

Accu-Chek® Connect online diabetes management system


Daily Use Guide for Healthcare Providers

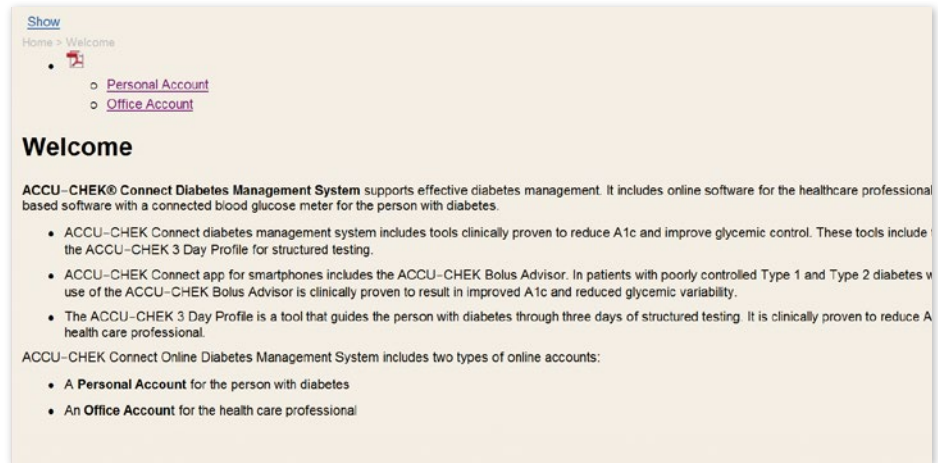
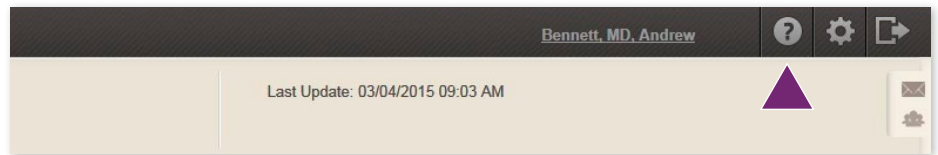


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This guide will help you do most of the tasks you will perform each day when using the Accu-Chek Connect online system.

For help with other tasks, simply access online help by clicking .



Logging in

1	Open the Login page using a web browser bookmark or go to accu-chekconnect.com .
2	Enter your Username and Password and click Sign in . <i>Note: The system automatically logs users out after a period of inactivity.</i>

Using the Home page

The screenshot shows the Home page of the ACCU-CHEK Connect interface. At the top, there is a navigation bar with 'Home', 'Patients', and 'Office' menus. The user is logged in as 'Bennett, MD, Andrew'. Below the navigation bar, there is a welcome message and a 'Last Update' timestamp. The main content area is titled 'Patients' and features a table with columns for 'Last Name', 'First Name', 'Date of Birth', 'Patient ID', 'Therapy Type', 'Average bG +/- SD', 'Tests / Day', 'Most Recent Data', and 'Alerts'. The table contains 14 rows of patient data. Below the table, there is a section for 'Start transferring data from an ACCU-CHEK device' with instructions and download links for Windows and Macintosh. Numbered callouts (1-10) are placed over the interface to highlight key features: 1 (Patients menu), 2 (Settings icon), 3 (Help icon), 4 (Notifications icon), 5 (Logout icon), 6 (Messages icon), 7 (Search fields), 8 (Table headers), 9 (Therapy Type dropdown), and 10 (Alerts column).

You can use the Home page to:

- 1 Manage patients, data sharing, and devices
- 2 View or change settings for users, alerts, and reports
- 3 View user help
- 4 Set notifications/preferences
- 5 Log out
- 6 Check your messages or invite a patient to share data
- 7 Enter text to search by name or ID
- 8 Click on headers, including Last Name, Tests/Day, and Most Recent Data, to sort your patients in ascending or descending order by that category
- 9 Select a therapy type to filter the patients displayed
- 10 Blood glucose alerts provide a quick visual cue to patients with out-of-target results

Adding a patient

1 Click **Patients** in the top toolbar and select **Patient Management** from the drop-down menu.

2 Click the **+** icon.


The screenshot shows the 'Patient Management' page. At the top, there is a navigation bar with 'Home', 'Patients', and 'Office' menus. The user is logged in as 'Bennett, MD, Andrew'. Below the navigation bar, there is a 'Patient Management' section with a table containing columns for 'Last Name', 'First Name', 'Date of Birth', and 'Patient ID'. The table contains 8 rows of patient data. A purple arrow points to the 'Patients' menu in the top toolbar, and another purple arrow points to the '+' icon in the Patient Management section. The table data is as follows:

Last Name	First Name	Date of Birth	Patient ID
Allen	Regina	07/15/1954	
Brown	Lydia	08/26/1961	
Burton	Irene	11/21/1935	
Curtis	Nick	05/03/1964	
Hall	Sharon	12/23/1931	
Jones	Matt	07/06/1971	
Kelly	James	01/17/1956	
Mayer	Astrid	01/01/1996	

Adding a patient

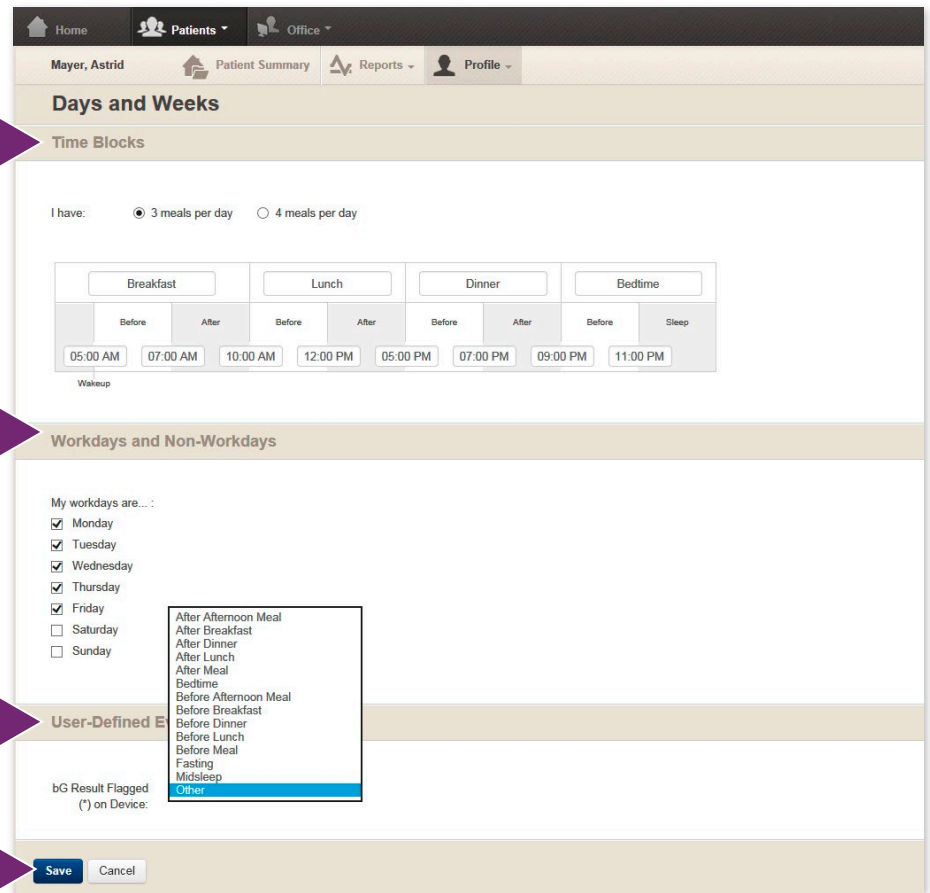
<p>3 Type the patient's information.</p> <p><i>Note: All fields marked with asterisks are required.</i></p>	
<p>4 Do one of the following:</p> <p>Click Save and Invite Patient to add the patient and send an email request for data sharing.</p> <p>OR</p> <p>Click Save Only to add the patient. You can send an email request for data sharing at any time. See page 7.</p>	

Setting treatment profile options

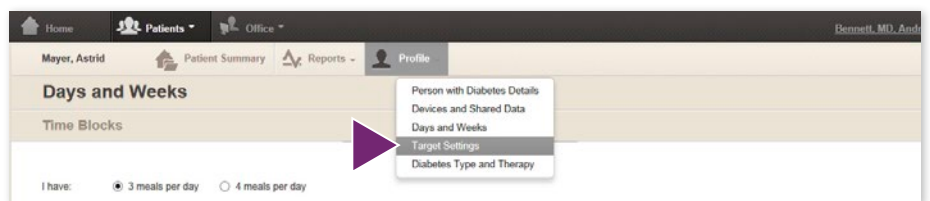
<p>1 Click Patients in the top toolbar and select Patient Management from the drop-down menu.</p>	
<p>2 Click the  icon beside the patient you wish to edit.</p>	
<p>3 Click Profile and select Days and Weeks from the drop-down menu.</p> <p>Click Edit on the top of the Days and Weeks page.</p>	

Setting treatment profile options

- 4 Select:
- **Time Blocks**, including meal rate (3 or 4 meals per day)
 - **Workdays and Non-Workdays**
 - **User-Defined Event**—i.e., select event flag definition for a bG Result Flagged (*) on their device
- Click **Save**.



- 5 Click **Profile**, select **Target Settings** and click **Edit**.



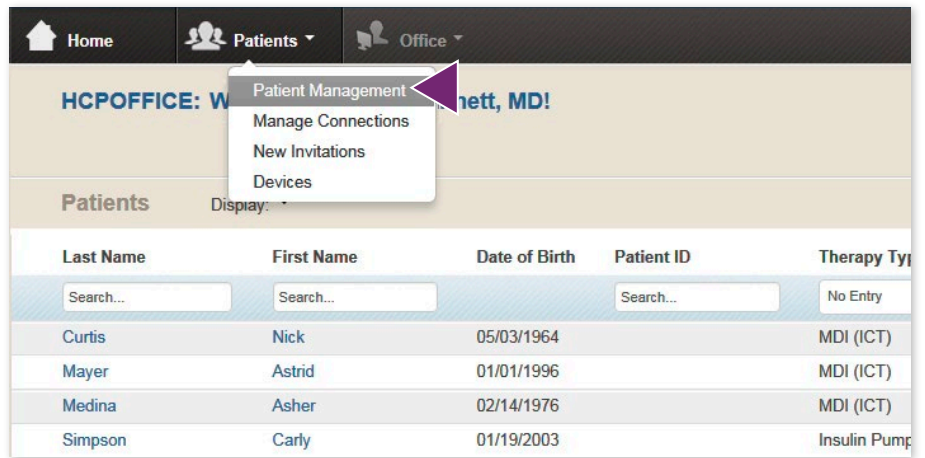
Setting treatment profile options


<p>6 Select:</p> <ul style="list-style-type: none"> ▪ Blood Glucose Target Ranges ▪ Targets For Other Health Data (e.g., blood pressure, weight, A1c) <p>Click Save.</p>	
<p>7 Click Profile and select Diabetes Type and Therapy in the drop-down menu.</p> <p>Click Edit at the top of the Diabetes Type and Therapy page.</p>	
<p>8 Select:</p> <ul style="list-style-type: none"> ▪ Diabetes Type ▪ Therapy Type ▪ Insulin Type (up to 3 different insulin types and 1 pump type) <p>Click Save.</p>	

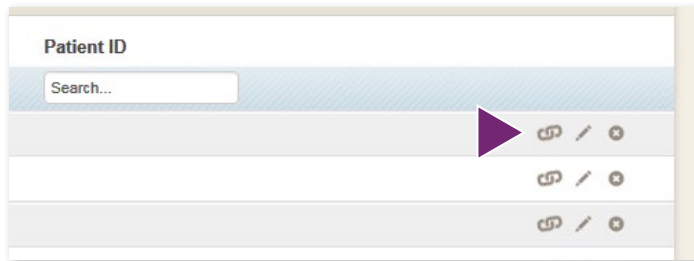
Requesting data from patients

To request an invitation from a patient so you can receive data from the patient's account:

1 Click **Patients** in the top toolbar and select **Patient Management** from the drop-down menu.

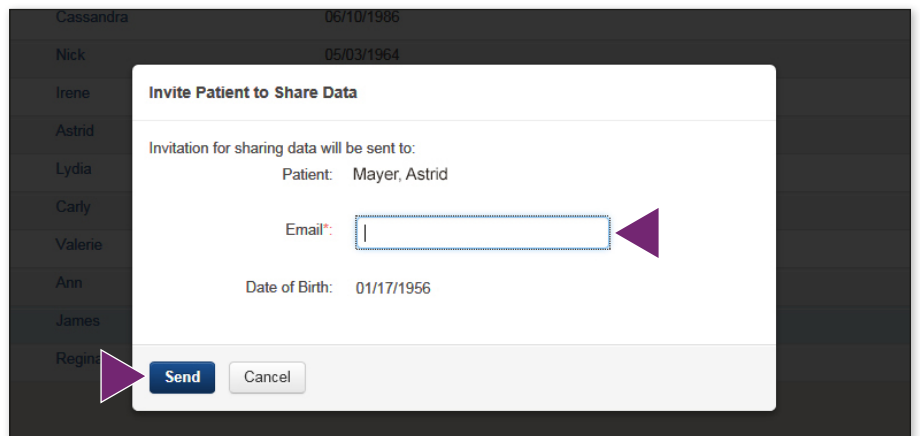


2 Click the  icon for the patient you would like to invite to share data.



3 In the pop-up window, type the patient's email address and click **Send**.

When the patient accepts the invitation, you will have access to the patient's diabetes information.




Viewing/accepting new invitations

Note: You must provide your Office Name to patients before they can invite you to share data.

1 To open the invitation, do one of the following:

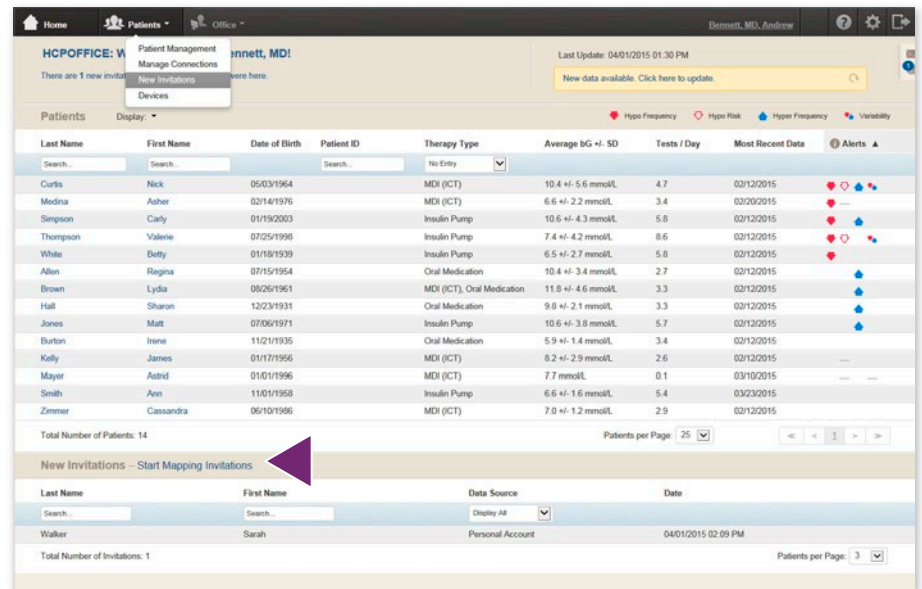
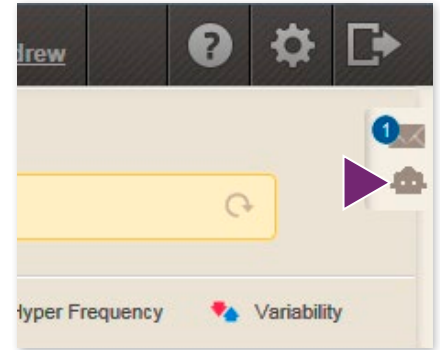
- Click **Patients** in the top toolbar and select **New Invitations**


OR

- Click **Home** in the top toolbar and click the  icon in the upper-right notifications area

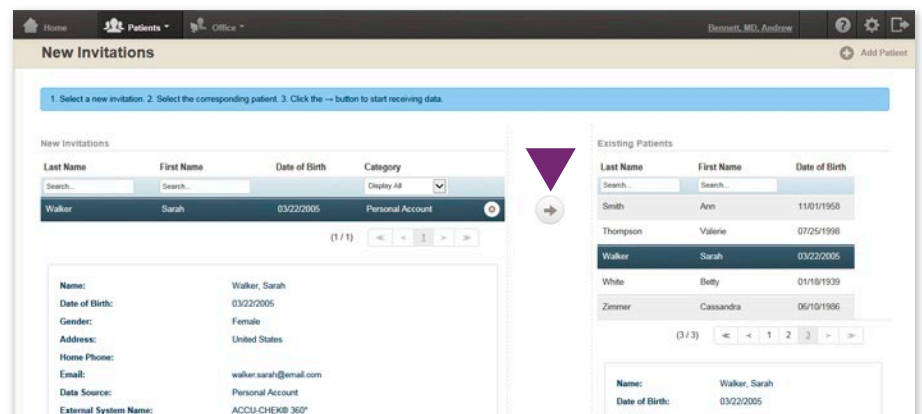
OR

- Click **Home** and view the list under **New Invitations** and click the **Start Mapping Invitations** link



2 On the **New Invitations** page, select patient from the New Invitations list on the left and select matching patient from the Existing Patients list on the right. Click the  button.

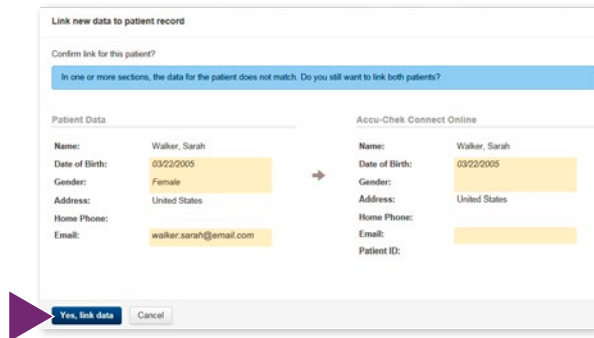
*If the patient does not exist in the Existing Patients list, click **Add Patient** in the top right.*



Viewing/accepting new invitations

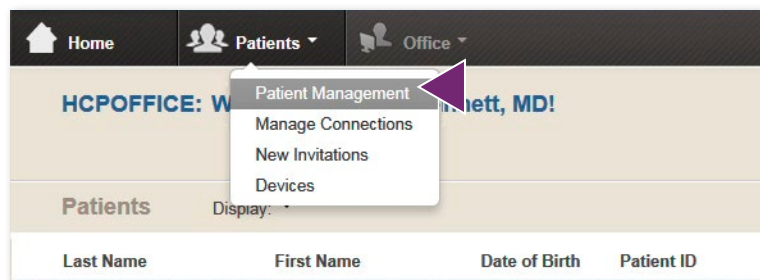
3 Click **Yes, Link Data.**

If the patient is not listed, refer to page 3 for instructions on how to add a patient.






Managing patients

1 Click **Patients** in the top toolbar and select **Patient Management** from the drop-down menu.



2 View or edit patient information as follows:

To do this...	...do this:
View patient information	Click a name in the <i>Last Name</i> or <i>First Name</i> column.
Search for a patient	Type a name in a field at the top of the <i>Last Name</i> or <i>First Name</i> column.
Filter the patient list by ID	Type all or part of an ID in the field at the top of the <i>Person with Diabetes ID</i> column.
Invite a patient to share data with you	<ol style="list-style-type: none"> 1. Click the  icon. 2. Enter patient's email address. 3. Click Send.
Edit patient information	<ol style="list-style-type: none"> 1. Click the  icon. 2. Edit data in the text fields. 3. Click Save.
Delete a patient	<ol style="list-style-type: none"> 1. Click the  icon. 2. Click Delete.

Viewing reports

The **Patient Summary** report contains:

The screenshot shows the 'Patient Summary' report for a patient named Medina, Asher. At the top, there's a navigation bar with 'Home', 'Patients', and 'Office' options. The main header includes the patient's name, 'Patient Summary', and a 'Time Range' selector set to '2 Weeks' from 02/07/2015 to 02/20/2015. Below this, there's a 'Display: Average View, Alerts' dropdown and an 'Alert Status' section showing 'Hypo Frequency: High', 'Hyper Frequency: Low', 'Hypo Risk: Insufficient data', and 'Variability: Low'. The 'Blood Glucose' section features a line graph with data points for Breakfast, Lunch, Dinner, and Bedtime. The 'Insulin' section shows 'Total Insulin / Day: 16.2 units' and 'Short-acting Insulin / Day: 8.2 units (50.7%)'. The 'Bolus Advice' section includes a pie chart and a table with 'Total Number of Boluses: 33', 'Number of Accepted Boluses: 2 (6.1%)', 'Number of Rejected Boluses: 0 (0.0%)', and 'Number of Boluses without Advice: 31 (93.9%)'. A date slider callout indicates 'Drag date slider to adjust the time range for the report.'

*Note: Bolus advice is only available if the bolus advisor is enabled via the Accu-Chek Connect mobile app.

Viewing blood glucose alerts

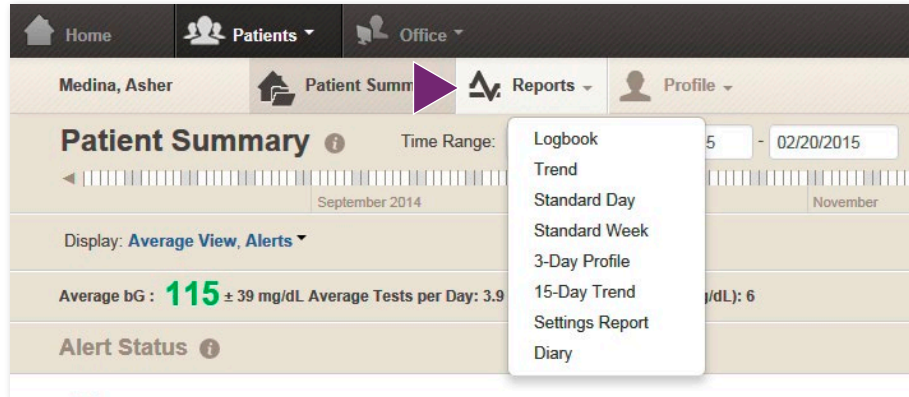
The patient's alert status is displayed at the top of the Patient Summary report. Patient alerts are also displayed on the Home page. See page 11 of the Setup Guide for customizing alert settings.

An alert icon shown in color is currently active.	This icon...	...means:
		A predefined percentage or total number of blood glucose values are below the hypo limit
		The patient's low blood glucose index is below the set threshold
		A predefined percentage of blood glucose values are above the hyper limit
		The standard deviation (SD) is greater than a set percentage of the average blood glucose

Viewing other reports

Note: The general functionality described in this section can be found on most—but not all—reports.

1 Click **Reports** in the top toolbar and select a report.



2 Click one of these icons to change the report view. (Not all icons apply to all reports.)

Use this icon...	...to display information in a:	Example:																																			
	Scatter view																																				
	Average (Aligned) view																																				
	Table view	<table border="1"> <thead> <tr> <th>Date</th> <th></th> <th>Blood Glucose mg/dL</th> <th>Insulin units</th> <th>Carbohydrates g</th> </tr> </thead> <tbody> <tr> <td colspan="5">February 2015</td> </tr> <tr> <td>Friday 02/20/2015</td> <td>12:03 AM After Meal</td> <td>104</td> <td>9.00</td> <td></td> </tr> <tr> <td>Thursday 02/19/2015</td> <td>12:08 AM After Meal</td> <td>173</td> <td>9.00</td> <td></td> </tr> <tr> <td></td> <td>09:03 AM Before Meal</td> <td>65</td> <td></td> <td>40</td> </tr> <tr> <td></td> <td>10:58 AM After Meal</td> <td>123</td> <td></td> <td></td> </tr> <tr> <td></td> <td>07:32 PM</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date		Blood Glucose mg/dL	Insulin units	Carbohydrates g	February 2015					Friday 02/20/2015	12:03 AM After Meal	104	9.00		Thursday 02/19/2015	12:08 AM After Meal	173	9.00			09:03 AM Before Meal	65		40		10:58 AM After Meal	123				07:32 PM			
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	Statistics view	<p>Targets</p> <table border="1"> <thead> <tr> <th>Target Ranges (mg/dL)</th> <th>< 70</th> <th>70 - 160</th> <th>> 160</th> </tr> </thead> <tbody> <tr> <td>Values in (Percentage)</td> <td>15%</td> <td>70%</td> <td>15%</td> </tr> <tr> <td>Tests</td> <td>7</td> <td>33</td> <td>7</td> </tr> </tbody> </table>	Target Ranges (mg/dL)	< 70	70 - 160	> 160	Values in (Percentage)	15%	70%	15%	Tests	7	33	7																							
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Tests	7	33	7																																		

Viewing other reports

<p>3 Select a date range. (Maximum range: 100 days.)</p> <p><i>Note: The selected date range will apply to all reports.</i></p>																
<p>4 Click the Display drop-down menu and select options for the report.</p>	<table border="1"> <thead> <tr> <th data-bbox="497 884 817 969">This icon...</th> <th data-bbox="817 884 1527 969">...represents data on:</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 969 817 1041">● ● ●</td> <td data-bbox="817 969 1527 1041">Any event (all data view)</td> </tr> <tr> <td data-bbox="497 1041 817 1113">●</td> <td data-bbox="817 1041 1527 1113">An after-meal event (flagged data only)</td> </tr> <tr> <td data-bbox="497 1113 817 1184">○</td> <td data-bbox="817 1113 1527 1184">A before-meal event (flagged data only)</td> </tr> <tr> <td data-bbox="497 1184 817 1256">^</td> <td data-bbox="817 1184 1527 1256">A reading that is out of range for the graph</td> </tr> <tr> <td data-bbox="497 1256 817 1328">▲</td> <td data-bbox="817 1256 1527 1328">A HI reading from meter</td> </tr> <tr> <td data-bbox="497 1328 817 1400">▼</td> <td data-bbox="817 1328 1527 1400">A LO reading from meter</td> </tr> </tbody> </table>		This icon...	...represents data on:	● ● ●	Any event (all data view)	●	An after-meal event (flagged data only)	○	A before-meal event (flagged data only)	^	A reading that is out of range for the graph	▲	A HI reading from meter	▼	A LO reading from meter
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^	A reading that is out of range for the graph															
▲	A HI reading from meter															
▼	A LO reading from meter															
<p>6 View the target bars to view blood glucose levels relative to the patient's target range.</p>	<p>Before: After: </p> <table border="1"> <thead> <tr> <th data-bbox="497 1485 817 1576">This color...</th> <th data-bbox="817 1485 1527 1576">...means a blood glucose result is:</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 1576 817 1664"></td> <td data-bbox="817 1576 1527 1664">Above target</td> </tr> <tr> <td data-bbox="497 1664 817 1751"></td> <td data-bbox="817 1664 1527 1751">Within target</td> </tr> <tr> <td data-bbox="497 1751 817 1839"></td> <td data-bbox="817 1751 1527 1839">Below target and above hypo limit</td> </tr> <tr> <td data-bbox="497 1839 817 1919"></td> <td data-bbox="817 1839 1527 1919">Hypo</td> </tr> </tbody> </table>		This color...	...means a blood glucose result is:		Above target		Within target		Below target and above hypo limit		Hypo				
This color...	...means a blood glucose result is:															
	Above target															
	Within target															
	Below target and above hypo limit															
	Hypo															

Viewing other reports

7	View bolus insulin data using these icons:	This icon...	...means:
			Standard bolus
			Multiwave bolus
			Extended bolus
8	Click the expand links to view details (if available).		

Creating PDFs

1	From the report page, click the icon to create a PDF.	
2	Click the icon to print.	

Logging out

Click the icon to return to the Login page.	
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Uploading device data in your office

Use these instructions to upload data in your office for patients who do not have an Accu-Chek Connect online account.

Note: You must have Accu-Chek Connect Device Link software installed and one of the following three cables:

- Accu-Chek 360° USB cable
- Accu-Chek IR cable
- Accu-Chek Smart Pix device reader (Windows only)

If you have questions, see the Accu-Chek Connect online Setup and Daily Use Guides for additional information.

Step 1

See instructions below for how to put each Accu-Chek meter into download mode.

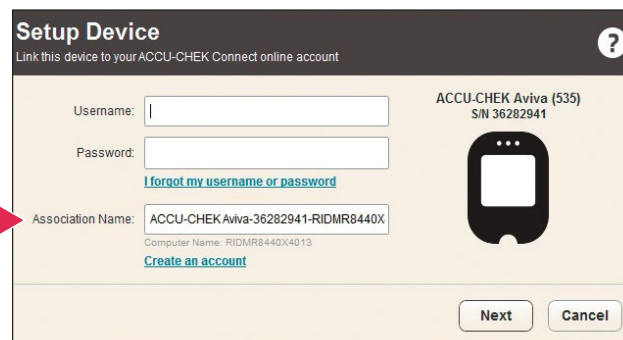






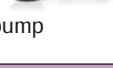





Step 2



Step 3

Follow on-screen instructions for each meter using device link.



Devices downloaded via infrared (IR) cable	Start with device:	Step 1	Step 2
1. Accu-Chek Aviva Connect meter 	ON	Select My Data, Data Transfer , then select USB cable	Plug USB cable into device and computer; do not move device or cable during communication
2. Accu-Chek Aviva Expert meter 		From the main menu, select My Data , then select Data Transfer	
3. Accu-Chek Aviva Combo meter 		From the main menu, select My Data , then select Data Transfer	
4. Accu-Chek Spirit Combo insulin pump 		With pump in STOP mode, press the  4 times to move to the Data Transfer screen . Press  twice to start.	
5. Accu-Chek Aviva meter  6. Accu-Chek Nano meter 	OFF	Press and hold the 2 arrow buttons at the same time until 2 arrows appear on meter screen	
7. Accu-Chek Compact Plus meter 		Press and hold M and S buttons at the same time until 2 arrows appear on meter screen	

Notes

For more information, consult the Help menu (?), located in the upper right corner of any accu-chekconnect.com page.

Experience what's possible.

ACCU-CHEK, ACCU-CHEK 360°, ACCU-CHEK AVIVA, ACCU-CHEK AVIVA COMBO, ACCU-CHEK AVIVA CONNECT, ACCU-CHEK AVIVA EXPERT, ACCU-CHEK COMPACT, ACCU-CHEK CONNECT, ACCU-CHEK NANO, ACCU-CHEK SMART PIX, and ACCU-CHEK SPIRIT COMBO are trademarks of Roche.

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