



# REVAMP App for Clinicians

*User Manual*

**VA**



**U.S. Department of Veterans Affairs**  
Veterans Health Administration  
*Office of Connected Care*

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# User Manual

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# 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, assign home sleep test (HST) monitors 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.

This app is available for Windows, MacOS and Linux operating systems, and is supported by these Internet browsers:

1. Internet Explorer 10 and higher
2. Microsoft Edge 21 or higher
3. Safari 7 and higher
4. Chrome 38+ (requires Win7 SP1)
5. Firefox 27+ on Win7
6. Firefox ESR 31.3+ on XP SP2+

This user manual provides an in-depth, step-by-step guide for using the REVAMP App for Clinicians.

# The Basics

## 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 (<https://access.va.gov/accessva/about#updatecred>).

## Logging into the app

To log into the REVAMP App for Clinicians, access the application from the VA App Store ([mobile.va.gov/app/revamp-clinicians](https://mobile.va.gov/app/revamp-clinicians)). 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 <https://www.oit.va.gov/programs/piv/locations.cfm>). 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.

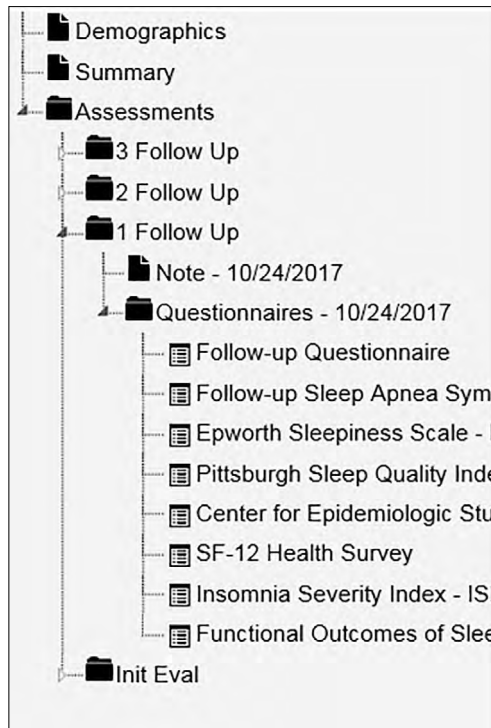
## Getting to know the screen

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 – Opening screen.
- File – Search function for navigating to specific patients, creating a new note and saving data. Options change based on the page you are on.
- Management – Sort and filter a list of all patients, assign and track HST monitors, and access screens to configure the REVAMP App (authorized users only).
- Reports – View global REVAMP usage statistics and those for your Clinic (authorized users only).
- Administration – Add new VA sleep care team members and manage permissions.
- Messages – Secure messages exchanged between you, other VA sleep care providers and patients.
- FAQ – Frequently asked questions about sleep apnea and PAP machines.
- Help – Contact information for sleep clinic and app assistance and a link to the user manual.
- About – Details about the app and version number.
- Log Off – Log out of the app.

## Treatment Tree

The menu items on the drop-down lists will change depending on 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 record again by searching or through the Case Management screen.



## Learning about the app

Tap **Help** > A drop-down menu will appear > Tap either:

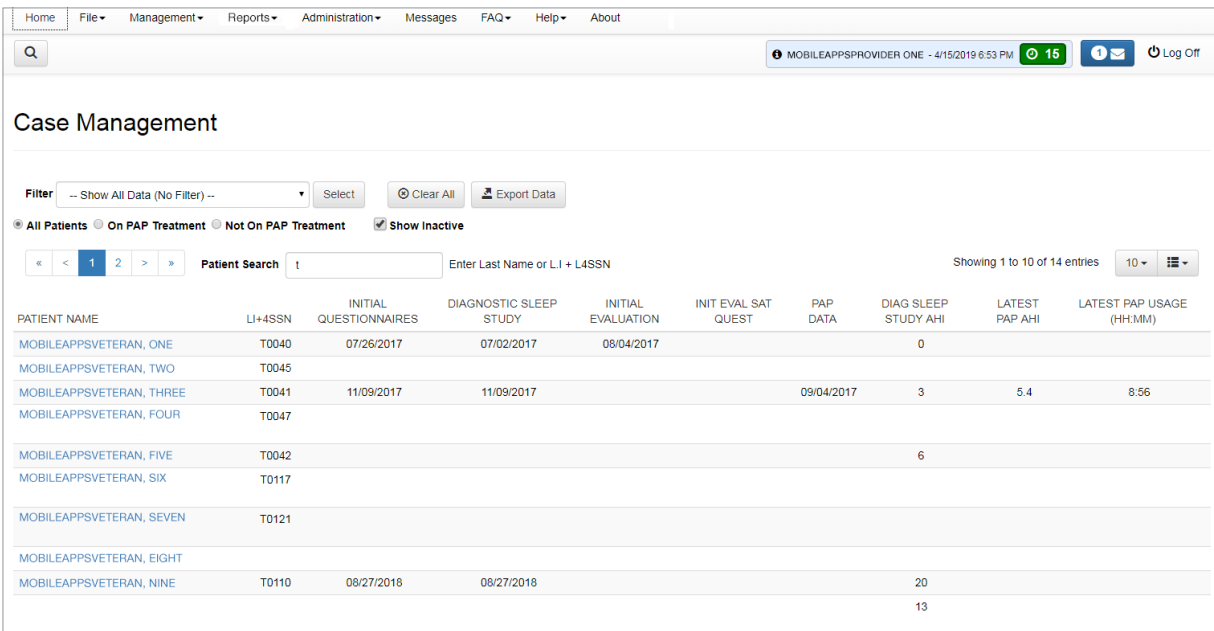
- **Contact Info** for information on contacting the VA Mobile Solutions Service Desk and what to do if you feel your information may have been compromised.
- **User Manual** to access a built-in user manual for the app.

## 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.

# Patient Management

The REVAMP App allows you to view all patients at your facility through the Case Management screen, register patients and their PAP machines in REVAMP, view PAP machine data and assign questionnaires and view responses.



## Case Management

From anywhere in the REVAMP App, tap **Management** > 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 patients' names, you will see a table of patient data, which may include some of the following categories:

- LI+4SSN - Displays patient's last initial (LI) and last four digits of their social security number.
- Initial Questionnaires - Date the patient completed the REVAMP Initial Questionnaires.
- Diagnostic Sleep Study - Date of patient's diagnostic sleep study.
- Initial Evaluation - Date of patient's initial evaluation.
- Initial Eval Sat. Quest. - Date of patient's initial evaluation satisfaction questionnaire.
- PAP Data - Date the patient's REVAMP account first received PAP data.
- Diagnostic Sleep Study AHI – Apnea-Hypopnea Index value associated with patient's diagnostic sleep study.
- Latest PAP AHI - Most recent available AHI value (in events per hour) from the patient's PAP treatment data.
- Latest PAP Usage - Most recent available Treatment Adherence value (in HH:MM format) from the patient's PAP treatment data.

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 fields you want to see in the table.

To export data to an excel compatible file, tap **Export Data** next to the filter menu. A window will appear asking if you want to Open, Save or Cancel this action. To view the data tap **Open** and the spreadsheet will open in your computer's default program (such as Microsoft Excel), or tap **Save** to save the data to your device and view it in a different app. To close the window without opening the file, tap **Cancel** or tap the **X** in the right corner of the pop-up window.

To clear all filters and return to the default view, tap **Clear All** to the right of the filter menu. A warning will be shown if you are about to lose unsaved changes to your filter.

## Filtering case management results

There are several ways to sort and filter the patients on the Case Management screen.

- Sort columns - Each column can be sorted ascending or descending by tapping on the name of the field you want to sort by. Columns can be filtered by date or patient data by choosing a filter from the drop-down menu. To edit the columns, tap the three-line menu in the upper right corner of the screen, and tap the fields you want to see in the table (e.g., patient name, the last four digits of their SSN, phone number, etc.).
- On/Off PAP Treatment - You may filter the entries you are viewing by if they are on PAP Treatment or not. Tap the circle next to All Patients, On PAP Treatment or Not on PAP Treatment.
- Inactive - Tap the box next to Show Inactive to view inactive patients or uncheck the box to hide.
- Search - Begin typing into the Patient Search field, and the list will automatically update based on your entry.
- Custom Filter – To use a custom filter, tap the Filter bar, and tap the filter you wish to use. To create a custom filter, tap the Filter bar, and tap **Create Filter** from the drop-down menu > Tap **Select** > Type a filter name in the box provided > Tap **Save** or **Save As** to save the new filter or Delete to permanently erase it. After creating a new filter, a pop-up Success window will appear, notifying you your filter changes have been made. To select filter settings, tap **Edit** to be taken to a new filter customization screen. From there, you will be able to customize your filter settings, which are divided into four categories: Event Section, Data Section, Follow Up Section and Contact Information. To view a specific column on the Case Management screen, tap the checkbox next to the information you would like to view. To filter by column, use the radio buttons, dropdowns and numerical date fields to the right of the entry. If you want to view all columns, tap the checkbox next to Select All Columns. To apply the new filter, tap **Apply**. To Close the custom filter window without applying changes, tap **Close**. To set the new custom filter as a default filter, tap the check box next to Set as default. To turn off the custom filter, tap **Show All Data (No Filter)** from the Filter drop-down menu.



## Looking up a patient

From the Home screen tap **File** > A drop-down menu will appear > 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 > 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** > A drop-down menu will appear > Tap **Add / Transfer Patient** > A pop-up Add / Transfer Patient box will appear > Type in the patient's last name, first name and full SSN > Tap **Search** > Tap the plus button next to the row of the patient you would like to select > 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. Required fields are marked with a red asterisk. In the righthand column are questions that ask you to designate whether the patient being added is already on PAP treatment (which can affect questionnaire assignments) and whether they must complete the Initial Questionnaires.

If the patient is required to complete the Initial Questionnaires, a list of questionnaires to be assigned for the event is shown. After the patient is added to REVAMP, you may also view and modify this list on the patient's Events tab. Check the checkboxes of any optional questionnaires to assign them to the patient. Required questionnaires are shown with read-only checkboxes and will also be assigned to the patient. **NOTE:** The list of questionnaires as well as the PAP treatment and Initial Questionnaire questions become locked and read-only after the patient has started completing the initial process.

If the patient is not required to complete the Initial Questionnaires, they will skip the initial process and be able to access the full Patient Platform the first time they log in. Tap **Enter Initial Questionnaires Comments** to open a pop-up and enter comments for the event. After the patient is added to REVAMP, you may also view and edit these comments on the Events tab.

After filling out as much patient information as possible, you can finish registering the patient in REVAMP by tapping the floppy disk button on the icon bar, or by tapping **File** and then **Save**. **NOTE:** The patient will not be registered in REVAMP if you close out the screen without saving.

**NOTE:** If a table with patients does not appear in the Add / Transfer Patient pop-up, you may see one of the following messages from MVI:

- No records found - No matches were found in MVI.
- An error occurred with the connection to the Master Veteran Index (MVI) service. Please try again later - The MVI service is down.
- Query Error: Too many potential matches - More than 10 results were returned from MVI.

## Transferring a patient

The patient you are transferring must be registered in REVAMP. From the Home screen tap **File** > A drop-down menu will appear > Tap **Add / Transfer Patient** > A pop-up Add / Transfer Patient box will appear > Type in the patient's last name, first name and full SSN > Tap **Search** > If the search returns a list, tap the plus button next to the row of the patient you would like to select > A pop-up Clinic Conflict box will appear > Tap **Transfer Patient to This Clinic** > A pop-up Confirm Patient Transfer will appear > Review the patient's demographic information > Tap **OK** > A success message will be shown, and you will then be taken to the Demographics screen for the transferred patient. Transferred patients retain all data, notes and diagnoses from their previous clinic(s). On the Events tab, visits and assigned questionnaires that the patient has not started are cleared.

## Adding multiple patients

Any REVAMP provider can add multiple patient accounts at once via a spreadsheet upload. From anywhere in the app, tap **File** > A drop-down menu will appear > Tap **Add Multiple Patients** > To add multiple patients, your spreadsheet must have the same column names as the Standardized Data Entry Spreadsheet. To download a blank copy of the standardized spreadsheet with the correct column names, tap **Download Standardized Data Entry Spreadsheet**. **NOTE:** In the Search ID column, you should enter the patient's full SSN with or without spaces or dashes > When the patient information is in the proper format, remember to save the file, and then tap **Upload Enrollment Spreadsheet** > Tap the spreadsheet you would like to upload > An Adding Patients to REVAMP screen will appear with uploaded information divided into tabs for Demographics, Sleep Studies, and Questionnaire Scores. You may select each tab and edit any data you have entered. If there are any errors in the data a message will appear at the top of the screen with the incorrect entry shown in red, and the tab containing the error will have a caution symbol > On the Demographics tab, if there are rows without data in the On PAP Treatment or Required Init Questionnaires columns, you can tap the drop-down menu above the column labeled **Default for Unspecified Records** to select the setting that will be applied to the rows without data in the column. If no selection is made, On PAP Treatment will default to No and Required Init Questionnaires will default to Yes for unspecified records. **NOTE:** If Required Init Questionnaires is set to Yes, the patient will only be assigned the required Initial Questionnaires at your clinic for that patient type. Fields on the Sleep Studies and Questionnaire Scores tabs are not required, but you can review, add and correct the data that has been uploaded. If you are adding sleep study data for a patient, the Study Type field cannot be left blank or an error will appear.

After reviewing the data, tap the floppy disk icon on the icon bar to continue > If errors are still present in the data, an alert will appear. Tap **Submit** to ignore the errors and continue > If REVAMP receives multiple matches or incomplete information from MVI for an uploaded record, an MVI Response screen will appear > Select the correct record or the record with the most complete information from each list and add any missing data such as DOB or Gender > Tap the floppy disk icon on the icon bar to continue > If there are unresolved MVI errors, an alert will appear. Tap **Submit** to ignore the errors and continue > The Results Summary screen will show a report with a list of the patients who were added and the data added to their records, as well as a list of the patients who were not added and an explanation of why > Tap **Export All Data** to export both the records that were added and the records that were not added, or tap **Export Data** above a section to export just the patients in that section (Records Added to REVAMP or Records with Errors). **NOTE:** After using the Export Data button above the list of Records with Errors, you may correct the data and reupload it to the Add Multiple Patients screen.

## Accessing the Patient Record

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 > The list of patients below will narrow down to patients who match the criteria being entered > To include inactive patients in the results, tap the check-box next to Show Inactive. Inactive patients will be shown with a pause symbol to the left of the name > Tap the button next to the row of the patient you would like to select > You will be taken to the Patient Record.
2. From anywhere in the app, tap **File** > Tap **Search Clinic** > A pop-up Search Clinic box will appear > Type in the 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 > You will be taken to the Patient Record.
3. Case Management – From anywhere in the app, tap **Management** > A drop-down menu will appear > Tap **Case Management** > 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.

## Editing a patient’s personal information

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) > From anywhere in the Patient Record, tap **Demographics** on the Treatment Tree on the left > The Patient Demographics chart will appear on the right side of the screen > From the Patient tab, under Patient Demographics, edit the patient’s personal information as needed > An “Active in Program” checkbox is checked by default > To deactivate a patient, uncheck the checkbox and save. A pop-up will be shown asking to specify the reason for deactivating the patient. You may select the available options from the dropdown menu, or select “Other reason” and enter free text > Tap **OK** to continue > When a patient is inactive, their record becomes read-only and they will not be able to log into the Patient Platform > The date, time, and reason for the patient’s deactivation will be shown to the right of the “Active in Program” checkbox. A text bubble is also shown to the right that opens a pop-up with the patient’s activation/deactivation history.

When the clinician updates the email address of a patient who has never logged into the REVAMP Patient Platform, a special process is activated to resend the email notifications associated with Account Setup (e.g., the “Welcome to REVAMP!” email) to the patient’s new email address. This ensures that the patient will receive the automated emails related to their registration in REVAMP even if their email address was not entered or was entered incorrectly during the registration process.

When you save the new email address for such a patient, a Notice pop-up is shown on the Demographics screen indicating the specific email notifications that will be sent to the new address.

The screenshot shows the 'Patient Demographics' form for a patient named EMILY CLARKE. The form is titled 'Patient Demographics' and includes a checkbox for 'Active In Program' which is checked. Below this, there is a 'Required field.' warning. The form contains several input fields: First Name (MobileAppsVeteran), Middle Initial, Last Name (One), Email (MobileAppsVeteran.One@test), Social Security (XXX-XX-1234), SSN Confirmation (XXX-XX-1234), Date of Birth (01/01/1900), Gender (Female), Weight (lbs), and Height (Feet/Inches). A note at the bottom right asks: 'Does the patient already have a PAP machine with wireless capabilities (prior to REVAMP enrollment)?'. The form is part of a larger application interface with a navigation menu on the left and a top menu bar.

## 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 Access the Patient Record 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 > 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 Summary screen 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 Phillips EncoreAnywhere™ respectively.

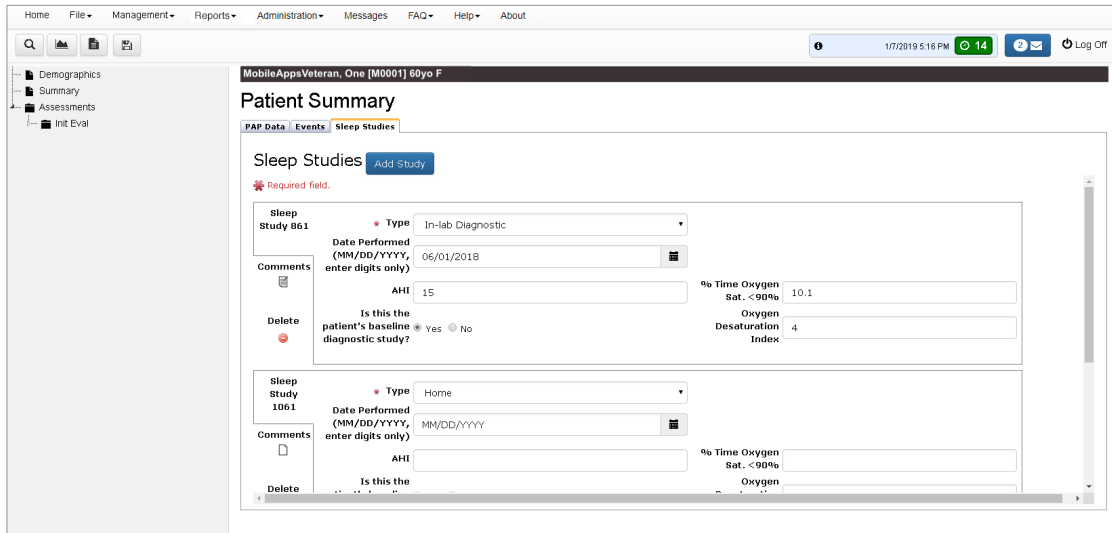
The screenshot shows the 'Patient Demographics' screen in the REVAMP app. The patient's name is [C9889] 59yo F. The 'Active in Program' checkbox is checked. The 'PAP Machine' tab is selected. A red asterisk and 'Required field.' message are positioned above the 'Serial Number' input field. Below this, there are radio buttons for 'Type of Unit' with options APAP (selected), BPAP, CPAP, and ASV. A 'Manufacturer' dropdown menu is also present. At the bottom, the 'PAP Pressure Range' section is partially visible.

## Creating patient sleep studies

Super Admins, Site Admins and users who have permission will be able to create sleep studies. To start this process, begin by looking up the patient by name and SSN (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 Sleep Studies tab > All sleep studies recorded for the patient in REVAMP will be shown on the Sleep Studies tab. If the patient is new, the tab will be blank unless the sleep study data was uploaded during the Add Multiple Patients process. > Tap **Add Study** > A pop-up Add Sleep Study box will appear > 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). The fields available for each sleep study are:

- Type – Can be Home, In-lab Diagnostic, In-lab Titration or In-lab Split.
- Date Performed – The date the sleep study was performed.
- AHI – Apnea-Hypopnea Index, which is the number of apneas or hypopneas per hour. Must be between 0 and 200, and accepts up to one decimal point.
- % Time Oxygen Sat. <90% – The percentage of time that the patient's blood oxygen level was below 90%.
- Oxygen Desaturation Index – The number of times per hour of sleep that the blood's oxygen level drops by a certain degree from baseline.

- Is this the patient's baseline diagnostic study? – Tap the circle next to Yes if this sleep study is the diagnostic study for the patient (only one per patient). In order to select Yes, the Type must be Home, In-lab Diagnostic, or In-lab Split. An AHI must be entered. If an existing sleep study on the Sleep Studies tab is marked as the baseline diagnostic study, the new diagnostic study will override it.

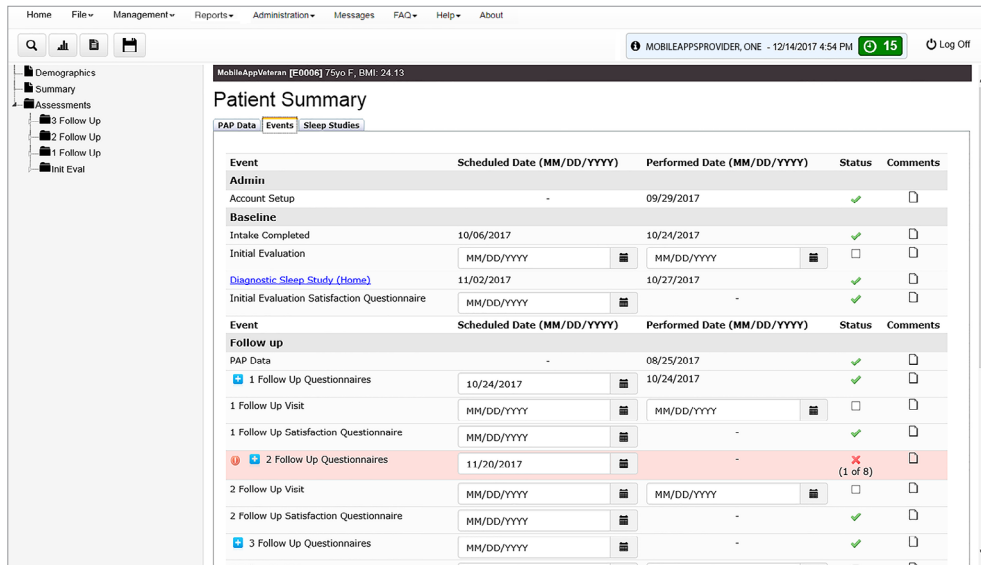


## Updating a patient's sleep studies

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 (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 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:

- Edit - Make edits to the sleep study information and then to save, tap the floppy disk icon, or tap **File** and then **Save**.
- Delete - Tap the red minus icon next to the sleep study you would like to delete.
- Add Comment – Tap the sheet of paper icon in the Comments column > A pop-up Comment box will appear > Type in the comment > Tap **OK** to save or **Cancel** to discard.

## Viewing and scheduling patient treatment pathway events



All Super Admins, as well as all Site Admin and Provider users who have the User Right to schedule dates for patient Events, can use the Events tab on the Patient Summary screen to schedule visits for patients and assign them clinical questionnaires. To start this process, begin by looking up the patient by name and SSN (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 > In the Events tab, the items in the Event column represent steps in the REVAMP treatment pathway, from Account Setup (when the patient is registered in REVAMP) to PAP Data (when the patient’s PAP device begins sending data to REVAMP) to clinical follow-up visits. For each event there are four columns:

- **Scheduled Date** – The planned date of a visit or the date by which the patient should complete a questionnaire or group of questionnaires. Questionnaires that are scheduled within the next three days will be made available for completion in the Patient Platform. Account Setup, Initial Questionnaires, Diagnostic Sleep Study and PAP Data do not have Scheduled Date fields because they are not scheduled. To schedule an event, type the scheduled date in the form MM/DD/YYYY in the Scheduled Date column > To save, either tap the floppy disk icon, or tap **File** and then **Save**.
- **Performed Date** – The date the event or visit was completed. Events involving questionnaires will have the Performed Date filled in automatically when the patient completes the associated questionnaires, as will the PAP Data event when REVAMP begins receiving data from the PAP device. The Performed Date for the Diagnostic Sleep Study is also populated automatically from the Sleep Studies tab. To enter a performed date, type the date in the form MM/DD/YYYY in the Performed Date column > To save, either tap the floppy disk icon, or tap **File** and then **Save**.
- **Status** – The status of an event, a green check-mark or checked check-box for complete, or a red X or blank check-box for incomplete. If a patient has completed some but not all of a given set of questionnaires, the Status column shows how many are completed out of the total (e.g., 4 of 10).
- **Comments** – The paper icon will be blank when there are no comments saved for the event and will have writing on it when there are comments saved for the event. To view or edit a comment, tap the paper icon > A pop-up Comment box will appear > Type in your comments, and tap **OK** to save it or **Cancel** to discard it.

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

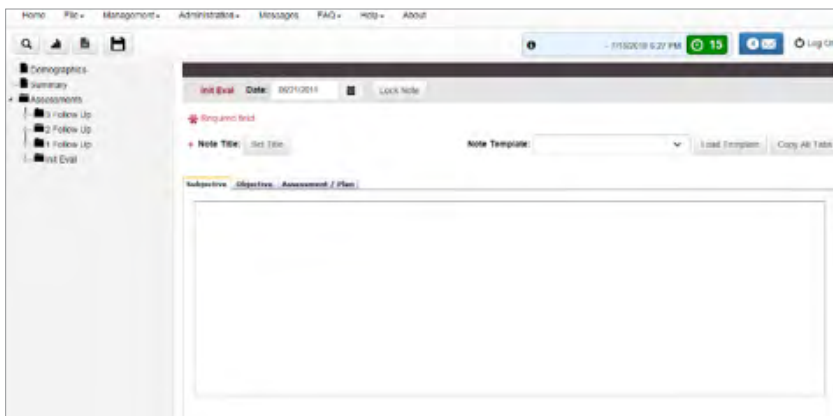
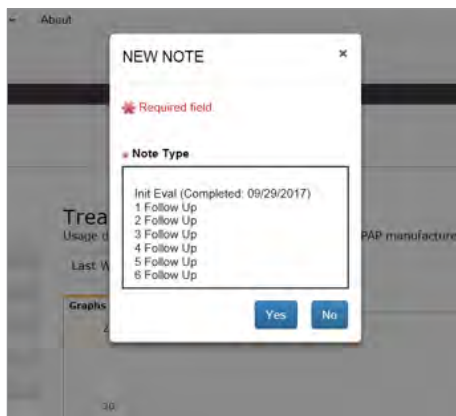
To control the specific questionnaires assigned to the patient for the Initial or Follow Up Questionnaires events, tap the + icon next to the follow up questionnaire you want to edit > Tap the box next to the questionnaire to include or remove it > To save, either tap the floppy disk icon, or tap **File**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

**NOTE:** The list of Initial Questionnaires becomes locked and read-only once the patient has started the initial process or has had questionnaire scores uploaded. The list for a Follow Up Questionnaires event becomes locked once the patient has completed all assigned questionnaires for the event, and each individual questionnaire becomes read-only after the patient completes it.

## Creating and editing treatment notes

Super Admins, Site Admins and users who have permission will be able to create and edit treatment notes. First, look up the patient by name and SSN (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 the calendar icon, or tap **File** and then **New Note** > A pop-up New Note box will appear > Tap the blank bar > From the drop-down menu tap the note type (Initial Evaluation or the Follow Up that corresponds to the visit) > The drop-down menu will show the status and date of the Questionnaire Group (**NOTE:** You may only create one note per visit) > Tap **Yes** to continue or **No** to cancel > The new note will appear in the Treatment Tree, and a new blank form will appear > The Visit Date will auto-populate with the current date. If you would like to change it, type a different date in the MM/DD/YYYY format > In order to save the new note, you must choose a Note Title. Tap **Set Title** below the Date field > A pop-up window will appear > Tap the Note Title drop-down and select from the list > Authorized users can select “Other” and enter free text to create a new Note Title that will appear in the list of the clinic’s titles > Tap **OK** > The Note Title will appear on the Note screen > 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** (**NOTE:** Any tags in the template will be replaced with the appropriate information from the patient record. Applying a new template will overwrite whatever is currently in the tabs of the note) > Tap the Assessment/Plan tab, which contains a text box where you can enter an assessment and plan for the patient, as well as an area where you can add an ICD-10 diagnoses to the patient > To add a diagnosis, tap **Add Diagnosis** > The pop-up Select Diagnosis Item will appear > Tap the diagnosis category and then a diagnosis to add it to the patient. See the appendix for a list of available diagnoses and categories > Once a diagnosis has been added, it will be shown in the Problem List below the Add Diagnosis button with its ICD-10 code. If the patient has multiple diagnoses, you may change the order in which they are listed by selecting a number in the Sort Order drop-down and saving. The diagnoses will then be listed by Sort Order from 1 to 10 > 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 > Type in your comment > Tap **OK** to save or **Cancel** to exit without saving.

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 and the Note Title displayed at the top. You may copy the text using standard OS functions (e.g., right-click or Ctrl + C) or by tapping **Copy All** in the bottom right corner.



## Locking and unlocking treatment notes

Super Admins, Site Admins and Providers who have permission will be able to lock and unlock treatment notes in patient records, make treatment notes read-only and unlock treatment notes to make them editable again. To modify treatment notes, look up the patient by name and SSN (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 **Assessments** on the Treatment Tree on the left if not already expanded > Double-tap the event or tap the arrow to the left of the event name to show the treatment note item for that visit > Tap on the treatment note > 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.

**NOTE:** When the note is locked, all the text boxes in the Subjective, Objective, and Assessment/Plan tabs will become read-only. You will not be able to load new templates or titles, change the note date, add diagnoses, change the diagnosis sort order or add comments to diagnoses in the Assessment / Plan tab.

## 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 Screen section for instructions on how to access the Case Management screen) > From the Patient Record, tap **Assessments** on the Treatment Tree on the left if not already expanded > Double-tap the event name of a Follow Up or tap the arrow to the left of the event name to show the treatment note item for that visit > Tap on the note > The note will appear on the right side of the screen > Tap the Note Template bar and select Follow-Up [Core Template] > Tap **Load Template** > 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**.

1 Follow Up Date: 03/09/2018 Lock Note

Required field

Note Title: PAP Follow-up RRT Set Title Note Template: Follow-Up [Core Template] Load Template Copy All Tabs

Subjective Objective Assessment / Plan

PAP Data Range From: MM/DD/YYYY To: MM/DD/YYYY Refresh

\*\*\*\*REVAMP Patient\*\*\*\*  
 BASELINE DIAGNOSTIC STUDY (from Sleep Studies)  
 Date Performed: 04/06/2018  
 Type of Study: In-lab Diagnostic  
 AHI: 15  
 % Time Oxygen Sat. <90%: 12  
 Oxygen Desaturation Index: 11

OBJECTIVE (from PAP data)

PAP ADHERENCE DOWNLOAD  
 Date range: from: 02/05/2018 to 07/19/2018  
 Days with Device Usage: 124 days

## Assigning and tracking home sleep test monitors

Authorized users in REVAMP can assign and track home sleep test monitors for patients. From anywhere in the app, tap **Management**, then tap **HST Tracking/Inventory** > You will see a list of all saved HST monitor loans. (**NOTE:** Loans that have been marked Interpreted are hidden by default, but may be viewed by tapping the **Show Interpreted** checkbox at the top of the tab.) > Tap **Assign/Track Device** > A new row will be added to the top of the table where you can enter loan information > Select a device for the loan using the Device ID dropdown menu. (See the Creating an Inventory of Home Sleep Test Monitors section of this user manual for instructions on adding devices to the dropdown.)

If the patient IS in REVAMP: Tap on the field or magnifying glass in the Patient column > The pop-up Find Patient box will appear > Search for a REVAMP patient by entering the full or partial last name or last initial and last four digits of a patient's social security number and tapping **Search**, then tap **Select** next to the name of the patient you want to assign the equipment. **NOTE:** If a REVAMP patient already has a loan on the Tracker tab that has neither a Monitor Returned date, nor a Downloaded checkmark, the patient cannot be selected for another loan.



If the patient is NOT in REVAMP: Tap **Assign to Non-REVAMP Patient** > The pop-up Assign to Non-REVAMP box will appear > Enter the patient's first name, last name and last four digits of the SSN, you can also enter a preferred phone number and an email address if desired > Tap **Assign**.

Tracker		Inventory		Assign / Track Device		Show Interpreted					
* Required field	DEVICE ID	PATIENT	METHOD	TRACKING NUM.	MONITOR DISTRIBUTED	MONITOR RETURNED	DATE PERFORMED	DOWNLOADED	INTERPRETED	TEST FAIL	COMMENTS
<input checked="" type="checkbox"/>	0022	MOBILEAPP/VETERAN, TWO [M0002]	PICKUP					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	0011	MOBILEAPP/VETERAN, ONE [M0001]	PICKUP					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Next, select a delivery Method (Mail or Pickup). You also have the option of entering a shipping Tracking Number (USPS or UPS), Monitor Distributed date, Monitor Returned date, and Date Performed for the HST > Check the Downloaded, Interpreted, and/or Test Fail checkboxes to show the status of the HST. **NOTE:** The Downloaded checkmark enables the device and the patient to be assigned to new loans, and the Interpreted checkmark causes the loan to be hidden by default > After entering the information for the loan, tap **Save** to add the loan to the table, or **X** to discard the information.

From the HST Tracking/Inventory screen, you can:

- Edit loan information: Tap the pencil icon > Edit the loan information as you would if you were assigning a new loan, or tap **Delete** to remove the loan. Tap **Save** to update the loan.
- Access a patient's REVAMP profile: If the patient is in REVAMP, an avatar icon will be visible next to the pencil icon. Tap the avatar icon to be taken to the patient's REVAMP profile.
- View information on the device: Tap the device ID and a pop-up Device Details box will appear with information on the device from the Inventory.
- View patient information: Tap the patient's name > For REVAMP patients, the information from the Demographics screen will be shown. For Non-REVAMP patients, an editable Non-REVAMP Patient Details pop-up will be shown.
- View shipping information: Tap on a number in the Tracking Number column to view tracking service for the shipping carrier (USPS or UPS) that was selected for the loan.

## Creating and sending home sleep test monitor loan forms

Authorized users can create, update and print a loan consent form for patients for each device loan on the Tracker tab. From anywhere in the app, tap **Management** and tap **HST Tracking/Inventory** > Locate the loan in the list > Tap the paper icon on the row > The pop-up HST Loan Form will appear > The form will automatically show information from the patient, the current user, Tracker tab, Inventory tab, and Clinic Contact info as available. You may also edit information in the form directly. To save the form, tap **Save**. To print the information, tap **Printable Version**.

To send the form to patients for signature:

- For REVAMP patients: Tap **Send**, and the form will be locked to prevent any further edits, and the patient will be able to sign the form with the REVAMP App for Veterans. The paper icon will change to an alert icon until the patient signs the form. If the patient signs the loan form in REVAMP, their name will appear in the Name/Signature of Borrower field next to the date signed, and the alert icon will change to a green checkmark. The clinician who sent the form will also receive a secure message. To close the pop-up HST Loan Form, tap **Close**.
- For Non-REVAMP patients or REVAMP patients who sign the form offline: Tap **Save**, if you have not already done so, and a Signed Offline button will appear > Tap **Signed Offline**, to lock the form and indicate the patient completed it outside of REVAMP. The paper icon will change to a green checkmark. To close the pop-up HST Loan Form, tap **Close**.

# 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 AHI, apnea event types and their mask leak data. To view your patient's PAP machine data 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 Raw data tab on the graph to view just the data, and tap the Graphs tab to view the data as a graph.

## Switching between viewing a single graphic and all graphics

You can view the PAP data in either a Single Graphic view or an All Graphics view, and the way data is presented will depend on what your last chosen view was. From the PAP Data tab, to switch between the views tap the radio button next to how you would like to view the graph(s) either as a Single Graphic or All Graphics.

## Changing the date range of the data

The graph(s) will be shown in Last Week view by default. To change the date range, tap the Date Range bar, and a drop-down menu will appear > Tap one of the following:

- **All Data** – Shows all the patient's data in REVAMP from the earliest date to the most recent date.
- **Last Week** – Shows the patient's data for the past seven days.
- **Last Month** – Shows the patient's data for the past 31 days.
- **Date Range** > Blank date range fields will appear > Enter the From and To dates in the form MM/DD/YYYY > Tap **Update Graph**, or to clear the date fields tap **Reset Data Range**.

The graph will automatically update to show you the selected date range > To zoom in on a specific date range highlight the portion of the graph you would like to enlarge > The graph will automatically update to show you just that section of the graph > Tap **Reset Zoom** to return to the date range in the date range selector drop-down.

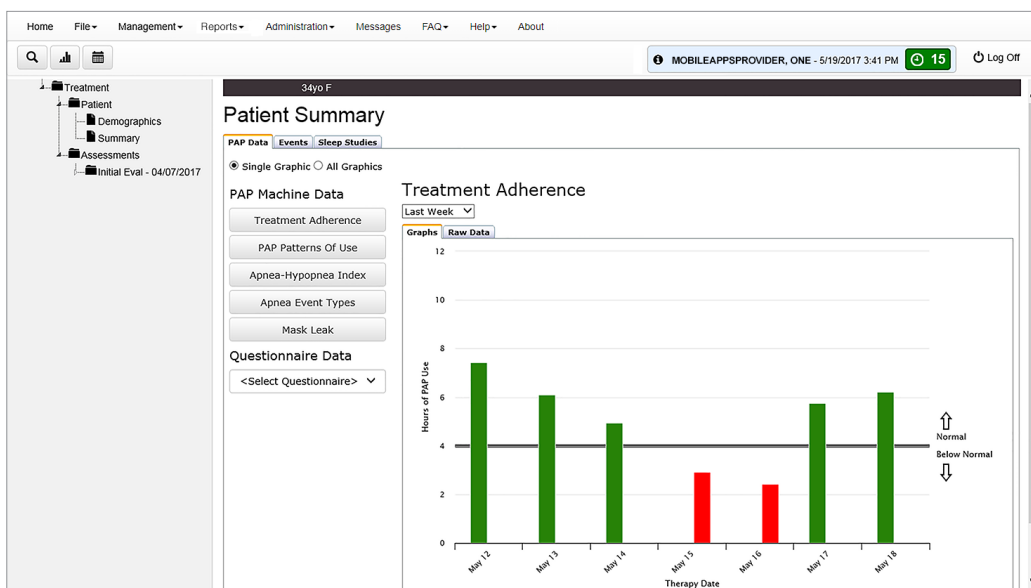
## Viewing and understanding PAP machine data

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 that 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. Blank spaces are shown for dates that the patient did not use the device.
- **PAP Patterns of Use** – Shows a 24-hour display of the actual times that 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. Gray bars are shown for dates that the patient did not use the device. 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. Blank spaces are shown for dates that the patient did not use 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 with gray bars for dates the patient did not use 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

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 the bar under Questionnaire Data, and a drop-down menu will appear > Tap one of the following:

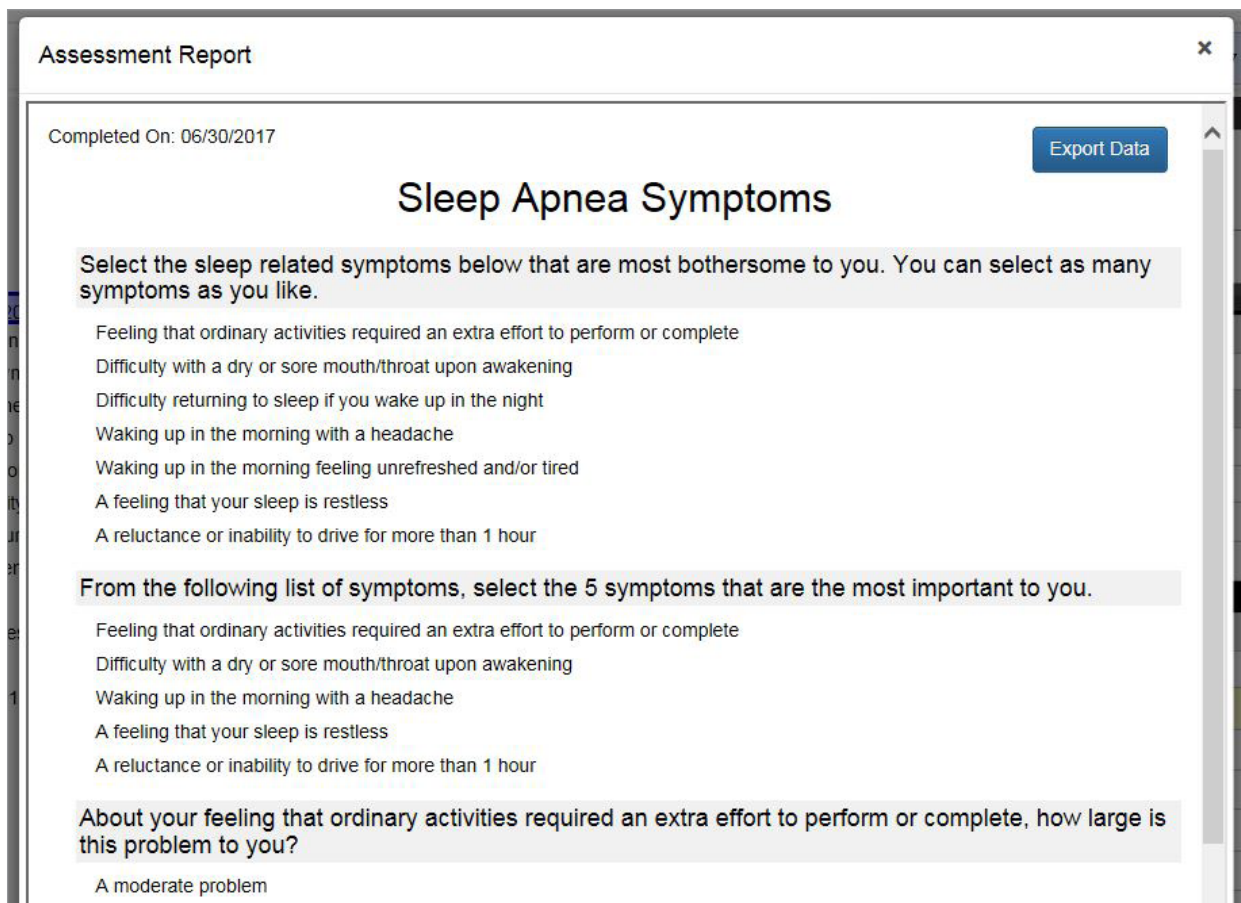
- **Insomnia Severity Index**
- **Pittsburgh Sleep Quality Index**
- **Functional Outcomes of Sleep Questionnaire**
- **SF-12 Health Survey**
- **Center for Epidemiologic Studies Depression Scale**
- **Epworth Sleepiness Scale**

All of the patient’s past scores for the chosen questionnaire will be represented as points connected by lines. If the questionnaire has more than one scale (e.g., subscales or other scores), each scale will be represented by a colored line according to the legend.

## Reviewing completed questionnaires and exporting results

First search for a patient with the Search Clinic function (see the Looking Up a Patient section for instructions on how to access the Search Clinic function) or select a patient from the Case Management screen (see the Case Management Screen section for instructions on how to access the Case Management screen) > You will go to the Patient Record with the Treatment Tree to the left > On the Treatment Tree, tap **Assessments** if not already expanded > Under Assessments, double-tap the Questionnaire group

which you would like to view or tap the arrow to the left of the group name > Tap **Questionnaires** > The list of completed or uploaded 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 > Tap the Questionnaire in the Questionnaire Group that you would like to view > The Questionnaire will appear in a pop-up Assessment Report > The Assessment Report will show all questions and answers to which the patient responded > If the questionnaire has scoring and interpretation algorithms, the scoring and interpretation for the questionnaire will also be shown at the top of the questionnaire report. If the patient's questionnaire score was uploaded via the Add Multiple Patients feature, it will show the score and interpretation but no questions or responses > To export the questionnaire information, tap **Export Data** at the top right of the pop-up > A CSV file of the report will download to your browser where you can save it for future reference > Tap the **X** in the upper right corner to close the Assessment Report pop-up.



# 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** > 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 the Rights tab > 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** > 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 > 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.

## Editing a user's information and status

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 the screen will default to the user's Details tab, including his or her first and last name, VA email, clinic and status (active or inactive) > The user's first name, last name and email may be edited > To change the clinic, tap the clinic (Super Administrators only) > A pop-up list of clinics will appear > Tap the clinic you would like to change this item to > If you would like the user to no longer be able to sign in, check the box next to Inactive (if the box next to Inactive is unchecked the user will be able to sign into the REVAMP App) > To save, either tap the floppy disk icon, or tap **File** and then **Save**. You may also tap **Delete** to remove a user.

## 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 > Tap the radio button next to the User Type you would like to assign to the user (Provider, Site Administrator, Super Administrator – See Note below) > Under User Rights, tap any of the checkboxes next to the following to control the users permissions:

**NOTE:** Super Administrators may assign a User Type of Provider, Site Administrator or Super Administrator. Site Administrators may assign a User Type of Provider or Site Administrator.

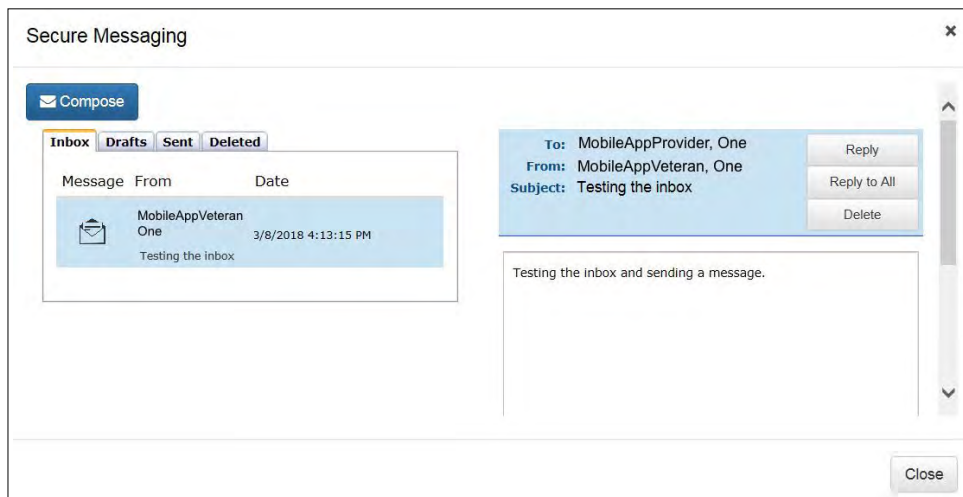
Right Name	Available For	If Checked	If Unchecked
Select order of Events in Treatment Pathway	Site Administrators	Grants the user access to the Treatment Pathway Events management screen.	The Treatment Pathway Events menu option will be hidden for the user.
Create and edit Note Templates for user's clinic	Site Administrators	Grants the user access to the Grants the user access to the Template Management page (for editing Note templates).	The Template Management menu option will be hidden for the user.
Register new patients and transfer existing patients	Site Administrators and Providers	Allows the user to add MVI patients to the REVAMP database and transfer REVAMP patients from other Clinics to the user's Clinic.	The user will not have access to the Add /Transfer Patient dialog and cannot add patients to the system or transfer them.
Create Sleep Studies and enter/modify results	Site Administrators and Providers	Allows the user to create and modify sleep study records for the patient on the Sleep Studies tab.	The Sleep Studies tab will be rendered in read-only mode for the user.
Schedule dates for patient Events	Site Administrators and Providers	Allows the user to schedule and modify patient events in the Events tab.	Fields on the Events tab will be rendered read-only for the user.
Track and update HST monitor loans to patients	Site Administrators and Providers	Grants access to the HST Tracking/Inventory screen from the Management menu.	User cannot access the HST Tracking/Inventory screen from the Management menu.
Lock and unlock Notes in patient record	Site Administrators and Providers	User is able to change the lock status of the note.	User cannot change the lock status of the note. The "Lock/Unlock" button at the notes' header will be hidden.
Create, write and edit Notes in patient record	Site Administrators and Providers	User is able to create/edit clinical notes for the patient.	User is allowed only to read existing clinical notes for the patient. The note will be rendered in read-only mode for the user. Menus and toolbar icons related to the creation of notes will be hidden/disabled for the user.
Create and edit Note Titles for user's clinic	Site Administrators and Providers	Allows the user to create, edit, and delete Note Titles on the Note screen and Note Title Management screen.	User cannot access Note Title Management screen or select "Other" in the Note Title dropdown on the Note screen.
Receive supply requests from patients in Secure Messaging	Super Administrators, Site Administrators, and Providers	Causes the user to receive supplies requests from patients at their Clinic in Secure Messaging.	Prevents the user from receiving supplies requests (See Note below).

**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.

To save updates, either tap the floppy disk icon, or tap **File** and then **Save**.

# Messages

All Provider Platform users can access the Message Center to send and receive secure messages to/from patients and providers at the user's site in REVAMP.



## Reading your messages

When you receive a message in REVAMP, an email will be sent to your VA email address informing you that you have an unread message. 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 Messaging box will appear displaying your Inbox > On the Inbox tab (Sent tab for messages you have sent to patient, 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 > Each supply request will include patient name, last initial and last four digits of their SSN, primary phone number, request date, requested items and patient comments > Unless overridden by a Super Admin, each clinic must have at least one active clinician with this right enabled > If not, patients at the clinic will be prevented from submitting requests and a message will appear telling them to contact the clinic by phone or in person. .

## Sending a message

To send a message, access Secure Messaging by one of the two 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 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 drafts > The draft message will appear on the right side of the screen > Edit the message as you would normally > 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

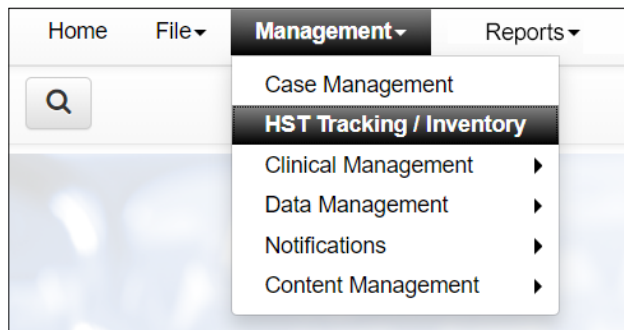
To reply to a message, access the Message Center by one of the two ways detailed in the Reading Your Messages section > Tap the message for which you would like to send a reply > Tap **Reply** to reply only to the sender, or tap **Reply to All** to reply to the sender and all other recipients > A pop-up Compose Message box will appear > Type the message you would like to send > 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.

## Deleting a message

To delete a message, access the Message Center by one of the two ways detailed in the Reading Your Messages section > Tap the message you would like to delete > Tap **Delete** to delete the message. To view messages you have deleted, tap **Deleted** while in Secure Messaging.

# Management

From the Management menu you can manage your patient’s information, set the order of treatment pathway events, create and edit Note Titles and Templates, manage notifications and publish educational content to the patient platform.



## Creating and editing Note Templates

All Super Admins, as well as Site Admins with the User Right “Create and edit Note Templates for user’s clinic” enabled, 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** > On the left side of the screen, you will see Create New Template and View Tag Reference buttons, as well as a list of My Site Templates (created by providers at the same clinic), and a list of Core Templates (REVAMP's built-in templates) > Tap **Create New Template** to create a new note template from scratch > Enter a template name and choose a Note/Patient Type. **NOTE:** The Note/Patient Type dropdown determines the Notes in which the template will be shown in the Note Template dropdown. For example: if you choose 'Follow-up/All Patients', the template will be available in all Follow Up Notes for all Patients (but not Initial Evaluation Notes) > Enter the content of the note template in the Subjective, Objective, and Assessment tabs > Tap **Save** to add the template to the list of My Site Templates, or tap **Cancel** to discard it.

To edit an existing provider-created note template at the same clinic, select the note template you would like to edit from the list 'My Site Templates' > The Name, Note/Patient Type selection, and template content of the Site Template will appear > Edit any of these categories, and tap **Update** to modify the saved template > Tap **Cancel** to discard any changes, or tap **Delete** to remove the template from the list of My Site Templates.

To review the content of one of REVAMP's built-in note templates and/or create a modified version of it, select the template you would like to view from the list of Core Templates > You will see the Name and Note/Patient Type selection as well as the template content > To save a modified version of a Core Template, change the template Name and tap **Save As** > The new modified template will be added to the list of My Site Templates > To discard changes, tap **Cancel**.

- **Using tags**

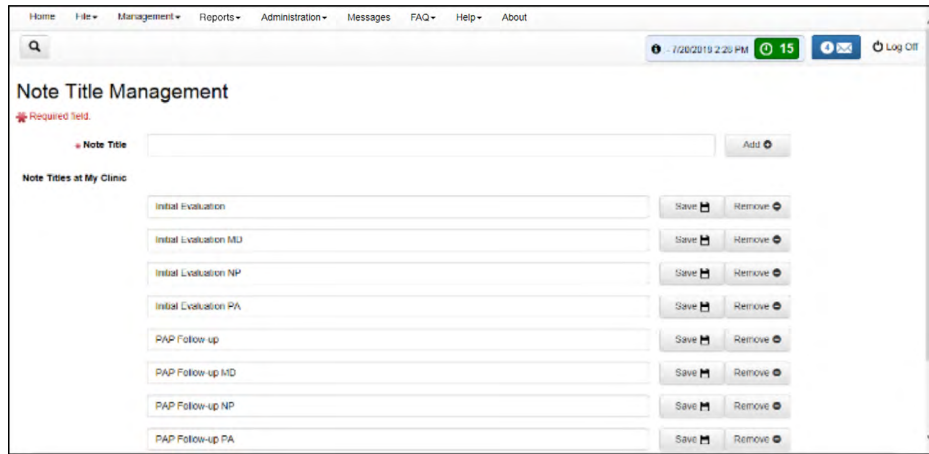
When creating or editing a note template on the Template Management screen, the administrator can make use of various 'tags' that will cause dynamic patient data to be pulled into a note when the template is applied. Tags are entered into templates as text strings surrounded by brackets. When a template 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 > 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.



## Creating email notifications

Super Admins can create and manage emails and secure messages that are sent to patients (if the patient's email is saved) automatically when certain events occur using the Notification Messages Management screen. From anywhere in the REVAMP App, tap **Management** > A drop-down menu will appear > Tap **Notifications** > Tap **Email** > The Notification Message Management screen will appear > Tap the Select Message drop-down > Tap either:

- One of the pre-existing messages > Tap **Select** > The Message title, Email content, Internal (Secure Messaging) content and the Email/Event Association will automatically populate.
- **Create New Message** > Tap **Select** > 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) > For the external section, ensure the Email radio button is selected and type in your message > Tap the radio button next to Internal (Secure Messaging), and type in your message > 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**.

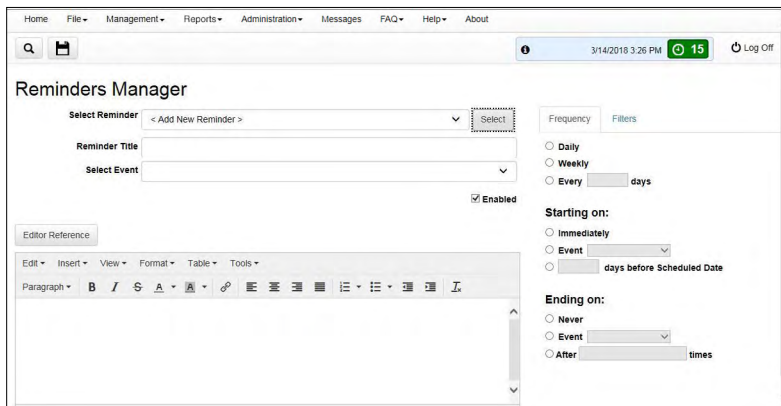
## Managing reminders

Super Admins can use the Reminders Manager screen to create and manage email reminders that are sent to patients (if the patient's email is saved) 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** > Tap **Reminders** > The Notification Messages Management screen will appear > Tap the **Select Reminder** drop-down > Tap either:

- One of the pre-existing messages > Tap **Select** > The title, event, email content and frequency will automatically populate.
- Add New Reminder > Tap **Select** > Type in a Reminder Title, which will be the subject line of the email > Tap **Select Event**, and tap the event you want to associate with the reminder > Type in the text of the reminder > Under Frequency, set how often REVAMP will send the reminder by adjusting the frequency as follows:
  - Daily - REVAMP will send the reminder everyday until the Ending On conditions are fulfilled.
  - Weekly - REVAMP will send the reminder once a week until the Ending On conditions are fulfilled.
  - Every \_\_\_ days - you may enter a number of days in the text box. The reminder will be repeated after the chosen number of days until the Ending On conditions are fulfilled.
  - Starting On - Determines when REVAMP will first send the reminder to patients. It will then be sent with the chosen frequency until the Ending On conditions are fulfilled.
    - Immediately - REVAMP will send the reminder to all patients immediately with the chosen frequency until the Ending On conditions are fulfilled.
    - Event - Allows you to tie the start of the reminder to the event chosen in the Select Event drop-down (and Select Event Type drop-down, if applicable).
      - Scheduled Date - REVAMP will first send the reminder to patients on the Scheduled Date for the event in their Events tab.
      - Completed Date - REVAMP will first send the reminder to patients on the date they complete the event.
      - Overdue - REVAMP will first send the reminder to patients if the Scheduled Date has passed and the event is not complete.
    - \_\_\_ Days before Scheduled Date - you may enter a number of days in the text box. REVAMP will first send the reminder to patients on a date that is the chosen number of days before the Scheduled Date for the event in their Events tab.
  - Ending On - Determines when REVAMP will stop sending the reminder to patients at the chosen frequency once the Ending On conditions are fulfilled.
    - Never - REVAMP will never stop sending the reminder to patients at the chosen frequency once the Ending On conditions are fulfilled.
    - Event - Allows you to tie the end of the reminder to the event chosen in the Select Event drop-down (and Select Event Type drop-down, if applicable).
      - Scheduled Date - REVAMP will stop sending the reminder to patients on the Scheduled Date for the event in their Events tab.
      - Completed Date - REVAMP will stop sending the reminder to patients on the date they complete the event.
      - Overdue - REVAMP will stop sending the reminder to patients if the Scheduled Date has passed and the event is not complete.
    - After \_\_\_ times - you may enter a number of times in the text box. REVAMP will stop sending the reminder after it is sent the chosen number of times. **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.

To send the reminder to patients who have not used the portal recently, tap the Filters tab > Tap the checkbox in front of “Send reminder only to patients that have not used the portal for \_\_\_ days” or “Send reminder only to patients on PAP with no usage over the past \_nights.” > In the blank 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**.

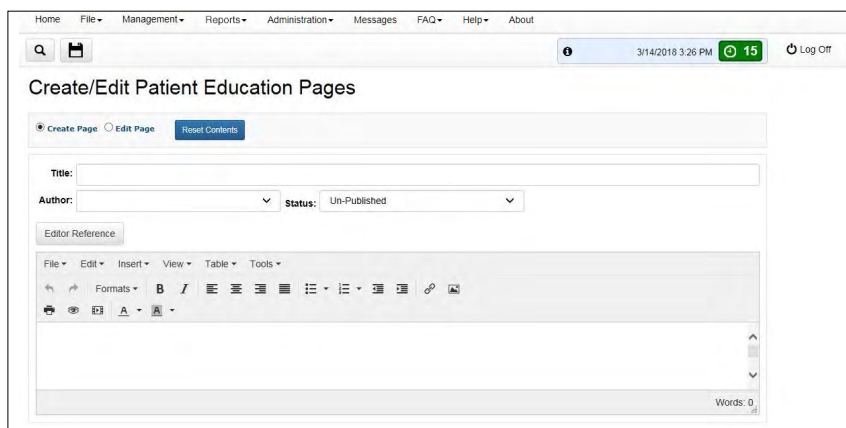


## Creating and publishing educational pages

Super Admins can create and publish educational pages for the Patient Platform. From anywhere in the REVAMP App tap, **Management** > A drop-down menu will appear > Mouse over **Content Management** > Tap **Patient Education Pages** > You will go to the Create/Edit Patient Education Page screen.

- Creating 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 > 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 > Tap **Editor Reference** for a pop-up of keyboard shortcuts.
- Editing a Page - To edit an already existing page, tap the radio button next to Edit Page > Tap **Select Page** > 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 you would while creating it, or tap **Close** to exit without selecting a page.

Tap **Reset Contents** to clear the form. 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.

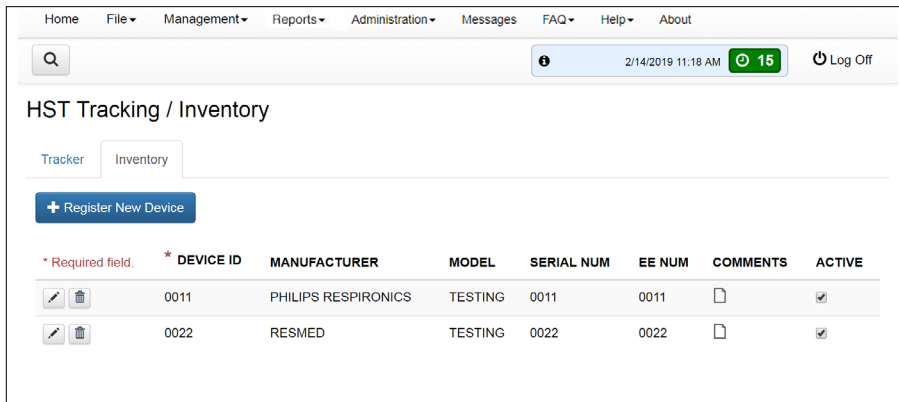


## Editing sleep center info

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** > A drop-down menu will appear > 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**.

## Creating an inventory of home sleep test monitors

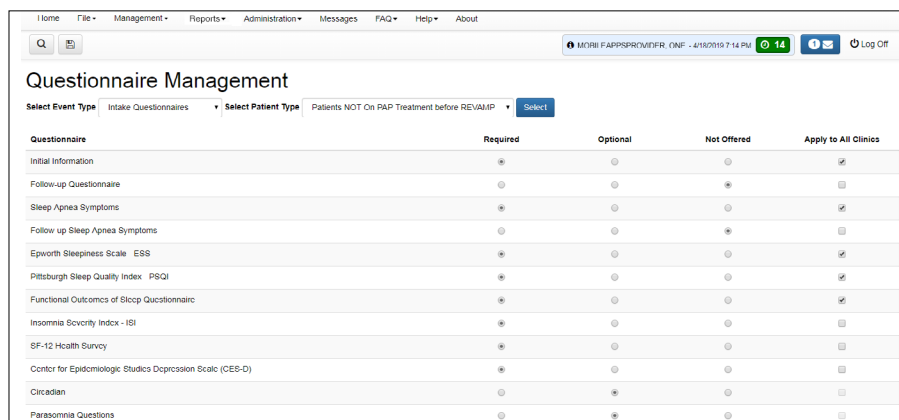
To use REVAMP's HST monitor tracking feature, you must first create an inventory of HST monitors at the clinic. From anywhere in the app, tap **Management** and tap **HST Tracking/Inventory** > Tap **Inventory** > You will see a table of all HST monitors that have been added to the clinic inventory > Tap the pencil icon to edit a device's information, or tap the trash can icon to delete it. To review or enter comments on a device, tap the paper icon under the comment's column > You will see the blank paper icon change to a paper icon with writing on it if there are saved comments.



To mark a device as inactive, uncheck the check-box next to Active > Inactive devices are not able to be assigned to patients on the Tracker tab > To add a device to the clinic inventory, tap **Register New Device** > A new row will be added to the top of the table > Type in the Device ID (required), Manufacturer, Model, Serial Number, and EE Number > Tap the floppy disk icon to save and add the device to the clinic inventory. To discard any information you entered, tap **X**.

## Managing optional and required questionnaires

All Super and Site Administrators can access the Questionnaire Management screen to control what questionnaires are offered and required at their clinic or clinics.



From any screen, tap **Management** > Mouse over Clinical Management and then tap **Questionnaire Management** and the Questionnaire Management screen will appear > Under the Select Event Type tab, the screen will default to Initial Questionnaires > To change the event and patient type combination, tap the drop-down next to Select Event Type and Select Patient Type, and tap **Select** > The questionnaires and current settings will update below. Each questionnaire will have a radio button selected under one of the following:

- Required - Mandatory questionnaires for the chosen event and patient.
- Optional - Clinicians can select or deselect for a patient when assigning the questionnaire.
- Not Offered - Will not be available to assign for the chosen event and patient combination.

You will also see an Apply to All Clinics column on the right side of the screen. Super Administrators can check the check-box in this column to apply the associated questionnaire setting to all Clinics. (**NOTE:** Check-boxes are only selectable if the radio buttons are set to Required or Not Offered. For Site Administrators, the column is read-only and shows questionnaire settings that have been applied to all clinics by a Super Administrator. If there is a check-mark in the Apply to All Clinics column, the Site Administrator sees all radio buttons for the associated questionnaires as read-only.)

To save changes, tap the floppy disk icon, or tap **File** and tap **Save**.

**NOTE:** Changes made on the Questionnaire Management screen will be applied to relevant questionnaires from that point forward but will not affect any questionnaires that have already been assigned or completed.

## Ordering treatment pathway events

All Super and Site Admins with the right to select the order of events in the Treatment Pathway can designate the order in which a patient must complete the Initial Evaluation or Diagnostic Sleep Study.

From anywhere in the REVAMP App, tap **Management** > A drop-down menu will appear > Mouse over Clinical Management and tap **Treatment Pathway Events**. You will be taken to REVAMP's Treatment Pathway Events Management screen where you will see three categories: Admin, Baseline, and Follow Up. Under the baseline column, you will see Initial Evaluation and Diagnostic Sleep Study. To set the order of these two events, go to the drop-down Sort Order menu, and select the number 1 or 2. The drop-down for the other event will automatically be set to the number that was not chosen for the first event. (E.g., If you choose the number 1 for Initial Evaluation, Diagnostic Sleep Study will be automatically set to the number 2.) Tap the floppy disk icon, or tap **File** and tap **Save**. The screen will refresh and you will see the order you chose in your saved changes. The new order will also be saved to the Events tabs of all patients at your chosen clinic.

Event	Sort Order
<b>Admin</b>	
Account Setup	-
<b>Baseline</b>	
Initial Questionnaires	-
Diagnostic Sleep Study	1
Initial Evaluation	2
Initial Evaluation Satisfaction Questionnaire	-
<b>Follow up</b>	
PAP Data	-
1 Follow Up Questionnaires	-
1 Follow Up Visit	-
1 Follow Up Satisfaction Questionnaire	-
2 Follow Up Questionnaires	-
2 Follow Up Visit	-
2 Follow Up Satisfaction Questionnaire	-
3 Follow Up Questionnaires	-
3 Follow Up Visit	-
3 Follow Up Satisfaction Questionnaire	-
4 Follow Up Questionnaires	-
4 Follow Up Visit	-
4 Follow Up Satisfaction Questionnaire	-
5 Follow Up Questionnaires	-
5 Follow Up Visit	-
5 Follow Up Satisfaction Questionnaire	-

## Viewing REVAMP metrics reports

All Super and Site Admins can access the REVAMP Metrics Report screen to review REVAMP usage statistics for their clinic as well as global numbers. From anywhere in the REVAMP App, tap **Reports** > A drop-down menu will appear > Tap Metrics Report > You will go to the REVAMP **Metrics Report**. You can view the usage statistics either monthly or cumulatively by tapping on the Monthly or Cumulative tabs at the top of the report.

To view metrics from a specific clinic or the global numbers, tap the drop-down next to View and select the option you want to view > Tap **Update Metrics** to update the displayed statistics.

To change the date range, tap **As of** > a drop-down menu will appear > Tap **Today (Current Month)**, **Date Range** (only available on the Monthly tab), or choose from a list of previously generated end-of-month reports > Tap **Update Metrics** to update the displayed statistics.

To download the report, tap **Export to Excel** > A CSV file of the report will download to your browser where you can save it for future reference.

To print the report, tap **Printable Version** > A printable version of the report will open in a new browser window where you can print as you would normally.

The screenshot shows the REVAMP Metrics Report interface. At the top, there is a navigation bar with options: Home, File, Management, Reports, Administration, Messages, FAQ, Help, and About. Below this is a search bar and a status bar showing 'MOBILEAPPSPROVIDER: ONE - 7/25/2019 3:09 PM' and a 'Log Off' button. The main heading is 'REVAMP Metrics Report'. Below the heading are two tabs: 'Monthly' (selected) and 'Cumulative'. There is a 'View:' dropdown menu set to 'Philadelphia, PA' and an 'As of:' dropdown menu set to 'Today (Current Month)'. To the right of these are three buttons: 'Update Metrics', 'Export to Excel', and 'Printable Version'. Below this is a table with the following data:

Metric	Value
Number of Patient Accounts Created by Clinicians	1
New Rural Patient logs in for first time (gross)	1
New Patient logs in for first time (gross)	7
New Patient Completes Intake Questionnaires	21
New Rural Patient Completes Initial Questionnaires	5
New Patient Completes Home Sleep Test	0
New Patient views their PAP data for first time	11
New Rural Patient views their PAP data for first time	3
Logins per user for Patients who have logged in during month being reported (total Patient Platform logins for calendar month / patients engaged in calendar month)	127 / 33
Number of Patients inactivated during month being reported	0



# FAQ

Access basic information about sleep apnea, PAP machines and treatments as well as quotes.

## Additional information on sleep apnea

From anywhere in the REVAMP App, tap **FAQ** > A drop-down menu will appear > Tap **Sleep Apnea 101** > You will see several frequently asked questions and answers on sleep apnea.

## Additional information on PAP machines

From anywhere in the REVAMP App, tap **FAQ** > A drop-down menu will appear > Tap **My PAP Unit** > Frequently asked questions, basic information, tips and external links on PAP machines and sleep apnea will appear.

## Troubleshooting PAP treatment

From anywhere in the REVAMP App, tap **FAQ** > A drop-down menu will appear > Tap **Troubleshooting PAP Treatment** > Information about troubleshooting PAP treatment will appear > For a specific topic, tap the question in the upper left of the screen.

# 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 built-in 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](http://mobile.va.gov/appstore).

## Help Desk Information

If you need assistance with the REVAMP App for Clinicians, dial **(866) 651-3180** to speak with a VA Mobile Solutions Service Desk Representative. 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.

# Appendices

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## Appendix #1: Project References

This app was developed according to an approved concept paper. The app was tested in a demo environment to ensure optimal functionality. Subject Matter Experts involved in creating the app are Dr. Samuel Kuna, Dr. Kathleen Sarmiento and Dr. Carl Stepnowsky.

## Appendix #2: Glossary

**AHI** – Apnea-Hypopnea Index

**APAP** – Automatic Positive Airway Pressure

**App** – An application, or software program, that can be accessed through a website or mobile machine and is designed to fulfill a particular purpose.

**ASV** – Adaptive Servo Ventilation

**BPAP** – Bilevel Positive Airway Pressure

**CPAP** – Continuous Positive Airway Pressure

**CSP** – Credential Service Provider

**HST** – Home Sleep Test

**ICD-10** – International Classification of Disease, 10th Edition

**MVI** – Master Veteran Index

**OSA** – Obstructive Sleep Apnea, the fourth most common chronic condition in the Veteran population.

**SSN** – Social Security Number

**SSOi** – Single Sign-On Internal, a service provided by VA Identity and Access Management (Identity and Access Management).

**VA** – Department of Veterans Affairs

**VA Mobile Health** – An initiative that aims to improve the health of Veterans by providing technologies that will expand care beyond the traditional office visit and includes the creation of secure mobile Apps that will leverage the popularity of wireless technologies to support Veterans, Caregivers and VA clinical teams. [More at: [mobile.va.gov](https://mobile.va.gov)]