



A M B I O H E A L T H TM

Ambio Remote Health Monitoring System Clinician User Guide

Ambio Remote Health Monitoring System

Customer Service

www.ambiohealth.com/contact

support@ambiohealth.com

203-612-5600

Manufacturer

Ambio Health

Soundview Plaza Suite 700R

1266 E. Main Street

Stamford, CT 06902

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Firmware © Ambio Health 2011-2014

Ambio Care Portal © Ambio Health 2011-2014



This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This Clinician User Guide is for Clinicians and their Organizations. A User Guide for Patients and non-clinician Caregivers is also available which excludes sections 3, 7 and 8.

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1. General Precautions

When using the Ambio Health Remote Health Monitoring System (“System”), basic precautions should always be followed. The System is intended for home use. Please read and follow all instructions and warnings before using this product. Save these instructions for future reference.

The Ambio Health Remote Monitoring System is not intended for diagnosis or as a substitute for medical care, and it is not intended to provide real-time data. All patient diagnoses and treatment are to be performed under the supervision of a healthcare professional. The data is made available to the patients when time-critical care is not required. The System is contraindicated for patients requiring direct medical supervision or emergency intervention.

Reminder functionality is for convenience only and should not be used for health readings or medications that must be taken with close adherence to schedule.

Follow all instructions and precautions in the owner guides provided by the Glucose Meter and Blood Pressure Meter manufacturers.

Only use the System with compatible devices specified in this User Guide.

Do not attempt to service, calibrate, or repair System components. Periodically inspect System components including the supplied AC Power Adapter for damage. If components are damaged, contact Ambio Health for replacements.

Avoid exposing the System to extremes in temperature or humidity or to direct sunlight, shock and dust. Store and use within the temperature and humidity ranges noted on page 36.



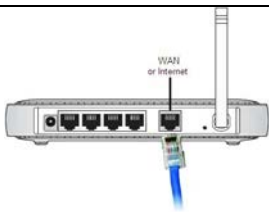
Remove and replace batteries if devices are not used for more than six months.

To reduce the risk of fire or electric shock, carefully follow these instructions. The supplied power unit (AC Adapter) is intended to be correctly oriented in a vertical or floor mount position.

The System complies with the applicable standards for Electromagnetic Compatibility; however it is not recommended that it be used in the presence of strong electromagnetic fields. When using the System, keep away from sources of electromagnetic disturbances such as electric motors or radio transmitting equipment.

The System is intended for use only by those who have agreed to the Ambio Health terms and conditions.

2. Terms Used in This Guide

Patient	The person who takes health reading that are stored in the Care Portal.	
Caregiver	Family or peer caregivers who will have access to patient readings and messages for alerts and reminders (if set).	
Clinician	Health Care Provider for the Patient with access to the Care Portal including the clinical module to manage patients. A patient can have more than one clinician.	
Care Circle	The Patient's support team of Caregivers and Clinicians.	
Care Portal	Secure web-based application for patients and their caregivers and Clinicians to view readings and manage settings for reminders, alerts and goals.	
Clinician Module	Functionality for Clinicians to manage a panel of Patients and enter clinical encounter records. This module is not available to Patients or family Caregivers	
Tasks	Clinician interventions generated by alert conditions or scheduled by the Clinician.	
Encounter Records	Documentation of Clinician-Patient interactions associated with Tasks.	
Health Meters	Homedics BPA-060 or BPA-110 Blood Pressure Meter Agamatrix Presto Blood Glucose Meter Ambio Wireless Scale	
Sensors	Ambio Motion Sensors Ambio Door/Widow Sensor	
Wireless Connector		Ambio dongle that plugs into the Blood Pressure or Blood Glucose meter to send readings from the meter to the Gateway.
Gateway		Ambio Device that plugs into the home Internet Router to send readings to the Care Portal.
Internet Router		Device that connects to the Internet to provide broadband internet service in your home. Internet service can be through your cable company, phone company or using a cellular Router.

3. Set up Organization

The Ambio System can be used to support Companies with multiple Locations, multiple Clinicians per Location and multiple Patients per Clinician. Your Ambio account representative will assist you in setting up your initial Company and Location structure.

<i>Entity/Role</i>	<i>Description</i>
Company	An organization structure that groups one or more Locations and one or more Clinicians per Location. A Company has one Master Account Administrator . The Master Account Administrator has “all powerful” rights to manage all parameter settings and records for all Locations and Clinicians in the Company.
Location	A Location can be physical or virtual group within a Company. Each Location has one Location Supervisor who can manage all parameter settings and records for all Clinician in their Location.
Clinician	A Clinician is responsible for managing Patients assigned to them. Clinicians can manage all parameter settings and records for their Patients.

Once the Organization is set up, Patients can be enrolled, other Caregivers can be added to the System and Other Health Care Providers listed.

<i>Entity/Role</i>	<i>Description</i>
Patient	Patients are users who take readings. Patients can have multiple Clinicians in their Care Circle, but only one Clinician is designated as the Primary Clinician responsible for reviewing Tasks and documenting Encounters. Patients or Clinicians in the Patient’s Care Circle can invite additional Clinicians or Caregivers to have an Ambio account (system log-in) and be part of the Patient’s Care Circle.
Caregivers	Caregivers are typically family members. Caregivers can be invited by the Patient or by the Clinician to have an Ambio account (system log-in) and be part of the Patient’s Care Circle and view Readings on-line and get notifications of alerts and reminders.
Other Health Care Providers	Other Health Care Providers can be listed on the Patients record while not being part of the Patient’s Care Circle. These Providers will therefore not get system generated reminders or alert messages or have a system log-in to view Patient readings on-line. The Patient or their Care Circle members email Patient Reading histories, if the Provider has given their email address. The Patient can also print their Reading History and bring it to their office visit.

The Organization set up should be done in the following sequence:



A. Set up Company Information

Your Ambio account representative will setup your Company structure and initial Master Administrator account for the System.

1. Provide your account representative with the following:
 - Company Name
 - Name of person who will be the Master Account administrator
 - Email address and phone number of the Master Account administrator
 - Email address to use as the reply address for email messages (e.g., support@companyname.com)
 - Your company logo as a .png file if you want it to display in the system (optional)
 - Company URL to display in the browser URL area (optional)
 - "Alert Due In" parameter for the number of minutes alert-generated Tasks need to be reviewed before being marked as past due.
2. The Master Administrator account invitation will be generated at this time. An email will be sent to the email provided above.

B. Set-up Master Administrator

To set up your Master Administrator account, follow these steps to activate your account and set your password.

1. Look for an email with the subject "You have been invited..." from Ambio Health.
2. Open the email and click **I KNOW THEM** to confirm your email address is correct and you wish to join.
3. The User Agreement and Terms will display. Click **I AGREE TO TERMS** if you agree.
4. The **Set Your Password** page will display.
 - a. Enter and retype the password you wish to use. Passwords must be 6 or more characters and contain at least 2 of the following: lower-case letter, uppercase letter, number, special character.
 - b. Check "Keep me signed in" if you want the system to remember your password for you.
 - c. Click **Set Password** to save.

C. Log In

1. Open your web browser program* and go to ambiohealth.com/account/login.
* Internet Explorer v9 or higher, Chrome, Safari v5 or higher or Firefox v9 or higher
2. Enter the **Email** and the **Password** you selected when you set up your account.
3. If necessary, click [Forgot Password?](#) to have your password sent to your Email.
4. Check the **Keep me signed in** box if you would like the system to automatically log you in when you visit the Care Portal.

D. Manage Company Information

1. Click the **Company** tab to maintain the information provided in step A above.

2. Click on the **Pages** links on the left of the screen to display common page content you can edit. Click on the respective link on the left side to edit the following:
 - Terms and Conditions
 - Privacy Policy
 - FAQs
3. Note: If you are using the Ambio API to pass data Ambio and your application, the API keys will display on this page. Give this number to your system technical developer.

E. Set up Locations

You can now set up one or more Locations within your organization. Examples of Locations include: clinics, pharmacy stores, or a centralized monitoring center. Each Location requires a unique Supervisor. The Supervisor can also be a Clinician at the location, so if the location has only one Clinician they should be set up as the Supervisor for the Location.

1. Log-in at ambiohealth.com/account/login using the Master Administrator email and password you set above.
2. Click on the **Add New Location** button to add a Location (e.g., a clinic, pharmacy, call center). Add the name, address and phone number and time zone for the location. If the Location is one store in a pharmacy chain, include the chain name in the Name field to have all locations in the chain sort together in reports.
3. Add the Supervisor name, email, phone number and time zone. * The Supervisor must be a new account in the system – they can not be an existing user previously in the system.
4. The Supervisor will receive an email to activate their account. The Supervisor should find the email, click the link to review the terms and conditions and set their password.

F. Set up Clinicians

Supervisors or Master Account Administrators can add clinicians.

1. Log-in at ambiohealth.com/account/login using the Master Account or Supervisor Account email and password you set above.
2. Go to the Clinician Tab and then press the **Add Clinician** button. Enter the clinician name, phone number, email address, Location and time zone. The Clinician's Supervisor will be the Supervisor who is logged in.

G. Enroll Patients

Patients can be enrolled and assigned a Primary Clinician for monitoring if logged in as a Clinician, Supervisor or Administrator.

1. If enrolling a Link4Life patient:
 - a. Enter patient name and billing info

- b. Have patient accept the terms of use and HIPAA release
 - c. Press the Link to Ambio button to navigate to the Care Portal / Add Patient page
 - d. Skip step 2 and go to step 3
2. If enrolling a patient who is not a Link4Life patient:
 - a. Log-in at ambiohealth.com/account/login as the clinician who will be monitoring the patient, or as supervisor who will assign patient to a clinician.
 - b. Go to the Clinician Dashboard and press the Add Patient button
3. Enter (or confirm) the patient name, phone number, meal times, starting number of glucose test strips. If the patient has an email address, enter it and a “You have been invited...” will be sent to the patient.
4. Assign the devices to the patient by entering the Serial Number(s) and Password(s) found on the label(s) on the back of the device(s).
5. Enter the Primary Health Care Provider (PCP) for the Patient. Either enter the PCP’s NPI number and the contact information will be automatically populated, or enter the contact information manually.
6. Click on the **Settings** tab to set the reading reminder schedule, alert levels, target levels and to add other clinicians and/or family caregivers to the patient’s care circle. See instruction in Section 4.

Note: The Clinician who adds the patient is assigned as the Patient’s Primary Clinician. Patients can be reassigned to another Primary Clinician within the location by the Location Supervisor or to another location by the Master Account Administrator.

H. Set up considerations for using an ‘intensive’ care model

Intensive Care Model Component	Ambio Set up
PCPs communicate individualized treatment plans and alert levels	<p>In the Clinician Dashboard</p> <ul style="list-style-type: none"> - Add the patient including the assigned health meters and PCP contact info. - Enter the schedule of PCP follow up appointments <p>In the Patient Settings</p> <ul style="list-style-type: none"> - Enter patient medications and readings schedule in Reminders section - Enter target levels in the Targets section - Enter alert levels in Alerts section
Weekly phone discussions of goals, problem solving, education and counseling, insulin titration, medication adherence, feedback on RPM data patterns, and follow-up.	<p>In the Clinician Dashboard</p> <ul style="list-style-type: none"> - Enter scheduled tasks for regular calls. Use the recurring task feature.
Follow up call within X hours on alerts for out of range readings.	<p>Logged in as Administrator, on Settings tab</p> <ul style="list-style-type: none"> - Enter the “Encounter Due In (minutes)” parameter <p>In the Patient Settings</p> <ul style="list-style-type: none"> - Enter health reading alert levels in the Alerts

	<p>section</p> <p>In the Clinician Dashboard</p> <ul style="list-style-type: none"> - Review Alert Tasks for the patient - Add Encounter Record documenting interaction based on the Alert Task
Report of patients with no readings in past 24 hours	<p>In the Patient Settings</p> <ul style="list-style-type: none"> - In the Alerts tab, enter 1 (day) in the “inactive for” box <p>In the Clinician Dashboard</p> <ul style="list-style-type: none"> - An Alert Task will appear if no readings are received in the past 1 day
Review readings above guidelines but below alert levels and follow up as needed	<p>In the Patient Health Device readings</p> <ul style="list-style-type: none"> - Review graphs displaying target and alert ranges with the readings
Coordinate with PCPs to send RPM results for the prior 30-60 days via email before scheduled appointments, and record communications with PCP.	<p>Using the Clinician Dashboard</p> <ul style="list-style-type: none"> - Use the Email button to generate reports to email to the PCP - Use the Add Encounter button to document the communication with the PCP
Coordination of care and decision support for PCPs, endocrinologists, NPs PAs, chronic care coordinators and home health clinicians	<p>Using the Clinician Dashboard</p> <ul style="list-style-type: none"> - On the Add/Edit Patient page, add HCPs associated with the patient. Indicate one as the Primary HCP. - Include HCPs in emails as appropriate - Indicate coordination in encounter record(s)
Adherence to the program measured using RPM data	<p>In the Patient Settings</p> <ul style="list-style-type: none"> - On the Survey tab, set up an automated survey with questions such as “did you take your medications today?” and set an alert condition if a “no” response is given. <p>In the Patient Health Device readings</p> <ul style="list-style-type: none"> - Blood Glucose Log tab – select Averages display option to show which include number of readings and number of days without readings.

4. Manage Patient Settings


This is meant to be done by the Primary Clinicians assigned to the patient. Patients and Caregivers in the Patient’s Care Circle with “Portal Edit” authority can also manage these settings. Log-in at ambiohealth.com/account/login.

A. Manage Patient Information

To add new Patients:

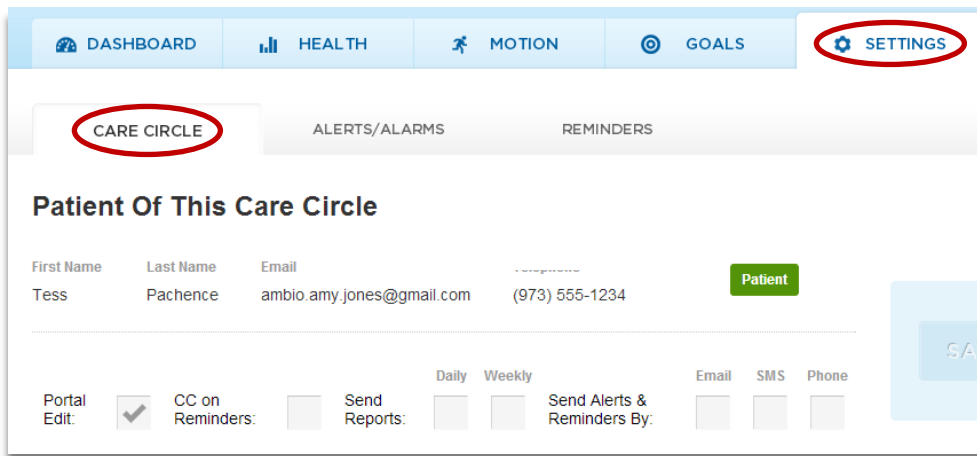
1. If using the Clinician Module, go to the Clinician Dashboard click on the **+ Add New Patient** link.
2. If not using the clinician module, click on the **Patients** link on the top of the page. Click the **Add New** button at the bottom of the Patients page.
3. Enter the Patient Name, Email and Telephone Number.
2. Click the **Save Changes** button.
3. The Patient will receive an email to activate their account. Once the Patient accepts the invitation (see [Section 4.A](#)) he or she will be activated in the system. An email invitation can be resent by going to the **Patients** link, locating the Patient Name and clicking the [Resend Invite](#) link.

To edit existing Patients:

1. If using the clinician module go to the Clinician Dashboard click on the  **Edit Patient** link.
If not using the clinician module, click on the **Patients** link on the top of the page and click on the the **Patient Info** button
2. Update Patient Name, Email, Telephone and Timezone as needed.
3. Set meal times. This is used for the Blood Glucose log display.
4. Set number of glucose test strips. This is used to send a Reminder message when the patient has two weeks supply remaining.
5. Click the Save Changes button.

Set Edit and Message Delivery Preferences:

1. Click on the **Settings** tab and then the **Care Circle** tab.



2. Check **Portal Edit** to enable the user to set preferences, reminder times, alert levels, target levels, goals, and message delivery preferences.
3. Check **CC: on Reminders** to turn on/off reminder messages.
4. Check **Send Reports Daily** or **Weekly** to turn on/off reports.

5. Check **Send Alerts & Reminders By Email, SMS or Phone** method to turn on/off delivery methods for messages.
6. Click the **Save Changes** button.

Note: **Account Owner** may display next to one person, which indicates they own the devices assigned to the Patient. Only the **Account Owner** can manage or re-assign those devices.

B. Add / Manage Caregivers

1. Click the **Add New** button at the bottom of the **Care Circle** page. The following will appear:

The screenshot shows a form for adding a new caregiver. It includes input fields for First Name, Last Name, Email, and Telephone. Below these fields, there are checkboxes for Portal Edit, Edit, CC on Reminders, and Send Reports. There are also radio buttons for Daily and Weekly, and a 'Send Alerts By' section with checkboxes for Email, SMS, and Phone.

2. Enter the Caregiver's name, email and telephone number.
3. Check boxes to indicate if the Caregiver will be able to edit Portal settings, receive copies of reminders, receive reports, and method to receive alerts.
4. The Caregiver will receive an email to activate their account. Once the Caregiver has accepted the invitation (see [Section 4.A](#)) he or she will be activated in the system.

C. Add / Manage Devices

Care Circle members who own meters (listed as the **Account Owner** in the Care Circle) are authorized to re-assign those meters. If you have a Wireless Connector or Scale and do not see the serial number in the device list, you can add it.

To Manage Existing Devices:

If you are a Clinician or Account owner with multiple patients in your Care Circle, you can deactivate devices and reassign devices to different patients in your Care Circle. Click on the **Devices** button at the top of the page.



Look for the Device Serial Number you wish to manage in the list and then you can deactivate, or reassign a device to another patient, using the drop down list of your Patients:

1. Use the **Assigned to** drop-down list to reassign a device.
2. Click the **Save Changes** button to save.

To Add a New Device:

You can add a new device for a Patient either using the devices list described above, OR, by going to the **Settings** tab and then the **Patient Info** tab for the Patient for whom you wish to add a device.

1. Scroll to the bottom of the page and click the **Add New** button. The following will appear:

2. Locate the **Serial Number (SN)** and **Password (PW)** on the back of the device.
3. USE ALL CAPITAL LETTERS to enter the **Serial Number (SN)** and **Password (PW)** on this page.
4. Click the **Find** button to confirm the entry is valid.
5. To assign the meter to a Patient, select a Patient from the drop-down list next to the device (if you are on the devices list). This step is not necessary if you are on the **Settings / Patient Info** tab for the Patient
6. Click **Save Changes** when done.

D. Set Reading Alert Levels

1. To set alert levels for the Scale, Blood Pressure Meter and Blood Glucose Meter, click the **Settings** tab and then the **Alerts/Alarms** tab. You will then a page with your meters such as this for the scale:

	Send alert when reading is			Send alert to	
Scale	Below	Above	Inactive for	Patient	Caregiver
weight	160	205	2 days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Send alert if weight changes more than 5 lbs within 2 days					

2. Enter **Below** and **Above** values you want to trigger an alert.
3. For the Scale, you can set an alert if the Patient's weight changes more than a specified number of pounds within a specified number of days.
4. Enter a number of days in the **Inactive for** box to send a reminder if a reading has not been taken for the specified number of days. If you want readings more than once per day use the **Reminders** tab instead.

- Use the check boxes under **Send alert to** if you want the **Patient** and/or the **Caregiver** to receive the alerts. Go to the **Care Circle** tab to specify which Caregivers will receive alerts and the delivery method (Email, Text, Telephone).

E. Set Reading Target Levels

- A target range can be set for blood glucose. Target levels will display on the graph, and in the glucose log, readings below the target range will be colored blue and those above will be colored orange. Ambio Goals and Rewards ([see section I.](#)) can be used to award points when readings are within target ranges.
- Click the **Settings** tab and then the **Targets** tab. You will then see a page to set the target range:

Blood glucose	Between Min	Max
Glucose Level	91	160

- Set the desired target range and then press the **Save** button

F. Set Reading Schedule and Reminders

Enter the health meter reading schedule based on your care plan. The schedule is used both to send reminders and to determine points for readings taken in the Goals and Rewards section.

- Click on the **Settings** tab and then the **Reminders** tab to manage Reminders settings. You will then see a page to set your reading schedule and reminder settings for each of your meters:

	Reading Schedule				Send Reminders		
	08:00 AM	01:30 PM	09:30 PM	DISABLE	Per Schedule	If No Reading	CC Caregivers
Blood pressure					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Set the times per day a reading should be taken. Leave boxes set to "disable" if you have fewer than four readings per day.
- Check the **Per Schedule** box if you want reminders sent at the scheduled times.
- Check the **If No Reading** box if you want reminders sent only if a scheduled reading was not received.
- Check the **CC Caregivers** box if you want Caregivers to receive copies of the reminders.
- Reminders will be sent by email, text or telephone based on settings in the **Care Circle** page.

G. Add / Manage Medication List and Reminders

1. Click the **Add Medication** button at the bottom of the Reminders page to add a new medication. The following section will be displayed:

Pill Reminders

Medication

Aspirin 08:00 AM DISABLE DISABLE DISABLE DELETE

Daily Every day at the selected times above.


Dosage **Instructions**

1 pill take daily with food

2. For each medication, enter up to four scheduled times per day to take the medication.
3. Select the frequency:
 - Daily – Every day at the specified times
 - Weekly by specifying the days of the week
 - Monthly by specifying the day of the month
4. Enter the dosage and instructions for taking the medication and click the Save Changes button.
5. Verify the Patient received the expected reminders per the reminder schedule.

H. Add / Manage Goals for Readings and Targets

Goals can be set for taking readings per the schedule, keeping readings within target ranges, and tracking progress toward a target weight. The readings schedule you set up on the **Reminders** tab is used to calculate points for taking readings.

1. Click on the **Goals** tab and then the **Set Goals** tab to manage goal settings:
2. Click the **Add New** button to add a new goal. You can add as many goals as you want.
3. Select the goal you wish to track from the drop-down list.
4. Enter a number for **Weekly Goal Points**.
5. Enter a **Reward** that is something the Patient enjoys.
6. Click **Save Changes** to save.
7. Click the  button next to a goal if you wish to remove it.

I. Add / Manage Patient Surveys

Use the Survey tool can be used to gather qualitative patient information. Surveys can be sent by email or telephone based on Patient preferences set on the **Care Circle** tab.

1. Click on the **Settings** Tab, then on the **Survey** tab.

Name	Schedule	Last modified	
Medication Survey	Daily (9:00 am)	11/1/2013	EDIT DELETE

[ADD SURVEY](#)

2. Click the **Add Survey** button to add a survey for the patient. You can use existing survey template or start a new survey. If you wish to use a **template**, select it from the drop down menu.

Use previously saved template

Select template ▼

OR

Create a new survey from scratch

[NEW SURVEY](#)

3. If you 'select template' you will see a page to modify the survey. If you select 'New Survey', the same page will display with no questions or answers yet filled in:

4. Enter the survey name to create a new survey, or select a predefined template using the drop-down box.
5. Enter the frequency for sending the survey (daily, weekly, monthly) and the time of day it should be sent to the patient.
6. To add questions, click the **Add Question** button. A survey can have multiple questions.
7. Enter the question and the answer options. A question can have multiple answer options.
8. Check the **Send alert when answer is chosen** box if you would like an alert to be sent if the Patient responds with that answer. Alerts will be sent by email, text or telephone based on preferences set in the **Settings / Care Circle** tab.
9. Click the **Add Answer Choices** button to add additional answers.
10. Click the **Save Changes** button when done.





5. Install Devices in the Patient's Home

This step is intended to be performed by the Patient or their Caregiver in the Patient's home. Logging-in to the System is not required for this step.

A. What you need







In addition to the Ambio System and Health Meters, the patient will need either: A) a home internet router or hub with an open Ethernet port, or B) a cellular to Ethernet router. The patient will need an available AC wall outlet to power the Ambio Gateway.

B. Install the Gateway

	1. Plug one end of the supplied Ethernet cable into the Gateway.
	2. Plug the other end of the supplied Ethernet cable into your home internet router or hub.
	3. Plug the round end of the supplied AC power adapter into the other side of the Gateway.
	4. Plug the supplied AC power adapter into a standard 120V outlet. A green light will appear on the top of the Gateway when it is successfully connected .

Verify Gateway Set up: A green light on top of Gateway means it is connected. An orange light means there is power but no internet connection - check your Ethernet cables. No light means there is no power. Check your AC adapter connection.

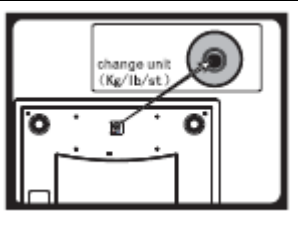
C. Install Wireless Connectors

	1. Your Wireless Connector has a CR2450 battery pre-installed. If the LED is not blinking green, replace the battery (see Section 8)
	2. On the Glucose Meter, <u>completely remove</u> the rubber tab on top of the meter.
	3. Plug the Wireless Connector with the cross icon into the top of the meter. 
	4. For the Blood Pressure Meter, plug the Wireless Connector with the heart icon into the side of the meter. 

Verify Wireless Connector Set-up: A green blinking light indicates it is ready to use. An orange blinking light means it is sending readings. Do not take a new reading at this time. No blinking light means a fresh battery is needed.

D. Install the Scale

1. Insert the 4 'AAA' alkaline batteries with positive + and negative – terminals matching the display in battery compartment. Replace the battery compartment cover.
2. If necessary, set the weight unit to display (KG or Lbs):





	<ol style="list-style-type: none"> A. With the scale right side up, step on scale to turn on B. Turn the scale over to see the bottom of the scale C. Press the unit switch button until the desired unit (Lb or KG) appears on the LCD display.
---	---

6. Take and Send Health Meter Readings

Health Meter readings are taken by Patient. Blood Pressure and Blood Glucose readings can be taken inside or outside the home and are stored in the meter log until transmitted. Readings will be transmitted when the meter (with attached wireless connector) is anywhere in the home. Scale readings must be taken in the home in order to be transmitted. Logging-in to the System is not required for this step.






A. Blood Pressure Readings

Please follow the directions in the HoMedics BPA-060 User Manual for using the meter. **Be sure to set the date and time in the meter so the proper date and time display with your readings in the Care Portal.**

	1. Plug the Ambio Wireless Connector into the meter (if not already attached).
	2. Place blood pressure cuff on arm with the tube in the front and tighten until snug. Rest arm on armrest or table.
	3. Press the Start/Stop button. Try not to move while the reading is being taken.
	4. Press the button if you want to send the reading immediately. Otherwise readings are sent automatically based on your reading reminder schedule.

B. Blood Glucose Readings

Please follow the directions in your Agamatrix Presto Owner's Guide for using the meter.

	1. Plug the Ambio Wireless Connector into the meter (if not already attached).
	2. Insert a test strip into the meter.
	3. Apply blood sample to test strip and wait for the reading value to display.
	4. Remove the test strip from the meter.
	5. Press the button if you want to send the reading immediately. Otherwise readings are sent automatically based on your reading reminder schedule.

C. Scale Readings

1. Place scale on a flat hard flat surface. Avoid carpeting or other soft surfaces.
2. Step evenly on the scale. Keep your body balanced with your weight even on both feet.
3. Your weight will appear in a few seconds.
4. The Scale reading is sent to the Care Portal automatically.

7. Clinician Dashboard

This functionality is available to Clinicians, Location Supervisors and the Master Account Administrator (not Patients or family Caregivers). The Tasks by Patient Dashboard lists the Patients assigned to the Clinician and provides a summary of the recent Health Meter readings, the number of Tasks that are open, overdue and upcoming for each patient, and the remaining glucose test strip supply. The list can be sorted by clicking on the column title – for example by number of overdue tasks. Clinicians can view individual Patients tasks by clicking on the Patient’s record will expand to show Patient detail. From there, Clinicians can enter an Encounter Record to document interaction with the patients.

Jofirst Clinician's Dashboard

+ ADD NEW PATIENT

<div>select to reassign</div>	Last Readings	Open Tasks	Overdue Tasks	Scheduled Tasks (upcoming)	Glucose Strips (count/days)	Get Report
<div><div></div>First Patient</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	4	4	0	50/50	<div><div></div><div></div></div> <div>Dashboard →</div>
<div><div></div>Second Patient</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	9	9	0	60/60	<div><div></div><div></div></div> <div>Dashboard →</div>
<div><div></div>Third User</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	9	9	0	50/50	<div><div></div><div></div></div> <div>Dashboard →</div>

A. Overall Task List – Number of Tasks View

The clinician can prioritize and manage their work load by sorting their Patient list in various ways:

- by number of alerts readings
- by number of open tasks
- by number of overdue tasks
- by number of upcoming scheduled tasks
- by remaining supply of glucose test strip

B. Overall Task List – Calendar View

1. Click on the Calendar icon near the top of the page to view tasks across patients by day on the calendar.
 - Past due uncompleted tasks display as orange
 - Upcoming uncompleted task display as black
 - Completed tasks display as ~~crossed out~~

C. Detailed Task List View

1. Click on a patient’s name to view the specific tasks for the patient. The display will show:

Jofirst Clinician's Dashboard ☰ 📅 + ADD NEW PATIENT

select to reassign **Last Readings** **Open Tasks** **Overdue Tasks** **Scheduled Tasks** (upcoming) **Glucose Strips** (count/days) **Get Report**

☐ **First Patient** ●●●●●●●● 4 4 0 50/50 🚗 📧 [Dashboard →](#)

Patient Information: 📞 (203) 814-4713 ✉️ alden.stevens+64@ambiohealth.com ✎ Edit Patient [View Patient History →](#)

Primary Health Care Provider: 🏥 JASON BAKER 📞 (212) 746-7300 ✉️ jcb2007@med.cornell.edu

Alert Tasks + NEW ENCOUNTER RECORD

Diastolic reading is above the alert level limit 01-25-2014 9:31 AM ▲

Scheduled Tasks + NEW TASK

adding recurring task - should be 2 weeks 02-25-2014 12:00 AM ▲

adding a non-recurring task 02-25-2014 12:00 AM

adding recurring task - should be 2 weeks 03-02-2014 12:00 AM

- Patient name and contact information. Click on their email address to send them an email.
- Patient's PCP name and contact information. Click on their email address to send them an email.
- List of Open Tasks and Scheduled Tasks for the Patient. Click on a **task** to see details (see next section for completing tasks and entering encounter records.)
- Click the [Dashboard →](#) link to see Patient's reading history and other health data.
- Click the ✎ [Edit Patient](#) link to edit the Patient information
- Click the [View Patient History →](#) link to see the Patient History of completed tasks and encounter records.

D. Compete Tasks / Enter Encounter Records

1. Click on a **task** to open it and see the task details
2. If a Patient Encounter Record is NOT required, simply click the **Complete This Task** button. The date and time of completing the task will be saved with the Task record.
3. If a Patient Encounter Record IS required, click the **Add Encounter Record for this Task** checkbox.
 - The person who is logged in will be listed as the author
 - Enter the Reason Code for the intervention using the drop down list box
 - Enter the Intervention Code using the drop down list box
 - Enter the Resolution Code using the drop down list box
 - Enter Notes about the contact in the Contact Note field
 - Enter Next Steps / Goals in the indicated field.
 - press the **Choose File** button to attach a file (such as a lab report),
 - Click the **Complete This Task** button if the Encounter Record is complete. This will also close the associated Task.
 - Press the **Come Back Later** button to save your work and keep the Task and Encounter Record open. The Task will stay in the open column and not be marked as "overdue". This can be useful for situations like called patient and left a message.



4. If multiple Tasks will be handled with a single Encounter Record, click the check box next to the appropriate tasks, and click the **+ New Encounter Record** button. Complete the Encounter Record as described in step 3 above.
5. An Encounter Record not associated with a task can also be created by pressing the **+ New Encounter Record** button.
6. If an encounter record was entered in error, it can not be deleted. Rather it should be completed with an appropriate Resolution code.

E. Schedule a New Task


A new task, such as a follow-up call or physician appointment, can be scheduled by clicking on the **+ New Task** button. Tasks can be one time or recurring.

1. Enter the due date and time and task description. This can be used to
2. If the task is recurring, click the **this is a recurring task** check box. Check the days of the week and the last date it should occur.
3. Press the **Create Task** button to save it.

F. Print / Email Patient Records

1. Click the  icon to email patient encounter and reading history records
 - Enter the recipients email address.
 - Select the date range of records to print
 - Select the Health Meter Devices to include
 - Select if reading log and/or graph should print
 - A record of the sent email is stored as an encounter in the patient's encounter history
2. Click the  icon to print patient encounter and reading history records
 - Select the date range of records to print
 - Select the Health Meter Devices to include
 - Select if reading log and/or graph should print

G. Add New Patient / Manage Patient Info

1. Click the **Add New Patient** button to add a Patient, or click the  **Edit Patient** link to edit a Patient.
2. Enter / update the Patient name, contact info, meal times (for glucose log display)
3. To add a new Device for the patient, Look on the label on the back of device and enter the Serial Number (SN) and Password (PW) of the device.
4. To add a new Health Care Provider (HCP), either: Enter the Provider's NPI number and the other information will be auto populated, or enter the contact information manually.
5. The Patient can have any number of HCPs. Designate one HCP as the Primary HCP by checking the box next to that HCP

H. Manage Patient Referrals

1. Click on the **Referrals** tab to see pending referrals.
2. To add a new referral:
 - a) Click the **+ Add Referral** button
 - b) Enter the patient name and contact information, referrer name and contact info, and patient's insurance info (if available). Assign clinician for follow-up, as needed.
 - c) Click the **Save Referral** Button
3. To manage exiting referrals:
 - a) Click on a referral record
 - b) Update the status as appropriate. Assign clinician for follow-up, as needed
 - c) Once the Patient is in Accepted status, they can be added to the system by clicking the **+ Add New Patient** button.

8. Supervisor Dashboard

This page is available to Location Supervisors and Master Account Administrators. The Supervisor Dashboard displays all Clinicians assigned to the Supervisor and can access all patients assigned to those Clinicians. The Supervisor can navigate to, and use, the Clinician Dashboard for any of their Clinicians.

Supervisor Dashboard								+ ADD CLINICIAN
Clinician	Phone	All Open Tasks (upcoming week)	Overdue Tasks (alerts)	Overdue Tasks (scheduled upcoming)	Completed Tasks (1 day)	Completed Tasks (7 days)	Total Patients	
Jofirst Clinician alden.stevens+63@ambiohealth.c	(203) 814-4713	25	23	22	0	8	5	Dashboard →
Ed-dos Monitor alden.stevens+70@ambiohealth.c	(203) 254-7726	0	0	0	0	0	0	Dashboard →

A. Clinician List

When logged in as the Master Account Administrator, the list will show all Locations in the Company will be listed. Click on a Location name to expand the display of Clinicians at the Location. When logged in as the Supervisor, the list will show all Clinicians at the Supervisor's Location. The Supervisor can view the clinician workload in various ways:

- Number of open tasks for the upcoming week for the Clinician
- Number of overdue alert tasks for the Clinician
- Number of overdue scheduled tasks for the Clinician
- Number of tasks completed today for the Clinician
- Number of tasks completed in past 7 days for the Clinician
- Number of Patients managed by the Clinician.

Actions that can be taken from this page:

- Click on any **column heading** to sort the list in ascending or descending sequence.
- Click on the [Dashboard →](#) link on the far right side to navigate to the Clinician's Dashboard.

- Click the **+ Add Clinician** button to bring up a page to add a new Clinician.
 - a) Enter the name and contact information and time zone. If logged in as an Administrator, select the Location for the Clinician.
 - b) Press the **Save Clinician** button to save
- Click on the **Clinician email address** to send an email to the Clinician.

B. Manage Patient Referrals

1. Click the **Referral** tab to display the list of open referrals
2. Click the **+ Add Referral** button to add a new referral
 - a) Enter the patient name and contact information, referrer name and contact info, and patient's insurance info (if available).
 - b) Assign clinician for follow-up
 - c) Click the **Save Referral** Button
 - d) Referral will display in assigned Clinician's referral queue
3. Click the **Edit** button to edit a referral
 - a) Click the **Update Referral** button to save changes
 - b) Once status is updated to Admitted or Not Admitted, the referral will be removed from the queue

9. Administrator Dashboard

This page is available only to Master Account Administrators and lists all Locations in the Company as well as the Location Supervisor and Clinicians within each Location. From this page the Administrator can link to the Clinicians' Dashboards. The Supervisor can also manage the Company settings from here.

Administrator Dashboard							
Location name	Supervisor	All Open Tasks (upcoming week)	Overdue Tasks (alerts)	Overdue Tasks (scheduled upcoming)	Completed Tasks (1 day)	Completed Tasks (7 days)	Total Patients
First Location	First Boss	25	14	10	0	8	5
CLINICIANS							
Jofirst Clinician (203) 814-4713		25	14	10	0	8	5 Dashboard →
Ed-dos Monitor (203) 254-7726		0	0	0	0	0	0 Dashboard →
Second Location	Second Honcho	2	2	0	0	1	2

A. Locations List

This page displays all Locations and Location Supervisor in addition to all Clinicians within Locations. The Administrator can view and sort Location and Clinician workload in various ways:

- Number of open tasks for the upcoming week for the Location / Clinician
- Number of overdue alert tasks for the Location / Clinician
- Number of overdue scheduled tasks for the Location / Clinician
- Number of tasks completed today for the Location / Clinician
- Number of tasks completed in past 7 days for the Location / Clinician

- Number of Patients managed by the Location / Clinician.

A number of actions can be taken from this page:

- Click on any **column heading** to sort the list in ascending or descending sequence
- Click on a **Location Name** to display the Clinicians in the Location
- Click on the **Supervisors name** to edit their name, contact information and time zone.
- Click on the **Supervisor / Clinician email address** to send an email to the Clinician
- Click the [Edit](#) link to edit Location information and the Supervisor for the Location.
- Click on [Dashboard](#) link on the line listing a Clinician to navigate to their Dashboard.
- Click on a **Clinician Name** to edit their name, contact information.
- Click the **+ Add Location** button to bring up a window to enter a new Clinician.
 - a) Enter Location Name, Address the name and contact information and time zone. If logged in as an Administrator, select the Location for the Clinician.
 - b) Add the Location Supervisor Name and Contact information
 - c) Click the “make this supervisor a clinician” if the Supervisor will have Patients assigned to them.
 - d) Press the **Save Location** button to save
- Click the **+ Add Clinician** button to bring up a window to enter a new Clinician.
 - a) Enter the name and contact information and time zone. Select the Location for the Clinician.
 - b) Press the **Save Clinician** button to save

B. Company Settings

1. Click the **Company** tab to maintain company settings:
 - Company Name
 - Name of person who will be the Master Account Administrator
 - Email address and phone number of the Master Account Administrator
 - Email address to use as the reply address for email messages (e.g., support@companyname.com)
 - Your company logo as a .png file (optional)
 - Your company URL to display in the browser URL area (optional)
 - “Alert Due In” parameter for the number of minutes an alert-generated Task needs to be reviewed before it is considered past due.
2. Click on the **Pages** links on the left of the screen to display common page content you can edit. Click on the respective link on the left side to edit the following:
 - Terms and Conditions
 - Privacy Policy
 - FAQs
3. Note: If you are using the Ambio API to pass data Ambio and your application, the API keys will display on this page. Give this number to your system technical developer.

C. Manage Patient Referrals

1. Click the **Referral** tab to display the list of open referrals
 - a) Click the **+ Add Referral** button
 - b) Enter the patient name and contact information, referrer name and contact info, and patient's insurance info (if available). Assign clinician for follow-up, as needed.
 - c) Click the **Save New Referral** Button

10. View Patient Health Data

This can be done by patients and caregivers in their care circle, as well as clinicians and location supervisors assigned to the patient. Log-in at ambiohealth.com/account/login.

A. Set-up your Account

If you are setting up your Ambio account log-in for the first time, do these steps to activate your account and set up your password.

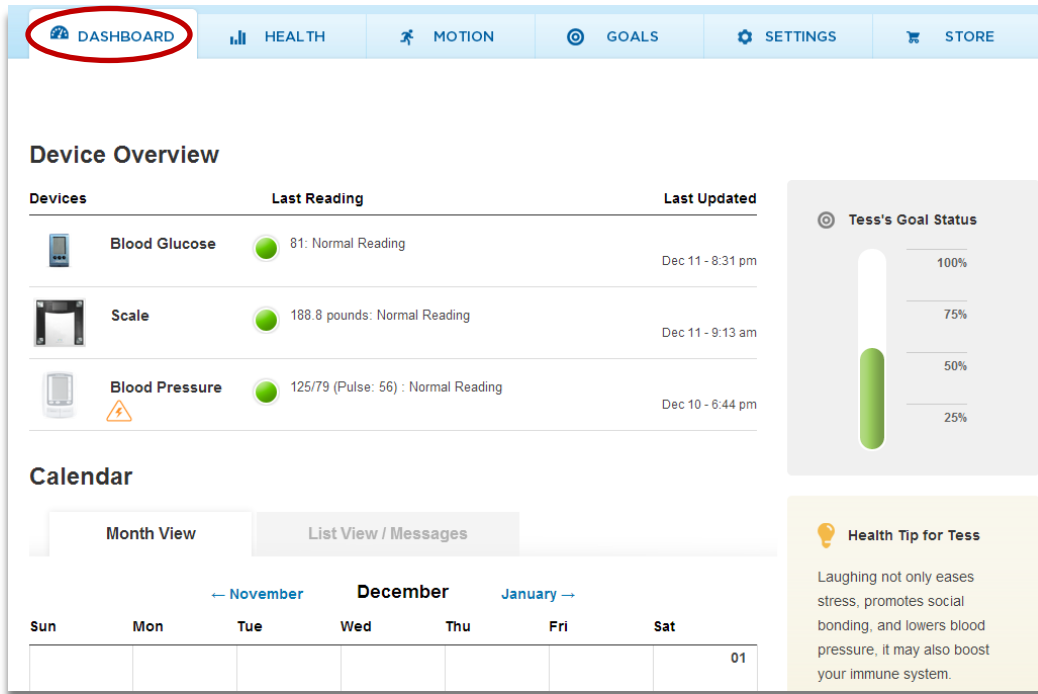
1. Look for an email with the subject "You have been invited..." from your Organization or from Ambio.
2. Open the email and click I KNOW THEM to confirm your email address is correct and you wish to join.
3. The User Agreement and Terms will display. Click I AGREE TO TERMS if you agree.
4. The Set Your **Password** page will display.
 - a. Enter and retype the password you wish to use. Passwords must be 6 or more characters and contain at least 2 of the following: lower-case letter, uppercase letter, number, special character.
 - b. Check "Keep me signed in" if you want the system to remember your password for you.
 - c. Click **Set Password** to save.

B. Log In

1. Open your web browser program* and go to ambiohealth.com/account/login to log in.
* Internet Explorer v9 or higher, Chrome, Safari v5 or higher or Firefox v9 or higher
2. Enter the **Email** and the **Password** you selected when you set up your account.
3. If necessary, click **Forgot Password?** to have your password sent to your Email.
4. Check the **Keep me signed in** box if you would like the system to automatically log you in when you visit the Care Portal.

C. Patient Dashboard

After a Patient or Caregiver logs in, they will then see the Dashboard page.



Device Overview

Each device assigned to the Patient is displayed with a status icon and the value and time of the last reading. Click on a device to see readings history for that device.



will display if an Ambio Wireless Connector has a low battery. Replace the battery in this device.

Calendar / Month View

The calendar displays appointments entered by Care Circle members, as well as reading alerts generated by the system. The event description can be viewed by moving the mouse over the day and time of the event.

To add a new appointment

1. Click **month** buttons to move to the desired month.
2. Place the cursor on a specific day and click the **Add New** button that appears.
3. Fill in the details of the appointment.
4. Check the **Send Notification** box to add a reminder.
5. Click the **Save** button to save in the calendar.

To edit an appointment

1. Click on the desired appointment time.
2. Edit the description, time or **send notification**.
3. To delete the appointment, click the **Delete** button.

Calendar / List View

The List View can be used as a message board for the Care Circle.

Calendar

Month View List View / Messages

Enter new message or event and hit "Enter"

Give mom her Reward **Post Message**

☒ This is an event Date All Day ☐

To add a message

1. Enter the text of the message and click the **Post Message** button.
2. Click the **This is an event** box to add the message as an appointment on the calendar. The date and time select boxes will display when you check this box.

Goal Status

The Patient's percent achievement toward the current week's goal is displayed. See [Section 4.I](#) to learn how to set goals.

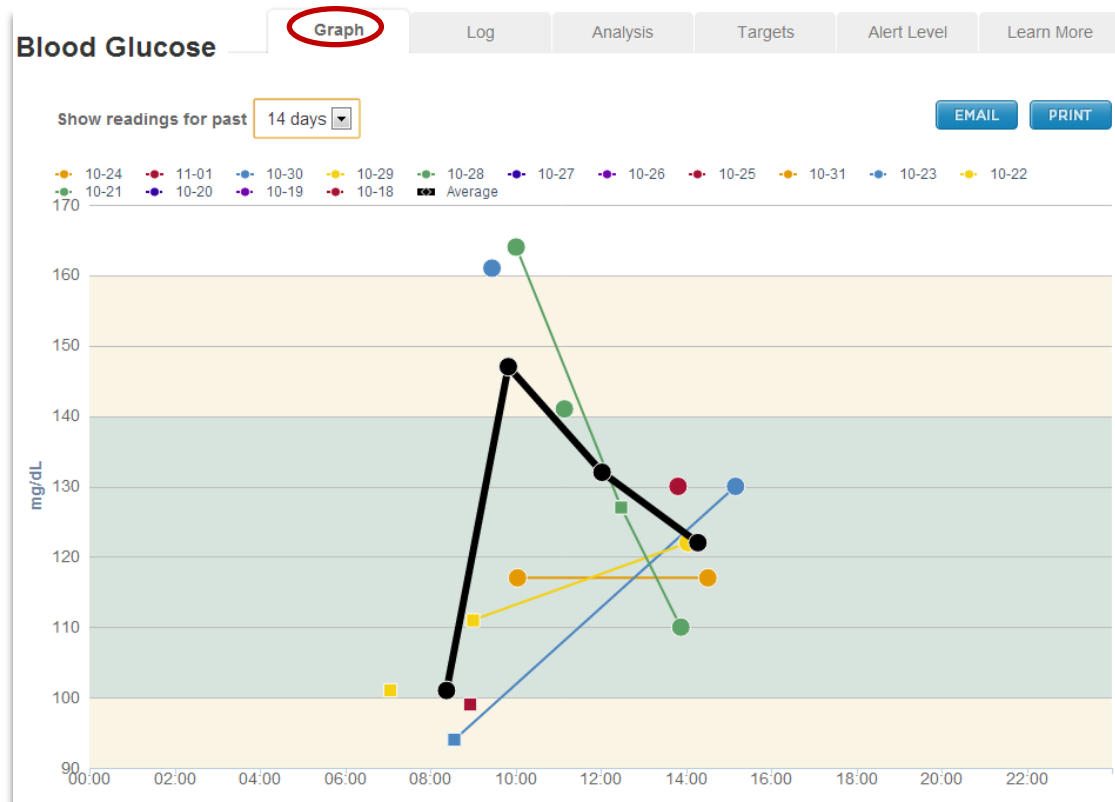
D. View Health Readings

Click on the **Health** tab to go to the **Health Information** page. Under this tab reading history can be viewed for each of the Patient's health meters (devices) including the blood glucose meter, blood pressure meter and body weight scale. From this page there are tabs for **Device Readings**, **Survey Results**, **Exercise Log**, **Food Log**, and **Patient Record**.

E. Blood Glucose Readings and Graphs

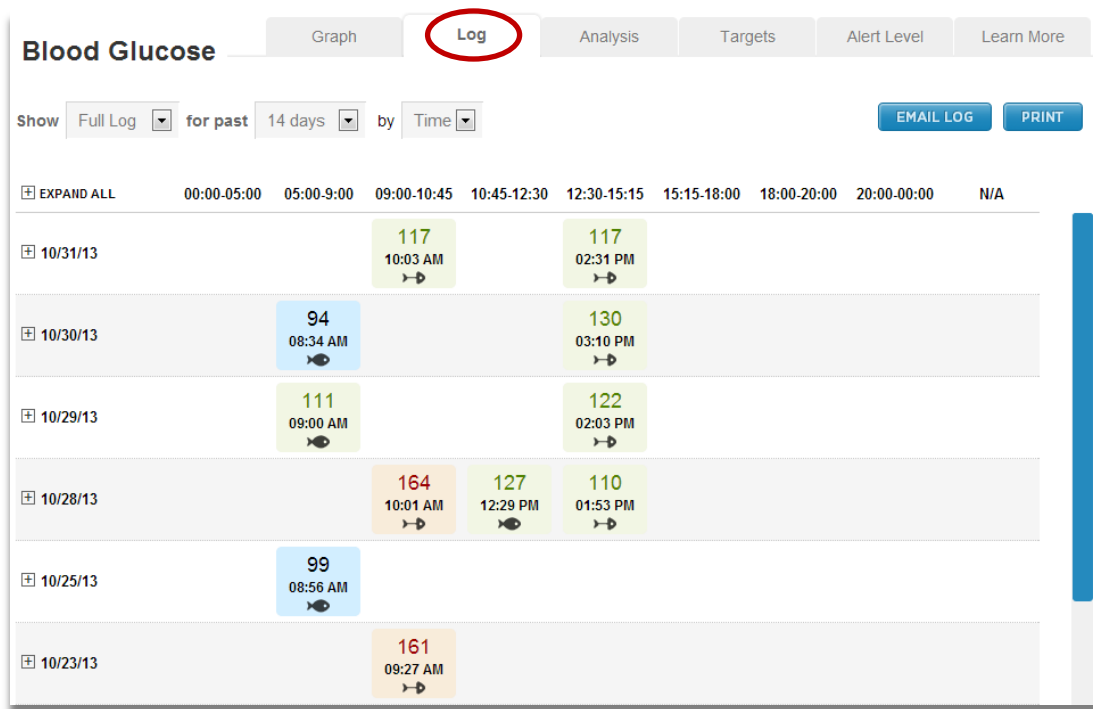
Several graphical and log based analysis tools are available: Model Day, Logbook with time of day and meal time views, tagged reading data, Average Analysis, and Pie Chart Analysis.

The **Model Day** graph press the Graph tab. The Model Day graph helps you see patterns that are happening at certain times of the day.



- You can change the number of days displayed by using **show readings for the past** drop down menu or click on dates in the legend to display or un-display days or the average.
- Hover the mouse over a reading to see reading value.
- Click on a reading point to tag the reading with before/after meal, notes, food / carbs and insulin taken.
- Click on dates in the legend to turn or / off display of readings for that date (or the Average)
- The green shaded area represents readings within the Target Range (If you have set **Targets**)
- The yellow shaded range represents readings outside of the Target Range but within the Alert Range.
- Above or below the yellow shaded range represent readings in the Alert Range.

Press the **Log** tab to view the Blood Glucose log.



- Change the number of days displayed by using the **for past** drop down menu
- Readings display by Time Range or by Meal using the **by** drop down menu. Time Ranges are set based on the meal times you entered in [Settings / Patient Info](#).
- In the Time view, = a **before meal** reading and = an **after meal** reading
- If you set Targets, then below target readings will display blue and above target readings will display orange.
- Clicking on the **reading number** to tag the reading. The following pop-up window will display. You can change the meal, enter notes, insulin units taken and type of insulin (can enter multiple), if you took other meds, carbs, calories and food you ate. All fields are optional.

Reading Detail

Reading: **123** 10/21/13 Before dinner ▾

Notes:

Insulin: Units Insulin Type: Rapid ▾

+ ADD INSULIN TYPE

Other Meds Taken? ☐ Yes ☒ No

Food: Carbs g Calories

List what you ate:

SAVE CANCEL CLEAR

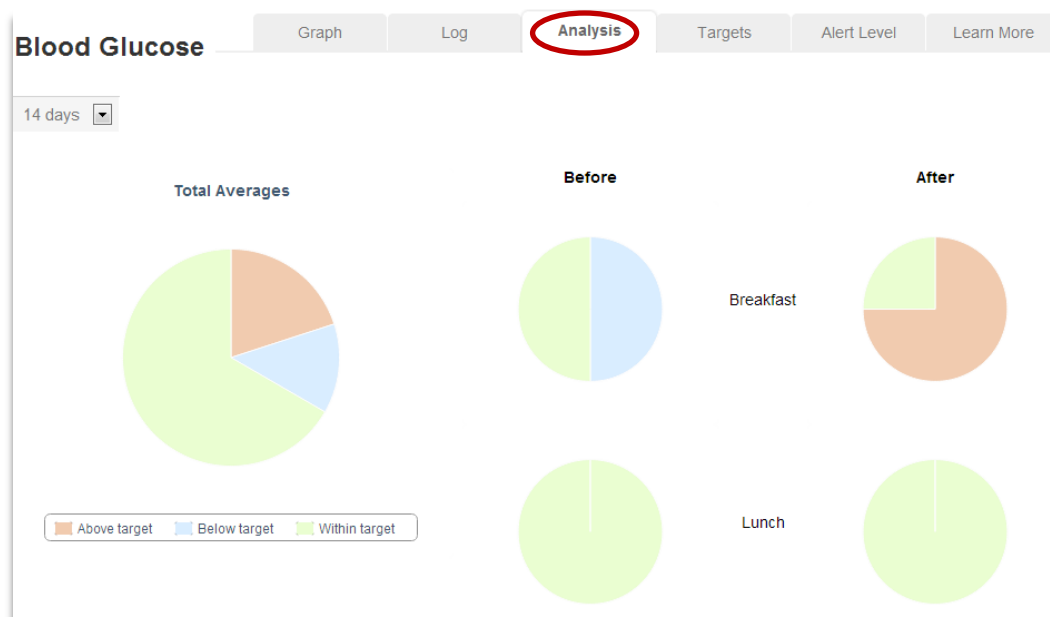
- You can expand detail in the log by pressing the '+' next to a date or by pressing '+ Expand All'. If you have tagged readings, the insulin and carb data will display here

02/08/14	129 04:56 AM	131 06:22 AM	140 10:03 AM	87 11:45 AM				67 08:54 PM
Insulin (u)	3	0	4	12	0	0	0	4
Carbs (g)		120						

- Log averages can be seen using the Show drop down menu. If you have tagged readings with insulin taken and carbs eaten, they will display in the averages.

Blood Glucose										
		Graph		Log		Analysis		Targets		Alert Level
										Learn More
Show		Averages		for past		7 days		by		Meal
	Night	Before Breakfast	After Breakfast	Before Lunch	After Lunch	Before Dinner	After Dinner	Bedtime	N/A	Total
Number of Readings	2	2	4	2	2	2	2	3	0	19
Average Blood Glucose (mg/dl)	117	123	136	97	118	101	112	98	0	114
Average Insulin (u)	3	0	4	11	10	6	0	4	0	7
Average carbs (g)	6	45		100		250		5	0	69
% Within target	100%	50%	50%	50%	50%	50%	100%	67%	N/A	63%
% Above target	0%	50%	50%	0%	50%	50%	0%	0%	N/A	26%
% Below target	0%	0%	0%	50%	0%	0%	0%	33%	N/A	11%
Number of Hypoglycemic	0	0	0	0	0	0	0	1	0	1

To see a pie chart analysis of readings, click on the Analysis Tab.



- The time period can be selected using the Days drop down menu.
- All readings for the period will display in the left side and readings for before and after each meal will display on the right side.
- The proportion of below target readings will be shaded blue and above target shaded orange. Targets are set on the Targets Tab

To Set Targets, click on the **Targets** Tab

The screenshot shows the 'Blood Glucose' interface with the 'Targets' tab selected. The form is titled 'Set Health Reading Targets' and includes a subtitle 'Set the target level and preferences for each health reading devices'. The form has a table with columns for 'Blood glucose', 'Between Min', and 'Max'. The 'Glucose Level' row shows '100' for 'Between Min' and '140' for 'Max'. A 'SAVE' button is at the bottom.

Blood glucose	Between Min	Max
Glucose Level	100	140

- Set the minimum and maximum values for the target range.
- Target ranges are displayed on the graph, glucose log values and are used in the [Goals](#) function.

To Set Alert Levels, click on the **Alert Level** Tab

Blood Glucose Graph Log Analysis Targets **Alert Level** Learn More

Set Health Reading Alerts: Set the alert level and preferences for this device

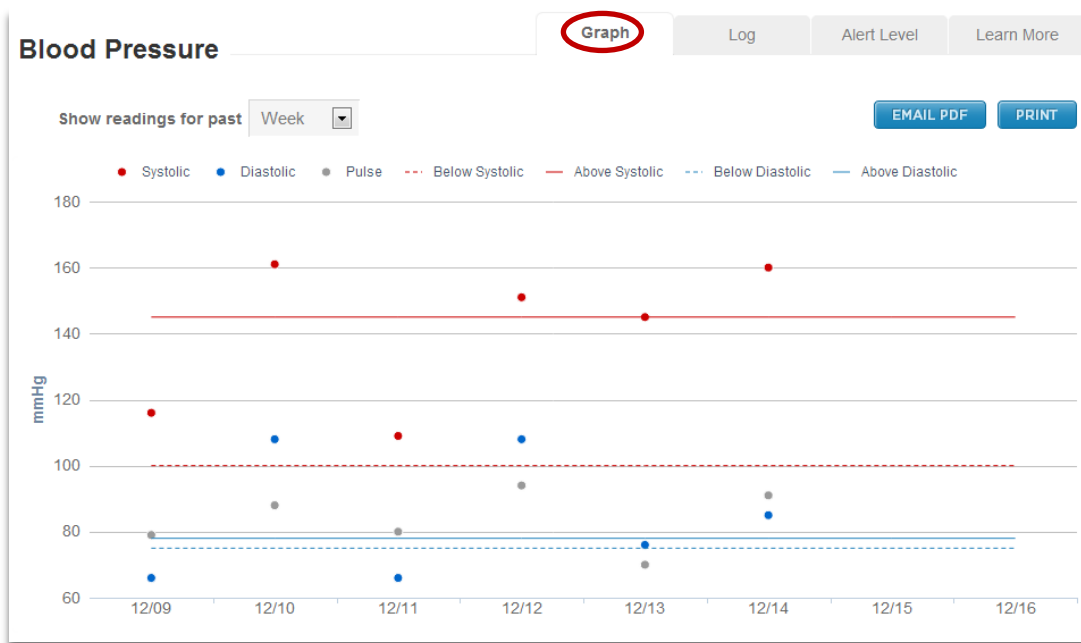
	Send alert when reading is			Send alert to	
	Below	Above	Inactive for	Reading Owner	Caregiver
Blood glucose					
Glucose Level	60	160	2 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SAVE

- Set the 'Below' and 'Above' values for alerts as instructed by your health care provider.
- Set if you want a message sent if no readings are sent for the number of 'Inactive Days' you set.
- Set if alert messages should go to the Patient and/or Caregivers. Important: you must also select a delivery method (email, text, phone) in [Settings / Care Circle](#) for each person who wishes to get alerts in order for alert message to be sent to them.

F. Blood Pressure Readings and Graphs

The **Blood Pressure** graph displays readings over the time range selected. If you have set upper and lower alert levels they will display as horizontal lines on the graph.



The Blood Pressure Log display reading for the time period selected.

Blood Pressure Graph **Log** Alert Level Learn More

Show readings for past 7 days EMAIL LOG PRINT

Date	Time	Systolic	Diastolic	Pulse
10/31/2013	10:08 AM	96	61	69
10/30/2013	3:29 PM	94	63	65
10/29/2013	9:00 AM	107	73	70
10/28/2013	10:48 AM	102	68	79
10/25/2013	10:36 AM	95	64	67

- Change the time period using the **Show readings for past** drop down menu
- Add Reading **Notes** by clicking on the reading value.
- Click on the yellow Note icon to view an existing note for a reading.

Blood pressure alert levels can be set by pressing the **Alert Level** tab:

Blood Pressure Graph Log **Alert Level** Learn More

Set Health Reading Alerts: Set the alert level and preferences for this device

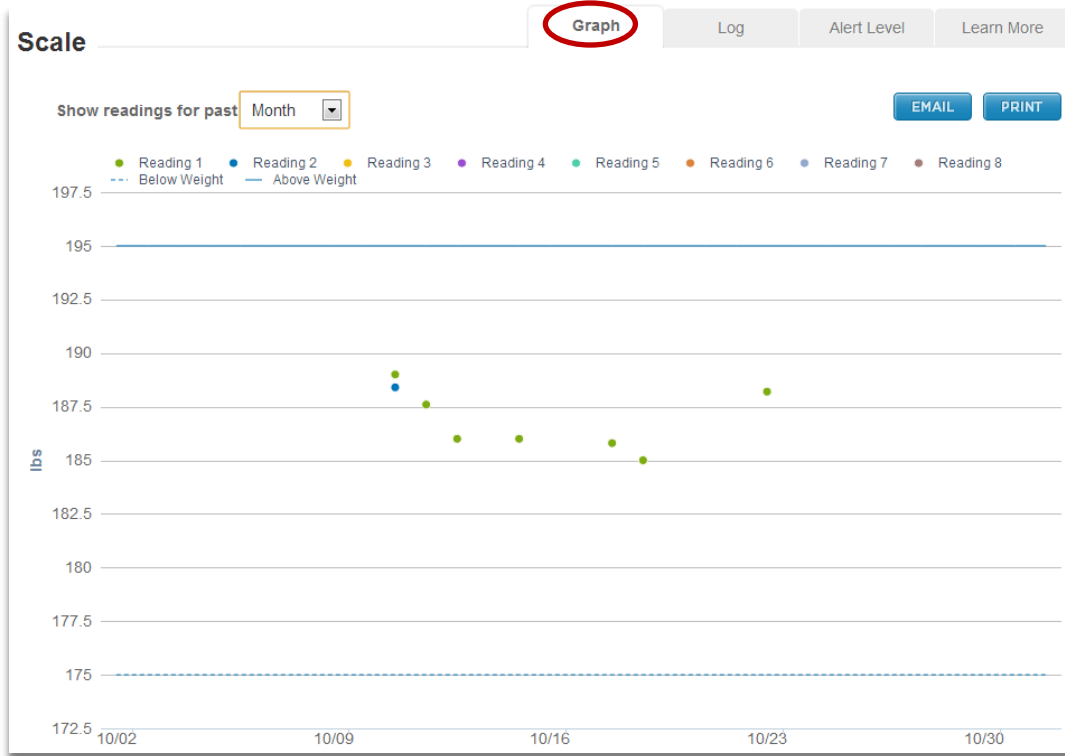
	Send alert when reading is			Send alert to	
	Below	Above	Inactive for	Reading Owner	Caregiver
Blood pressure					
Systolic	80	130	2 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diastolic	50	95	2 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SAVE

- Set the below and above values for alerts on Systolic and Diastolic pressure as instructed by your health care provider.
- Set if you want a message sent if no readings are sent for the number of days you set
- Set if alert messages should go to the patient (reading owner) and/or the Caregivers. Important: you must also select a delivery method (email, text, phone) for each person who wishes to get messages in [Settings / Care Circle](#) in order for alert message to be sent.

G. Scale Readings and Graphs

The **Scale** graph displays readings over the time range selected. If you have set upper and lower alert levels they will display as horizontal lines on the graph.



- Change the time period using the **Show readings for past** drop down menu
- Add Reading **Notes** by clicking on the reading value.

Scale

Graph Log Alert Level Learn More

Show readings for past: Week

EMAIL PDF PRINT

Date	Time	Weight
12/17/2012	7:43 AM	186.8
12/17/2012	7:27 AM	188.0
12/16/2012	1:43 PM	189.6
12/11/2012	9:13 AM	188.8
12/10/2012	7:06 PM	189.0
12/10/2012	1:45 PM	187.4
12/10/2012	9:56 AM	188.8

- Change the time period using the **Show readings for past** drop down menu
- Add Reading **Notes** by clicking on the reading value.

H. Email Graphs and Logs

Press the **EMAIL** button next to the graph or log you wish to send. You will see this display:

Recipient name
John Jones

Recipient email
Enter email address

Add CC:
Add CC

Subject
Ambio sent you a chart for Alde

Your Message
enter message

Timeline 14 days

By Time

☒ Summary
☒ Graph
☒ Reading detail - basic
☒ Reading detail - advanced

SEND EMAIL

1. Enter the recipient name, their email address, the cc: email addresses (optional), the email subject line, and your message to the recipient(s).
2. Select the timeline date range of readings you want, show time or meal (glucose only) and the report sections to include.

1. Print Reading Graphs and Logs

Press the **PRINT** button next to the graph or log you wish to print. You will see this display:

1. Enter the message you would like to appear with the report
2. Select the timeline date range of readings to print and report sections you would like to print.

Device Readings – Set Alert Levels

Set upper and lower threshold levels that will trigger an alert and determine who should receive the alert. Set alert levels based on your healthcare provider's guidance. Go to the **Care Circle** tab on the **Settings** page to specify which caregivers should receive the alerts. When done click the **Save** button.

	Send alert when reading is			Send alert to	
	Below	Above	Inactive for	Reading Owner	Caregiver
Blood pressure					
Systolic	100	150	2 days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diastolic	75	95	2 days	<input type="checkbox"/>	<input checked="" type="checkbox"/>

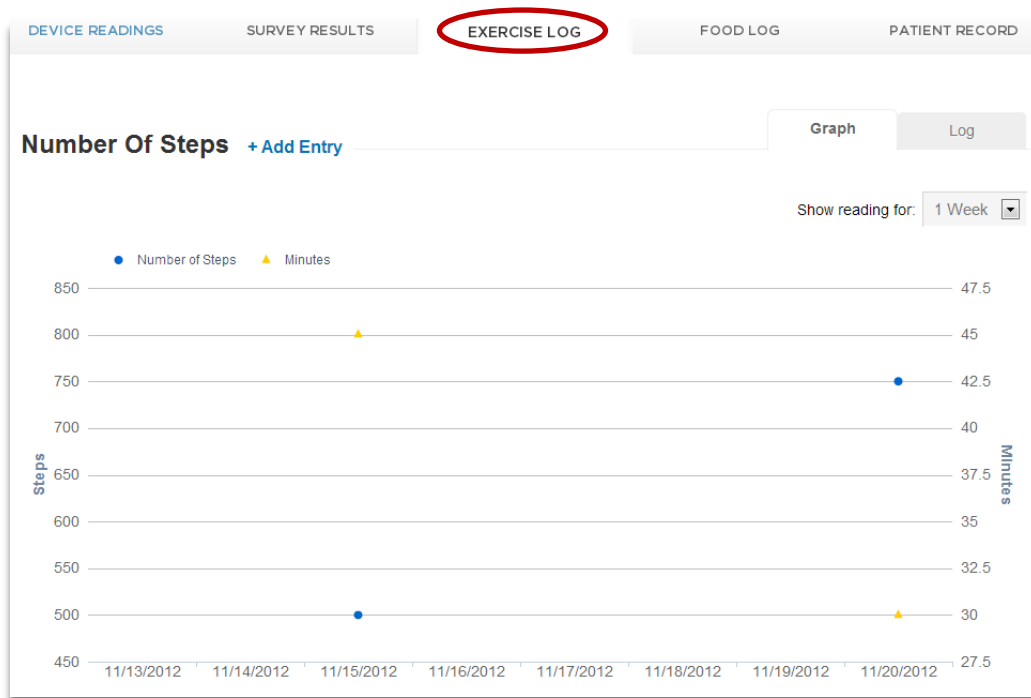
I. View Survey Results

This tab displays completed survey results for the specified Patient.

Select the survey you wish to review using the **Select a survey** drop-down menu, and change the display time period using the time period drop-down menu.

J. Exercise Log

On this tab you can view and add entries for **Number of Steps** (from pedometer) and/or **Minutes of Exercise**.



Click the + **Add Entry** button to add a new entry.

Click the **Graph** tab to show entries in graph format and the **Log** tab to show entries in log format.

K. Food Log

On this tab you can view and add entries including food items and total carbs and calories eaten.

The screenshot shows the 'FOOD LOG' tab selected. The main heading is 'Food Log' with a '+ Add Entry' button. Below is a table with columns: Date, Meal, What you ate, Calories, Carbs, and actions (Edit, Delete).

Date	Meal	What you ate	Calories	Carbs	
11/30/2012	Breakfast	English muffin with peanut butter , Coffee with milk , Glass of orange juice	450	25	Edit Delete

- Click + **Add Entry** to add a new entry.

L. Patient Record

On this tab Patient examination and test results can be viewed and entered.

DEVICE READINGS

SURVEY RESULTS

EXERCISE LOG

FOOD LOG

PATIENT RECORD

Patient Record

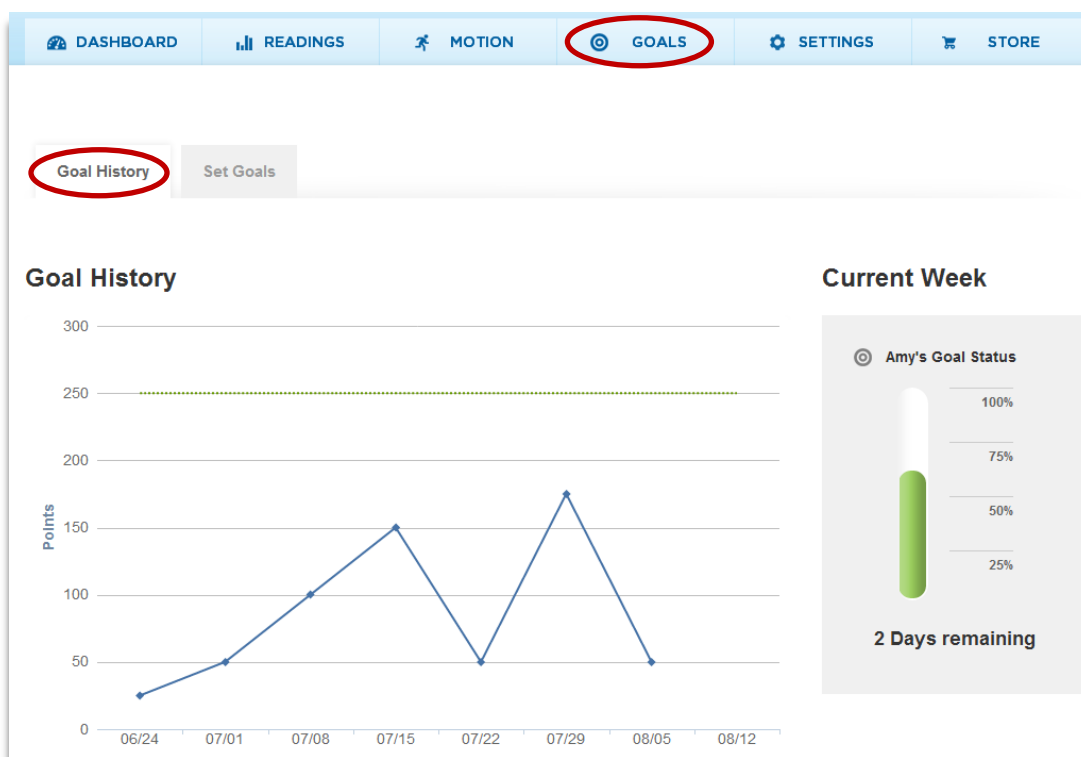
+ Add New

Exam Date	Height	Weight	BMI	Cholesterol	Last Modified	
1/31/2012	5' 10"	169.4	24.3	5	11/12/2012	<div>VIEW/EDIT</div>

- Click **+ Add New** to add a new entry.

M. Goal Tracking

Click on the **Goals** menu tab and then the **Goal History** tab to see the goals results history.



- The **Goal History** graph on the left side shows weekly points achieved and the points target for the selected patient.
- The **Current Week** chart on the right side shows the points earned so far as a percentage of the target and number of days remaining.

11. Maintenance and Cleaning

Maintenance:

Check the Gateway, Wireless Connectors and Scale for cracks and check the supplied AC adapter for damage with each use. If damaged, discontinue use and contact Ambio for replacements.

Cleaning:

As needed, clean the Gateway, Wireless Connectors and Scale with a soft cloth with a mild detergent. Detach the AC adapter before cleaning the Gateway.

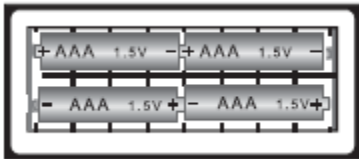
Replacing Batteries:

Wireless connectors:



- a. Turn Wireless Connector upside down
- b. Pinch latches on the battery tray and pull out.
- c. Place CR2450 battery on tray with plus + side up
- d. Slide battery tray back in

Scale:



Turn the Scale over and remove battery compartment cover. Replace 4 AAA alkaline batteries with positive + and negative – terminals matching the display in battery compartment. Replace the battery compartment cover.

Note: Batteries are hazardous waste. Do not dispose of them together with the household garbage. Consult your local regulations for proper disposal.

12. Troubleshooting

Problem: Readings from your device(s) do not appear in the Care Portal.

Possible Solutions:

1. Specific to your glucose meter:
 - Make sure you have completely removed the rubber tab from the top of the Glucose meter.
 - Make sure you have removed the test strip from the glucose meter before sending readings.
 - If you took a control solution reading, it will only display in the log, not on the dashboard or graph.
2. Make sure the wireless connector is pushed completely into the meter.
3. Make sure the Wireless Connector LED is blinking green or orange. If not, replace the battery (see [Section 7](#)). If there is still no blinking light, contact us.
4. Make sure the Gateway LED is green. If not:
 - Make sure the supplied AC power adapter is plugged into the Gateway and an active outlet.
 - Check that the Ethernet cable is plugged into the Gateway and your home router / hub and that your internet connection is live by going to www.google.com. If that website does not display, contact your ISP.
 - If a green light is still not displayed on the Gateway, contact us to replace it.
5. Make sure the date and time are set correctly on you meter(s).
6. Make sure your device assigned to you in the Care Portal. Go to the **Devices** tab. Confirm that 1) your device is listed, 2) it is assigned to the correct User and 3) the Serial Number on the back of the device matches the Device ID in the screen. If not, add your device (see [Section 5.C](#)) or assign to the desired User.

If you are still having trouble, contact us:


- Visit us at www.ambiohealth.com/contact.
- Email us at: support@ambiohealth.com.
- Call us at 203-612-5600.

13. Device Display Outputs


Wireless Connectors	Green blinking light – ready to use Orange blinking light – transmission in progress, wait until green light reappears No light – replace battery
Gateway	Green light – ready to use Orange light – no internet connection No light – no power connection
Scale	Weight display solidly lit – weight reading in progress Weight display blinking – weight reading complete Display not back lit – battery low Kg / Lb – weight unit EEEE – reading error, step off and back on to try again

14. Specifications


Gateway:

Dimensions:	115 mm x 68 mm x 37 mm
Power Source:	Approved UL-60601 Medical Grade power supply DC 5V 1.5W
Ethernet Port:	Ethernet RJ-45
Operation Environment:	Temperature: 50°F~104°F (10°C ~40°C) Humidity: 15% ~ 90% RH
Storage Environment:	Temperature: -4°F~158°F (-20°C~70°C) Humidity: Less Than 90% RH
Wireless function	Communicate with Ambio Wireless Connectors and Ambio Scale
Wireless RF frequencies	908.5 Mhz + 1.1235*n Mhz (where 0<=n<=10)
Wireless range:	30 meters (98 feet) typical in home
Accessories	UE Switching Power Adapter (UE08WCP-050030SPA) 3' Ethernet cable CAT-5
	Type B Equipment IPx0-No special protection against the ingress of water Not suitable for use in presence of flammable mixtures Continuous operation

Wireless Connectors:





Dimensions:	46 mm x 43 mm x 15 mm
Power Source:	One CR2450, 3 volt, lithium battery, replaceable
Data Port:	USB-Mini-B-5male
Wireless function	Communicate with Ambio Gateway
Wireless RF frequencies	908.5 Mhz + 1.1235*n Mhz (where 0<=n<=10)
Wireless range:	30 meters (98 feet) typical in home
Operation Environment:	Temperature: 50°F~104°F (10°C ~40°C) Humidity: 15% ~ 90% RH
Storage Environment:	Temperature: -4°F~158°F (-20°C~70°C) Humidity: Less Than 90% RH
	Internally powered equipment Type B Equipment IPx0-No special protection against the ingress of water Not suitable for use in presence of flammable mixtures Continuous operation

Scale:

Function	Auto step on / off Automatic switch off Unit: Kg / Lb
Dimensions:	12" x 12" x 1"
Power Source:	6V - four 'AAA' 1.5 volt alkaline
Capacity:	5-180 kg (11-396 lb)
Accuracy:	+/- 0.1 kg (0.2 lb)
Wireless function	Communicate with Ambio Gateway
Wireless RF frequencies	908.5 Mhz + 1.1235*n Mhz (where 0<=n<=10)
Wireless range:	30 meters (98 feet) typical in home
Operation Environment:	Temperature: 32°F~95°F (0°C ~35°C) Humidity: 15% ~ 90% RH
Storage Environment:	Temperature: -4°F~158°F (-20°C~70°C) Humidity: Less Than 90% RH
	Internally powered equipment Type BF Equipment IPx0-No special protection against the ingress of water Not suitable for use in presence of flammable mixtures. Continuous operation

NOTE: Specifications are subject to change without prior notice or any obligation on the part of the manufacturer.

15. Symbol Definitions

	Attention, consult instructions
	Type B Applied Part
	Type BF Applied Part
	Direct Current

16. Warranty

Ambio Health offers customers who buy (“You”) a new Ambio Gateway and/or a new Ambio Wireless Connector and/or a new Ambio Scale (“Devices”) within the United States the following purchase protections.

Ambio Health extends a two-year limited warranty to consumers who buy a new Ambio Device. Under this limited warranty, Your new Device is covered for a period of two years from date of purchase as long as it has not been modified, altered or misused. Under this warranty Ambio Health will replace, free of charge, Your Device if it is defective in material or workmanship. No other warranties express or implied, are made. Ambio Health will not be liable for any incidental or consequential damages, so the above limitations or exclusions may not apply to You. This Warranty gives You specific legal rights, and You may also have other rights that vary from state to state.

To obtain Warranty service on Your Device, mail the Device and either Your dated sales receipt or Your Ambio Care Portal Email User ID (as proof of purchase) to:

Ambio Health – Warranty Dept.
112 Southfield Avenue
Stamford, CT 06902

Ambio Health may adjust the terms of this Warranty at any time without notice.

The Ambio Care Portal warranty is specified in the Ambio Terms and Conditions for Sale found at ambiohealth.com/pages/term

