ResMed

AirView™

# Setup Guide – Practice/Sleep Lab

English

## Logging in to AirView

1. Navigate to airview.resmed.com.
2. Enter your username and password.
3. Click **Login**.

   Note: If you have forgotten your password, click **Forgot Password?**

# Administrative users

## Adding a new location

1. From the **Administration** menu, select **Users**.
2. Click **Locations.**
3. Click **New location**, enter all required information and click **Save**.

## Adding a new user

1. From the **Administration** menu, select **Users**.
2. Click **New User**.
3. Complete information in **Step 1: Username and password**.
4. Complete information in **Step 2: Permissions**.
   - Select the **User role** permissions:
     - Administrator
     - Clinical user (Select 'Interpreting physician' for e-signature permission.)
   - Select the **Accessible location** option:
     - All organization locations
     - Allocated locations only
5. Enter other additional information, if required
6. Click **Save**.

Note: You can assign one or two permissions to a user.

## Editing a user profile

1. From the **Administration** menu, select **Users**.
2. Select the required user account.
3. Click **Edit**, upate any information and click **Save**.

# Clinical users

## Adding a new diagnostic patient

1. From the **Patients** menu, select **Diagnostic.**
2. Click **New patient**, enter all required information and click **Save**. The Device association screen is displayed.

## Plugging in a home sleep test (HST) device to PC

1. Plug one end of the USB cable into the mini USB connector on the device.
2. Plug the other end of the USB cable into an available USB port on your PC.

   Note: You must close any HST device PC applications before performing a new task.

## Associating a HST device to patient file

1. Click **Associate device** on the toolbar while on a patient's screen.
2. Connect a compatible HST device to PC and click **Continue**.
3. Click **Associate**.

   Note: Associating a device will delete all existing data from the HST device and associate new data to the patient.

## Downloading data from HST device to patient file

1. Click **Device download** on the Toolbar while on a patients screen.
2. Connect a compatible HST device to PC and click **Continue**.
3. Click **Download.**

   Note: Ensure the correct patient has been selected as this action cannot be undone. Click **Incorrect patient** if the wrong patient is displayed.

## Diagnostic dashboard

**Legend:**

| | |
|---|---|
|  | Patient testing |
|  | Physician reviewing |
|  | Results complete |

Note: Patient status icon changes to red after 7 days if patient has not moved to the next status.

## Viewing and modifying raw data signals

1. Open a patient's file.
2. From the **Diagnostic** tab, click **Raw data signals**.
3. To delete an event, hover over the event and press **Delete** on the keyboard.
4. To add an event, click the left mouse button at the start of the event and drag the cursor to the end of the event to be inserted. Select the event type to finish.
5. To change an event duration, click and drag the left-right arrow from the beginning or end of an event to the desired position.

## Viewing and printing a report

**Diagnostic report:**

1. From the **Patients** menu, select **Diagnostic.**
2. Select patient name.
3. Click **Diagnostic** tab.
4. Click **Add interpretation** to enter an interpretation into the report.
5. Enter your password under the **Signature** panel and click **Sign**.

   Note*:* Only users with 'Interpreting physician' permissions can electronically sign diagnostic reports.
6. Click **Diagnostic report** below the Reports panel. A PDF report is displayed.

You can view, print or save a copy of the report.

Compliance, Therapy and Detailed reports:

1. From the **Patients** menu, select **Therapy.**
2. Click the green checkmark ✓ to create a 30 day compliance report for a patient who has met Medicare compliance criteria.

Alternatively:

1. Search and select patient.
2. Click **Create report** and select either **Compliance report, Therapy report, Compliance & therapy report or Detailed report**
3. Select time period.
4. Click **Continue**.

## Downloading an SD card to a patient file

1. Click **Card download**, and insert data card.
2. Click **Continue** then check patient details.
3. Click **Yes, start download** or click **No, incorrect patient** to choose a different patient.

## Changing a patient's prescription settings

1. From the **Patients** menu, select **Therapy.**
2. Select patient name.
3. Click **Prescription**, then click **Edit settings** in the Device panel.
4. Change settings as required.

For patients on wireless schedule:

1. Click **Send settings to device.**
2. Check settings and click **Yes, change settings.** The status is updated with **Changes pending**. The status will change to **No changes pending** once the settings are written to the device.

   Notes:
   - Contact the relevant HME to enable **Edit settings** for patients.
   - Changes in the settings may take some time to complete. You may also need to refresh the screen to get an updated status. If the device settings update is unsuccessful, an error message is displayed.

For patients using data card:

1. Click **Save settings to card**.
2. Click **Next**.
3. Insert the patient's data card and click **Continue**.
4. Select the data card to write settings to.
5. Click **Continue**. The status is updated with **Settings written to card.**

   Notes:
   - Therapy setting changes will only show in AirView after inserting the data card into the patient's device. Always check that the data card is correctly formatted and/or not locked for editing.
   - All status changes are displayed in the **Logs** screen for future reference.

Note: For detailed instructions on using AirView, refer to the Online Help.

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