INSTRUCTIONAL GUIDE FOR THE BIOREZ HEALTH MANAGER

HOW TO LOGON

Step 1: Load Page **-> Open your browser and navigate to plasma.biorez.life.**

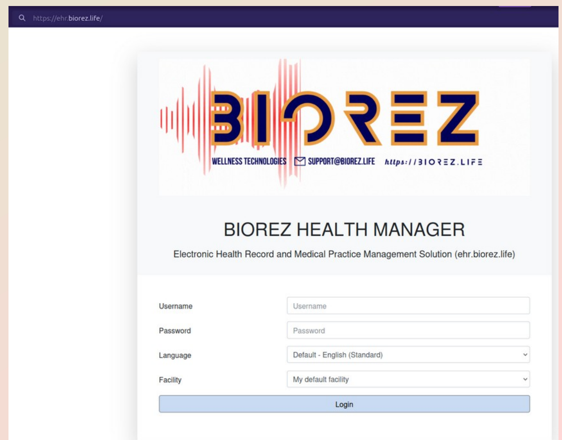
Step 2: Login -> **Enter your credentials.**

The Health Manager is multi-lingual.

You can choose from different languages.

The translations are a work in progress therefor some languages are only partially translated.

You can leave Facility as "default facility."



HOW TO MANAGE BIO-ENERGETIC TEST SESSIONS

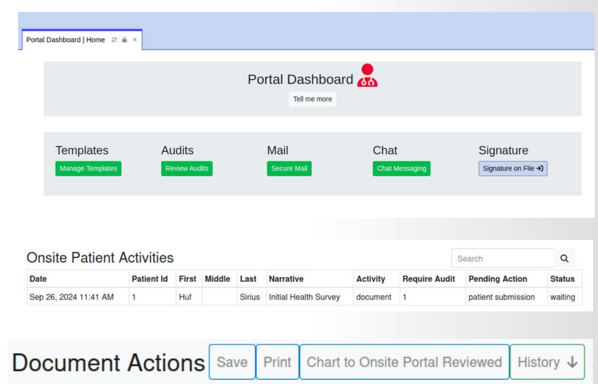
Step 1: Review the Initial Health Survey -> **Select "Portal Dashboard" from the Miscellaneous menu.**

This step is for Users that have completed the survey form in the Patient Portal.

It is best if people complete this survey on the Patient Portal. Alternatively, you can complete it on behalf of the User in Step 6.

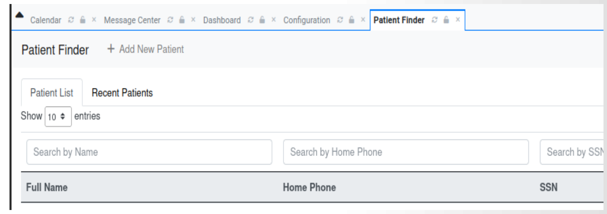
Select "Review Audits" button and select the record you want to review.

To complete the review process, select the "Chart to Onsite Portal Reviewed" button under Document Actions at the top of the form. Select "Done" at the bottom of the form. The form is exported as a PDF and is now available in Documents and on the Patient Portal.



Step 2: Load the Patient's Medical Record Dashboard
-> Select "Finder" from the the top menu

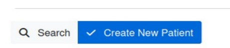
Select the name to load.



If the User did not register on the Patient Portal, you can add them.
→ Select "New/Search" from the the top menu "Patient"

It is best if users self-register on the Patient Portal. This is a secondary alternate method for adding a User to the Health Manager.

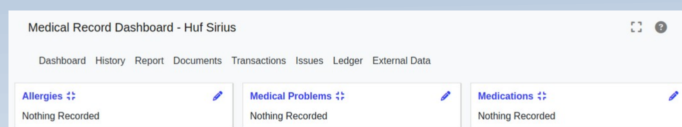
The form is straightforward; fill in the fields as required.



Select the "Create New Patient" button when done.

Step 3: Update the Dashboard -> **Add information recorded on the Initial Health Survey.**

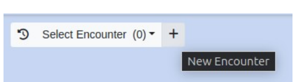
Load the "Initial Health Survey"by selecting "Documents". Then locate the document in the Onsite Portal category under "Reviewed". Select "Pop Out" so you can view the survey while updating the dashboard.



Add Allergies, Medical Problems and Medications from "Current Health Issues" to the Dashboard..

Select the pencil icon to add information.

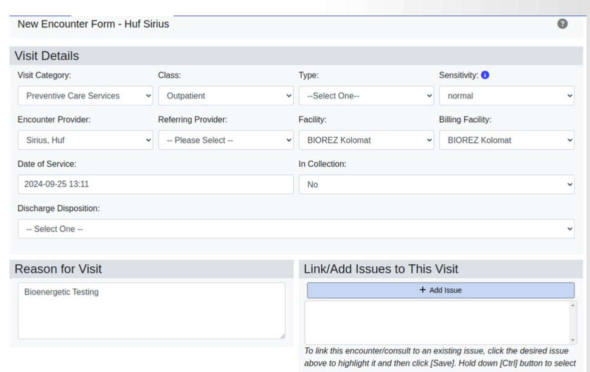
Step 4: Add Encounter → **Select the "+" symbol to add a new encounter**



If "Current Health Issues" were selected on the Initial Health Survey and they are the scope of the encounter, you can add them by choosing the "+ Add Issue" button on the bottom right of the New Encounter Form.

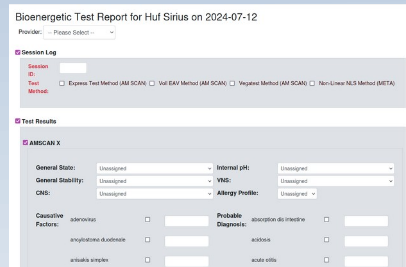
Use your CTRL key to select multiple issues.

Select the "Save" button.



Step 5: Add Results to the Encounter → **Select "Bioenergetic Test Report " from "Clinical" on the form's menu.**

Conduct your bioenergetic testing and investigation. Record your results on this form.



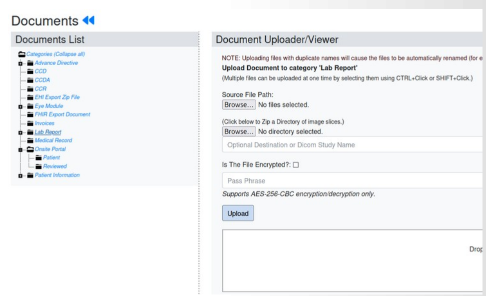
For the AMSCAN, this data is on the AMSCAN report "First Sheet - to correct," which is usually on page 2 of the report.

Select "Save" when done.

If the Initial Health Survey was not charted in Step 5, you can do it now from the Clinical Form menu. Add any issues to the encounter as in step 5.

Step 6: Add Bioenergetic Testing Reports to the Encounter → **Select "Documents" on the Medical Records Dashboard menu.**

You can upload the source reports generated by the AMSCAN and/or META.



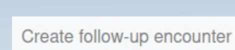
Select the "Lab Report" category from the Documents List on the left pane. The Document Uploader will appear in the right pane. The "Choose Files" button to upload your reports is best, as the "Drop files here to upload" may not work on all systems. Select the "Upload" button. The Document should now appear under "Lab Reports". Select the "+" below "Lab Report". Select the "Refresh" icon on the "Documents" tab if it does not appear.

Select the Document that you uploaded. In the Document Uploader/Viewer, select the "Properties" button. Select Encounter from the "Tag to Encounter" drop-down box. Select "Submit" to save.

Using this same procedure, tag the Initial Health Survey to the encounter.

Step 7: Clinical Notes → **Select "Clinical Notes" from "Clinical" on the form's menu.**

Step 8: Follow-up Encounter → **Select "Create Follow-up Encounter" on the top right corner of the form.**



This is an optional yet important step especially if you are participating in PRO Surveys.

Step 9: Review your entries for any errors → **Check to ensure that all your data has been saved.**

Step 10: Finalize the Encounter → **“eSign” the Test Report and the button on th**  **left corner of the form.**