpm

High Threshold

Systolic 90 – 120 mmHg

Diastolic 60 – 80 mmHg

Pulse 60 – 90 bpm

Apply or Reset

Effective Since	Systolic		Diastolic		Pulse		Status
	Low	High	Low	High	Low	High	
02/12/2020 15:19	90	120	60	80	60	90	●

Select Thresholds (A) to create vital threshold parameters. Create Moderate & High threshold parameters by enabling the checkbox (B). Enter the threshold (C). Select Apply when completed (D).

Review historical threshold parameters below.

# Export Vitals Data

Jen Smith, 22 years

**Export**

Period

February 06, 2019 – March 07, 2019

Measurements

Everything

Activity  Heart Rate  Temperature

Blood Glucose  Oxygen Saturation  Weight

Blood Pressure  Respiration Rate

ECG  Spirometry

Reminders

Report Format

CSV  HTML  PDF

Grouping

Measurement Type  Timeline

Medical records

Include all available medical records

Export as a single CSV

Export as a single CSV

Send via Email

Send via Email

admin@life365inc.com

**Get Report** Please specify measurement types for the report.

Select Export Tab.

Select a custom period.

Check the measurement type(s).

For Report Format PDF, check either **Measurement Type** or **Timeline** when exporting.

For Report Format CSV, Check **Include All Available Medical Records** to export all Member Population vitals data. Check **Export as a Single CSV** to export on 1-file.

Check **Send via Email** & Select **Get Report** or, only Select **Get Report** to download report.

# Set Notificaitons

Measurement Type	On New measurement		On Exceeding the threshold
	<input type="checkbox"/> Notifications	<input type="checkbox"/> E-mail	<input type="checkbox"/> E-mail
Blood Glucose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ECG	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Heart Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiration Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxygen Saturation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spirometry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Notifications (A).

For column **On New Measurement (B)**, check measurement type boxes to receive Notifications via the Notifications Tab or E-mail.

For column **On Exceeding the Threshold (C)**, check measurement type boxes to received breached threshold parameter notifications via E-mail.

Select Apply when Completed (D).

# Set Display Options

Select Display Options

Select Apply when Completed.

For the Dashboard column, uncheck/check measurement types to view in preview (Vitals page).

Measurement Type	Show in		
	<input type="checkbox"/> Menu	<input type="checkbox"/> as Preview	<input type="checkbox"/> as Chart
Activity	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Blood Pressure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
ECG	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Blood Glucose	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Heart Rate	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Oxygen Saturation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spirometry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Temperature	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Respiration Rate	<input type="checkbox"/>	<input type="checkbox"/>	N/A

For the Menu column, uncheck/check measurement types to view.

Check/uncheck by selecting the box(es).