

REVAMP App for Clinicians

Quick Start Guide





Overview

The Remote Veterans Apnea Management Platform (REVAMP) App consists of a Patient Platform and a Clinician Platform. With the REVAMP App for Clinicians, as a sleep clinician, you will be able to set up patient accounts, schedule patients for sleep testing and enter their results, review patient Positive Airway Pressure (PAP) machine data, assign questionnaires, schedule appointments, write Treatment notes and correspond with patients. Additionally, if you are an authorized user, you will also have the ability to create and manage educational material on sleep apnea and automated messages for patients.

General Info

Prerequisites

In order to use the REVAMP App for Clinicians, you must be a Department of Veterans Affairs (VA) provider and be logged into the Single Sign-On Internal (SSOi) service. To log on with SSOi, you must select your credential service provider (CSP) and authenticate to that service. Available methods are PIV authentication, VA Active Directory (username / password) authentication and Integrated Windows Authentication. More information can be found on the AccessVA website (access.va.gov/accessva/ about#updatecred).

Logging In

To log into the REVAMP App for Clinicians, access the application from the VA App Store (mobile.va.gov/app/revampclinicians). This will bring you to the Single Sign-On Internal (SSOi) Login Screen. Click either Sign In with VA PIV Card or if you would like to log in with Windows Authentication or VA Network ID, click **View Other Sign-In Options** (a list of PIV Badge Offices can be found at va.gov/pivproject/piv_badge_offices.asp). Follow the normal process for logging in with the chosen set of credentials.

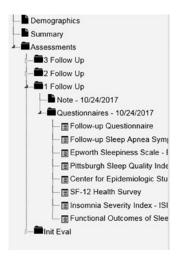
After authenticating to SSOi with one of the three options described above, you will be taken to the REVAMP Provider Platform Landing Page.

To finish logging into the application, you should click **Continue to REVAMP** on the left side of the screen or in the top right corner. This will take you to the Home screen of the application.

Getting To Know The Screen

When you log into the REVAMP App for Clinicians, you will see your name in the upper right corner of the Home screen, with the number of new messages you have beside it (if there are no new messages, no envelope icon will be shown). There are nine main tabs at the top of the screen that will always be accessible and help you navigate the app: Home, File, Management, Administration, Messages, FAQ, Help, About and Log Off.

The menu items on the drop-down lists will change depending if you are looking at a specific patient's information or are performing non-patient specific tasks within the app. When going to the patient specific screen, a pop-up confirming you would like to go to the summary screen will appear. Tap **OK** to continue. When leaving a patient specific screen to access the general portions of the app, you will also be prompted to confirm you would like to proceed. Tap **OK** to continue. Be aware that if you leave the specific patient Treatment Tree, you must access that patient's records again by searching or through the Case Management screen.





Learning About the App

To learn more about the sleep clinic and app and access a user manual, tap **Help**. A drop-down menu will appear, and tap either:

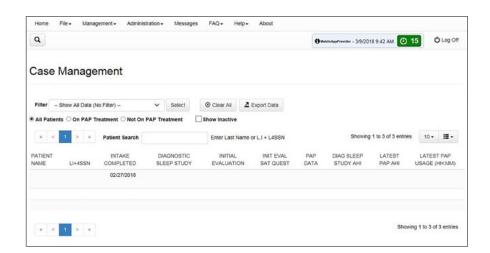
- Contact Info for information on contacting the VA Mobile Solutions Service Desk and what to do if you feel your information may have been compromised.
- **User Manual** to access a built-in user manual for the app.



Logging Off

You will be automatically logged off after 15 minutes of inactivity. A warning is shown when you have five minutes remaining. A Timeout Counter is shown in the upper right corner of your screen next to your name. The Timeout Counter shows the number of minutes remaining until you will be logged off automatically. The Timeout Counter starts at 15 minutes and periodically resets as long as the app is in use. To log off manually, tap Log Off in the upper right corner of your screen.

Project Management



Case Management

From anywhere in the REVAMP App, tap **Management**, and a drop-down menu will appear. Tap **Case Management**, and you will be taken to the Case Management screen.

The Case Management screen will default to showing you up to 10 patients per page. To change the number of patients shown on a page, tap the drop-down menu with a 10 on the right side of your screen, and tap the number of patients you want to see 25, 50 or All. You can select Show All Data (No Filter) from the Filter dropdown and tap **Select** to see a list of all active patients registered in your location. Tap the radio button next to All Patients, On PAP Treatment or Not On PAP Treatment to view only those on or off PAP treatment. Tap the checkbox next to Show Inactive to include inactive patients. A list of all patients registered at your location matching your filters will appear. Next to your patient's names, you will see a table of patient data, which may include LI+4SSN, Intake Completed, Diagnostic Sleep Study, Initial Evaluations, satisfaction questionnaires, and other data depending on the filter selected.

You may customize the columns you are viewing on the Case Management screen by tapping the three-line icon next to the number of patients you are viewing on the right side of the screen. Tap the box to place a check-mark next to the field you want to view.

You can filter case management results by: data columns in ascending or descending views, whether the patient is on current PAP treatment, active/inactive patients or searching for a patient. You can also create a custom filter to sort data by navigating to the Filter bar and tapping Create Filter from the drop-down menu. Tap Select, and type in a filter name. To change filter settings, tap Edit to be taken to the new filter customization screen. To select a column to be shown, check the checkbox to the left of the corresponding entry. To filter by a column, use the radio buttons, dropdowns, and numerical date fields to the right of the entry. To use the new filter, tap **Apply**. Tap **Save** or **Save** As to save the new filter. Tap **Delete** to erase a saved filter or **Clear All** to dismiss all current filters. To export data to an excel compatible file, tap **Export** next to the filter menu. To view the data, tap **Open**.



Looking Up a Patient

From the Home screen tap **File**, and a drop-down menu will appear. Tap **Search Clinic**, and a pop-up Search Clinic box will appear. Type in the patient's last name or first initial of last name plus last four SSN digits in the Search Criteria field. A table with patients will populate below as the search criteria is entered. To include inactive patients in the results, tap the check-box next to Show Inactive. Tap the button next to the row of the patient you would like to select. You will be taken to the Patient Record, with the Treatment Tree for navigation on the left side of the screen.



Registering a Patient

The patient you are registering must be in VA's Master Veteran Index (MVI). From the Home screen tap File, and a drop-down menu will appear. Tap Add New Patient, and a pop-up Add New Patient box will appear. Type in the patient's last name, first name and full SSN. Tap **Search** and tap the button next to the row of the patient you would like to select, and the Patient Demographics screen will appear. Verify that the Veteran's pre-populated information on the screen from MVI is correct, and fill in any missing fields NOTE: Be sure to specify whether the patient is on PAP treatment at the time of registration as this will affect the questionnaires assigned to the patient and cannot be undone once the patient begins the questionnaires.. To save updates, either tap the floppy disk icon, or tap File and then Save.

Accessing Patient Records

From anywhere in the REVAMP App there are three ways to access the Patient Record:

- 1. From the Home screen, enter the patient's last name or first initial of last name plus last four SSN digits in the Search Clinic field, and the list of patients below will narrow down to patients who match the criteria being entered. Tap the button next to the row of the patient you would like to select, and you will be taken to the Patient Record.
- 2. From anywhere in the app, tap **File**, and tap **Search Clinic**. A pop-up Search Clinic box will appear. Type in the patient's last name or last initial plus last four SSN digits in the Search Criteria field. A table with patients will populate below as the search criteria is entered. Tap the button next to the row of the patient you would like to select, and you will be taken to the Patient Record.
- 3. Case Management From anywhere in the app, tap **Management**, and a drop-down menu will appear. Tap **Case Management**, and you will be taken to the Case Management screen where you can select Show All Data (No Filter) from the Filter drop-down list and tap **Select** to see a list of all patients registered at your location with outcomes and treatment pathway event data. Show All Data (No Filter) may already be your default view in Case Management. Tap the name of the patient you want to view. The Patient Record will appear.

Registering a Patient's PAP Machine

Currently, REVAMP supports the registration of Philips and ResMed PAP machines, with plans to include other manufacturers in the future. To register a patient's PAP Machine, first, navigate to the Patient Record of the Veteran you would like to view (see the Accessing Patient Records section for instructions on how to access the Patient Record). From anywhere in the Patient Record, tap **Demographics** on the Treatment Tree on the left. The Patient Demographics will appear on the right side of the screen. Tap the PAP Machine tab, and type in the Serial Number of the PAP machine. Tap the radio button next to the Type of unit: APAP (Automatic Positive Airway Pressure), BPAP (Bilevel Positive Airway Pressure), CPAP (Continuous Positive Airway Pressure) or ASV (Adaptive Servo Ventilation), and fill out the field(s) in the PAP Pressure Range section. Tap the Manufacturer bar, and select Philips or ResMed. To save, either tap the floppy disk icon, or tap **File** and then **Save**. (**NOTE**: If the patient's PAP machine is registered in REVAMP and the PAP data is not shown on the PAP Data tab of the Patient Record after the patient has been using the machine for a few days, there may be an error in the device registration. Confirm that the Serial Number of the device and the patient's DOB are correct in REVAMP and in ResMed AirView or Philips EncoreAnywhere.

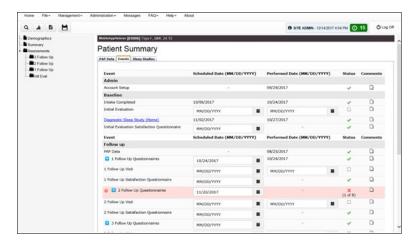
Scheduling a Patient's Sleep Studies

Super Admins, Site Admins and users who have permission will be able to schedule sleep studies. To start this process, begin by looking up the patient by name and SSN, or select the patient from the Case Management screen. From the Patient Record, tap **Summary** on the Treatment Tree, and tap the Sleep Studies tab. All sleep studies recorded for the patient in REVAMP will be shown on the Sleep Studies tab, and tap **Add Study**. A pop-up Add Sleep Study box will appear, and type the Scheduled Date in the form MM/DD/YYYY. Tap the Type bar, and select the type of study (Home, In-lab Diagnostic, In-lab Titration, In-lab Split). Tap **Add** to add the study to the patient record or **Close** to discard it (**NOTE**: If there is a separate sleep study appointment needed for the home sleep test, you will need to enter the appointment into the VistA scheduling package for workload capture and monitoring of access to care).

Updating A Patient's Sleep Studies

Super Admins, Site Admins and users who have permission will be able to update sleep studies. To start this process, begin by looking up the patient by name and SSN, or select the patient from the Case Management screen. From the Patient Record, tap **Summary** on the Treatment Tree, and tap the Sleep Studies tab. All sleep studies recorded for the patient in REVAMP will be shown on the Sleep Studies tab. From the Sleep Studies tab you may make edits to the sleep study information, delete a sleep study or add a comment.

Viewing and Scheduling Patient Treatment Pathway Events



For Super Admins, Site Admins and Provider users to schedule visits for patients and assign clinical questionnaires, use the Events tab on the Patient Summary screen. To start this process, begin by looking up the patient by last name or LI + L4SSN (see the Looking Up a Patient section for instructions on how to look up a patient), or select the patient from the Case Management screen (see the Case Management Screen section for instructions on how to access the Case Management screen). From the Patient Record, tap **Summary** on the Treatment Tree. Tap the Events tab. The items in the Event column represent steps in the REVAMP treatment pathway, from Account Setup (when the patient is registered to REVAMP) to PAP Data (when the patient's PAP device begins sending data to REVAMP) to clinical follow-up visits. For each event you will see four columns: Scheduled Date, Performed Date, Status and Comments. Clinicians may edit these fields and save to track a patient's progress and upcoming events. Questionnaires become available in the Patient Platform three days before the saved Scheduled Date, and the Performed Date is automatically filled in after the patient completes them.

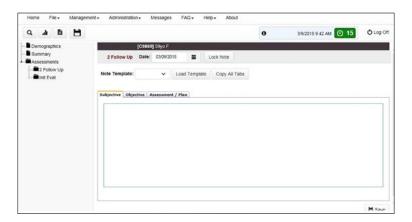
NOTE: When the scheduled date for an event has passed and there is no performed date, the event is considered overdue. Overdue events are highlighted pink and have a red caution sign in the Event column.

To control the specific questionnaires assigned to the patient for Follow-up Questionnaires events, tap the + icon next to the follow up questionnaire you want to edit, and tap the box next to the questionnaire to include or remove it. To save, either tap the floppy disk icon, or tap **File** and then **Save**.

Creating And Editing Treatment Notes

Super Admins, Site Admins and users who have permission will be able to create and edit treatment notes as well as lock and unlock treatment notes to make them editable again. To create and edit a treatment note, look up the patient. From the Patient Record tap the calendar icon, or tap **File** and then **New Note**. A pop-up New Note box will appear, and tap the blank bar. From the dropdown menu, tap the type of note, and the drop-down menu will show the status and date of the Questionnaire Group. Tap **Yes** to continue or No to cancel. The new note will appear in the Treatment Tree, and a new blank form will appear. Type the date in the MM/DD/YYYY format. In order to save the new note, you must choose a Note Title. Tap the **Set Title** button below the Date field. Tap the **Note Title** drop-down, select from the list, and tap **OK**. If you are authorized, you may select Other Title from the list and enter free text to create a new title. After you tap OK, the new note title will be applied to the Note and appear in the list of the clinic's titles. You may type in the applicable tab (Subjective, Objective, Assessment / Plan), or tap the Note Template bar, and select the template you want to use. Tap Load Template. Tap the Assessment/Plan tab, which contains a text box where the user can enter an assessment and plan for the patient, as well as an area where the user can add an ICD-10 diagnoses to the patient. To add a diagnosis, tap **Add Diagnosis**, and tap the diagnosis category and then a diagnosis to add it to the patient. To view, add or edit a note for a diagnosis, tap the paper icon in the Comments column. A pop-up Comment box will appear where you can type a comment. Tap **OK** to save or **Cancel** to exit without saving. To lock and unlock treatment notes, from the Patient Record, double tap **Assessments** on the Treatment Tree. Tap the event to show the treatment note item for that visit. Tap on the note, and the note will appear on the right side of the screen. Tap **Lock Note** to make it read only, or tap **Unlock Note** to make edits.

To copy all tabs of the note at once so that the text may be pasted to CPRS, tap **Copy All Tabs** to the right of the Load Template button. A pop-up Copy All Note Text box will appear with the text from all tabs of the note.



Creating a Patient PAP Data Report

Users with the ability to create and edit treatment notes can create a PAP data report for patients who are on treatment. First, look up the patient by last name or LI + L4SSN (see the Looking Up a Patient section for instructions on how to look up a patient), or select the patient from the Case Management screen (see the Case Management section for instructions on how to access the Case Management screen). From the Patient Record, tap **Assessments** on the Treatment Tree. Tap the event name of a Follow Up to show the treatment note item for that visit. Tap on the note, and the note will appear on the right side of the screen. Tap the Note Template bar, and select Follow-Up. Tap **Load Template**, and tap the Objective tab. The Objective tab will be populated with PAP data from the patient's treatment. To modify the range of dates included in the data, you may change the From and To dates and tap **Refresh**.



PAP Machine Data

Accessing Pap Machine Data

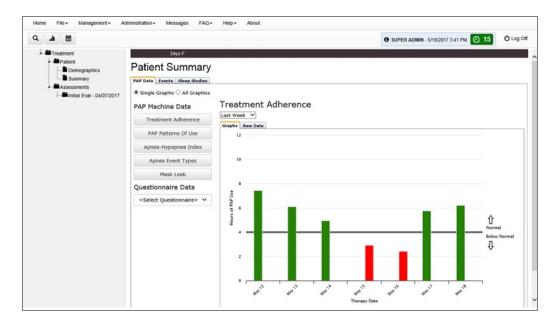
If your patient's PAP machine is registered to the REVAMP App, you can view how often the machine has been in use and the patterns of use. You can also view the patient's Apnea-Hypopnea Index (AHI), apnea event types and mask leak data. To view your patient's PAP machine data, navigate to the Patient Record of the Veteran you would like to view (see the Access the Patient Record section for instructions on how to access the Patient Record). Tap **Summary**, and tap the PAP Data tab. Tap the Raw data tab on the graph to view just the data, and tap the Graphs tab to view the data as a graph.

Viewing And Understanding Pap Machine Data

In the Single Graph view, to view a specific graph first, navigate to the Patient Record of the Veteran you would like to view (see the Access the Patient Record section for instructions on how to access the Patient Record). Tap **Summary**, and tap the PAP data tab. Tap the radio button next to Single Graphic (if not already selected). Tap one of the following data parameters under PAP Machine Data:

- **Treatment Adherence** Shows the total number of hours the patient used the PAP device each night. Bars are colored red if they are below the 4-hour minimum and green if they are at or above the minimum. You may hover over a bar in the graph to see a tooltip with the date and value of the bar.
- PAP Patterns of Use Shows a 24-hour display of the actual times the patient used the PAP device each day or night. The bars are colored red if the total number of hours for the date was below the 4-hour minimum and green if it was above the 4-hour minimum. You may hover over a bar in the graph to see a tooltip with the date and value of the bar.
- **Apnea-Hypopnea Index** Shows the patient's average AHI each day or night he or she used the device. Bars are colored green if they are below the 10-events-per-hour threshold and red if they are at or above it. You may hover over a bar in the graph to see a tooltip with the date and value of the bar.
- Apnea Event Types Shows stacked bars that add up to the patient's total AHI for each day or night that he or she used the device. The segments of the bars represent the different apnea types: Unknown Apnea Index (grey), Clear Apnea Index (Light Blue), Hypopnea Index (Purple) and Obstructive Apnea Index (Dark Blue). You may click on any of these types in the graph legend to show or hide the segments of that type in the graph.
- Mask Leak Shows the patient's average mask leak in liters per minute (L/min) each day or night that he or she used the device. A threshold line is shown at 24 L/min.

To view the raw data of the selected parameter, tap the Raw Data tab in the top left corner of the graph. Tap the Graphs tab to return to the graph.



Viewing Questionnaire Data

To view a patient's completed questionnaires, open the Patient Record of the Veteran you would like to view. On the Treatment Tree, tap **Assessments** if not already expanded. Under Assessments, tap the Questionnaire group which you would like to view. Tap **Questionnaires**. The list of completed questionnaires in the group will be shown. If the patient completed all questionnaires in the group, the date that he or she completed the last questionnaire in the group will be shown next to the Questionnaires folder. You will then be able to review and export completed questionnaires. Tap **Export Data** to export a questionnaire and download a CSV file of the report.

Administration

Super and Site Admins will be able to manage other user's permissions and add new users. Site Admins will have access to provider users at their own clinic, and Super Admins will have access to provider users from all clinics.

Adding a New User as a Super Administrator

From anywhere in the REVAMP App, tap **Administration**. A drop-down menu will appear. Tap **User Administration**, and you will be taken to the User Administration screen. Tap **Add User**, and a blank Details tab will appear on the right side of the screen. Type in the new user's first name, last name and VA email. Tap the blank Clinic bar, and a list of clinics will appear. Tap the name of the clinic to which the user is assigned. To add the new user's permissions, tap **Rights**, and tap the radio button next to the User Type you would like to assign to the new user (Provider, Site Administrator, Super Administrator). Under User Rights, tap any of the checkboxes next to the rights you would like the new user to have (if not already checked). To save, either tap the floppy disk icon, or tap **File** and then **Save**.

If you leave the add new user form in progress, a pop-up Unsaved Changes box will appear, asking if you would like to leave the screen. Tap **Leave** to continue without saving, or tap **Stay** to return to the Add New User form.

Adding a New User as a Site Administrator

From anywhere in the REVAMP App, tap **Administration**. A drop-down menu will appear. Tap **User Administration**, and you will be taken to the User Administration screen. Tap Add User, and a blank Details tab will appear on the right side of the screen. Type in the new user's first name, last name and VA email. To add the new user's permissions, tap the Rights tab, and tap the radio button next to the User Type you would like to assign to the new user (Provider, Site Administrator). Under User Rights, tap any of the checkboxes next to the rights you would like the new user to have (if not already checked). To save, either tap the floppy disk icon, or tap **File** and then **Save**.

If you leave the add new user form in progress, a pop-up Unsaved Changes box will appear, asking if you would like to leave the screen. Tap **Leave** to continue without saving, or tap **Stay** to return to the Add New User form.

Managing User Permissions

From anywhere in the REVAMP App, tap **Administration**. A drop-down menu will appear. Tap **User Administration**, and you will be taken to the User Administration screen. Tap the Search User bar, and begin typing the first or last name of the user you are searching for. The list of users will update to match your search. Tap the name of the user whose permissions you would like to edit. The right side of screen will default to the user's Details tab. Tap the Rights tab, and tap the radio button next to the User Type you would like to assign to the user (Provider, Site Administrator, Super Administrator).

NOTE: At least one active user at each Clinic must have the User Right 'Receive supply requests from patients in Secure Messaging' enabled; if not, an error will be shown when saving. Super Administrators are able to override the error.

Messages

Reading Your Messages

There are two ways to access your messages.

- 1. If you have unread messages in your inbox, tap the envelope icon to the right of your name. The icon will show the number of unread messages you have.
- 2. From any screen, tap **Messages** in the menu bar.

A pop-up Secure Message box will appear displaying your Inbox. On the Inbox tab (Sent tab for messages you have sent to patients, Draft tab for draft messages and Deleted tab for messages you have deleted), you will see a list of your received messages with their titles, senders and the dates and times they were sent. Any unread messages will have blue text and a closed envelope icon to the left. Tap the message you would like to read, and the full message will be displayed on the right side of the Secure Messaging screen. Clinicians who have 'Receive supply requests from patients in Secure Messaging' enabled will receive a message in their inbox every time a patient at their clinic submits a Request Supplies form.

Sending a Message

To send a message, access Secure Messaging by one of the three ways detailed in the Reading Your Messages section. Tap Compose, and a pop-up Compose Message box will appear. Type in the subject and message you would like to send. Tap Select Patient(s) or Select Provider(s), and a Select Patient or Select Provider pop-up will appear. Select the checkbox(es) next to the name(s) of the intended recipient(s). Tap **Select**, and you will be taken back to the Compose Message pop-up with the chosen patient(s) or provider(s) listed on the To line. If you wish to remove a patient or provider, tap the X next to their name. Tap **Send** to send the message. To discard the message or save as a draft, tap **Close**. A pop-up Alert box will appear, asking you if you want to save the message as a draft. Tap **Yes** to save the message as a draft, tap **No** to discard the message or tap **Cancel** to return to the message.

To send a message you have already drafted, tap the Drafts tab in Secure Messaging. Select the draft message from the list of your saved draft. The draft message will appear on the right side of the screen. Edit the message as you would normally, and tap **Send** to send the message. Tap **Save** to save your edits without sending, or tap **Delete** to discard the draft message.

Replying To A Message

To reply to a message, access the Secure Messaging pop-up, and tap the message for which you would like to send a reply. Tap **Reply** to reply only to the sender, or tap **Reply to All** to reply to the sender and all other recipients. A pop-up Compose Message box will appear, and type the message you would like to send. Tap **Send** to send it, or tap **Close** to exit without sending the message. To edit and send a saved drafted message, select the Drafts tab in the Secure Messaging screen. To send your message, tap on the drafted message you would like to edit, and tap **Send**.

Deleting A Message

To delete to a message, access the Secure Messaging, and tap the message you would like to delete. Tap **Delete** to delete the message. To view messages you have deleted, tap **Deleted** while in the Secure Messaging screen.

Management

Creating and Editing Note Templates

Super and Site Admins with the User Right "Create and edit Note Templates for user's clinic" can access the Template Management screen to create and edit text and dynamic patient data (via tags) that can be filed into Notes by providers at the same clinic.

From the Management menu, hover over Data Management and tap **Template Management**. Tap **Create New Template** to create a new note template from scratch. **NOTE**: The Note/Patient Type dropdown determines the Notes in which the template will be shown in the Note Template dropdown. Tap Save to add the template to the list of My Site Templates, or tap Cancel to discard it.

Using Tags

When creating or editing a note template on the Template Management screen, the administrator can make use of various 'tags' that will cause dynamic patient data to be pulled into a note when the template is applied. Tags are entered into templates as text strings surrounded by brackets. When a template is applied to a patient's note, the tag will be replaced with the relevant information from the patient record. For example, the [AGE] tag would be replaced with a patient's age. Other tags are replaced with the patient's questionnaire responses and scores.

To view a list of tags that can be used in the sections of the note template along with their descriptions, tap **View Tags** Reference.

Creating and Editing Note Titles

All Super Admins, as well as all Site Admins and Providers with the User Right to create and edit Note Titles for their clinic, can access the Note Title Management screen to create and edit Note Titles that can be selected for Notes by users at the same Clinic.

Tap the Management menu and hover over Data Management, then tap Note Title Management. You will see a Note Title field, followed by a list of existing Note Titles at your clinic. To add a new Note Title to the Note screen for other providers from the same clinic to access, authorized providers can enter text in the Note Title field and tap Add (+). The new title will appear in the Note Titles at My Clinic and Note Title dropdown lists. To edit an existing Note Title, authorized providers can choose a title from the Note Titles at My Clinic list and tap the **Note Title**. Modify the text for the note title, then tap **Save**, or tap **Remove** to delete the note title.

Create Email Notifications

Super Admins can create and manage emails and secure messages that are sent to patients automatically when certain events occur using the Notification Messages Management screen. From anywhere in the REVAMP App, tap **Management**, and a drop-down menu will appear. Tap **Notifications**. Tap **Email**, and the Notification Message Management screen will appear. Tap **Select Message** drop-down, and tap either:

- One of the pre-existing messages. Tap **Select** to automatically fill in the Message Title, Email content, Internal (Secure Messaging) content, and the Email/Event Association.
- **Message**. Tap **Select**, and type in a Message Title, which will be the subject line of the email. The message may have an external and/or an Internal (Secure Message) section(s). Tap the radio button next to the event under Email/Event Association on the right side of the screen you want to associate with the email. **NOTE**: When creating the text for the reminder by copying from a text editor such as Word, not all formatting may be preserved. Please review the message after copying and reapply formatting as necessary using the controls above the text box.

Tap the checkbox next to Enabled to make the message active, which means it will be sent to patients, or deselect the checkbox to make the message inactive, which means it will not be sent to patients. To save, either tap the floppy disk icon, or tap **File** and then **Save**.

Managing Reminders

Super Admins can use the Reminders Manager screen to create and manage email reminders that are sent to patients on a one-time or repeating basis when certain conditions are met. From anywhere in the REVAMP App, tap **Management**. A drop-down menu will appear. Tap **Notifications** and tap Reminders. The Notification Messages Management screen will appear. Tap the **Select Reminder** drop-down. Tap either one of the pre-existing pages or **Add New Reminder** and fill out the corresponding information related to the reminder you want to update.

To send the reminder to patients who have not used the portal recently, tap the **Filters** tab and tap the checkbox in front of "Send reminder only to patients that have not used the portal for ____ days". In the blank drop-down field, type the number of days of inactivity that will trigger the reminder.

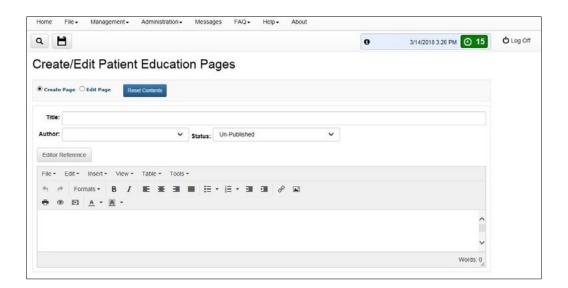
Tap the checkbox next to Enabled to make the message active, which means it will be sent to patients, or deselect it to make the message inactive, which means it will not be sent. To save, either tap the floppy disk icon, or tap **File** and then **Save**.

Creating and Publishing Education Pages

As a Super Admin, from anywhere in the REVAMP App, tap **Management**, and a drop-down menu will appear. Mouse over **Content Management**, and tap **Patient Education Pages**. You will go to the Create/Edit Patient Education Page screen, where you can:

- Create a New Page To create a new page, if you are already not on the Create Page, tap the radio button next to Create Page. The Title and HTML editor text box will be blank, the Author drop-down will default to you and the drop-down Status bar will default to Un-Published. Tap the blank Title bar, and type in the title (which will be listed in the Select Page pop-up in the Provider Platform and the Education menu in the Patient Platform). To change the author, tap the Author bar, and a drop-down will appear. Tap the name of the Super Administrator you would like to list as the author. Enter text, images and/or video for the HTML page using the HTML editor text box.
- Edit a Page To edit an already existing page, tap the radio button next to Edit Page. Tap **Select Page**, and a Select Page pop-up of the existing pages in the content management system with their Titles, Authors, and Statuses will appear. Filter by Author or Status by tapping the drop-down menu, selecting the author or status and tapping **Filter**. Tap the page you would like to view. Tap **Select** to begin editing the page as you would while creating it, or tap **Close** to exit without selecting a page.

To save, either tap the floppy disk icon, or tap **File** and then **Save**. When you wish to make the page available in the Education menu of the Patient Platform, select Publish as the status. Tap the floppy disk icon, or tap **File** and then **Save**. **NOTE:** A status of Un-Published, even if saved, means the page will not be available in the Education menu



Editing Sleep Center Info

All Super and Site Admins have the ability to enter and edit information for their clinics to be shown on the Contact Info pages in the Help menus of the Patient and Provider Platforms. From anywhere in the REVAMP App, tap **Management** and mouse over Content Management. Tap **Edit Sleep Center Info**. On the Edit Sleep Center Info screen, edit clinic contact and address information that will be shown on the Contact Info pages in the Help menus of the Patient and Provider Platforms. To upload an image, tap **Load Image File**, and tap the image file you wish to upload from your device. To remove an uploaded image, tap the box next to Remove Image. A Preview area at the bottom of the screen shows an approximation of what the contact information will look like on the Contact Info pages in both platforms. To save, either tap the floppy disk icon, or tap **File** and then **Save**.

Help and Additional Information

Additional training materials for the **REVAMP App for Clinicians**

A built-in user manual is available in the app. To access the builtin user manual, tap **Help**. The Help sub-menu will expand, and tap **User Manual**. More resources, such as a Slideshow and FAQs, can be found at mobile.va.gov/appstore.

Help Desk Information

If you need assistance with the REVAMP App for Clinicians, dial 1-844-482-6624 to speak with a VA Mobile Solutions Service Desk Representative. The VA Mobile Solutions Service Desk is open Monday - Friday from 7 a.m. to 7 p.m. CST. For TTY assistance, dial 711.

Emergencies

If you feel that your information may have been compromised, contact your local VA facility to obtain the contact information from your Privacy Officer. To locate your local VA facility, visit VA's Facility Locator: http://www.va.gov/directory/guide/ **home.asp?isflash=1**. Note that you should never use this app in an emergency situation. If you encounter an emergency, call your local medical center or dial 911.