# Boarding U-Sleep™ Patients

Quick Reference Guide

## Add a patient

1 Sign in to U-Sleep.
2 Click the three-bar menu (☰) on the right of the screen.
3 In the **Tasks** area, click **Add User** or **Add Patient** depending on your role.

A boarding dialog box appears.

## Assign a role

In the **Account Role** section:

1 Check the **Patient** check box.

## Add patient information

In the **Account Information** section:

1 Enter the required patient information.
2 Select the patient's time zone.

## Link to assessors or managers

### (Optional)

In the **Relationships** section:

1 Click **Modify Relationships**.
2 Use the drop-down lists to search for an assessor or manager.
3 Click **Find**.
4 In the search results, click the plus sign (+) next to any assessors or managers that you want to assign to the patient.
5 Click **Save**.

## Set up notifications

In the **Notification Preferences** section:

1 In the **Details** column, verify the prefilled information for email, voice and text notifications.
2 Speak with your patient about which type of notification is most convenient for them.
3 In the **Details** column, ensure the field for the patient's preferred notification method is filled in.
4 (Optional) Delete the information in the other fields to turn those notifications off (this is recommended to avoid the same message being sent to the patient multiple times).
5 In the **Day / Time Preference** column, verify the preset notification times.

If the patient has other preferences:

- Click the day buttons to turn them on and off.
- Use the drop-down lists to change the times.

**Note:** We recommend to leave the **Auto Confirm** check box checked so the patient is not required to manually confirm notifications.

# Boarding U-Sleep Patients

Quick Reference Guide

## Set up monitoring

In the **Device Monitoring** section:

1. Enter the date when you set up the CPAP device.
2. Enter the date when you want U-Sleep to start sending notifications to the patient.

In the **CPAP Monitoring** section:

1. Use the drop-down lists to select the device model, organization, location and clinical user.
2. For Air Solutions devices, confirm if the myAir™ invitation should be sent. If a valid notification email address is not supplied, or if the invite should not be sent to the patient, uncheck the check box.

   **Note:** This option will only display and be functional if all of the following conditions are met:

   - Your organization enabled the myAir invitation feature.
   - A valid email is listed in the Notification email address field.
   - You selected an Air Solutions device in the Model list.

3. If applicable, select a physician.
4. Enter the **CPAP Serial Number**.
5. If applicable, enter the **Modem Serial Number**.
6. If using an Air Solutions device, enter the **Device Number**.
7. Leave the **Data required by** time as is.

## Set up rules

In the **Enrollment** section, select the rules that will be used to monitor the patient. Depending on your setup, do one of the following:

- Click the plus sign (+) next to all the rule sets that apply to the patient.

OR

- Select an **Initial compliance** rule and a **Monitoring program** from the drop-down list.

## Save your changes

At the top of the dialog box, click **Save**.



U-Sleep Support
support@u-sleep.com | 1-800-424-0737