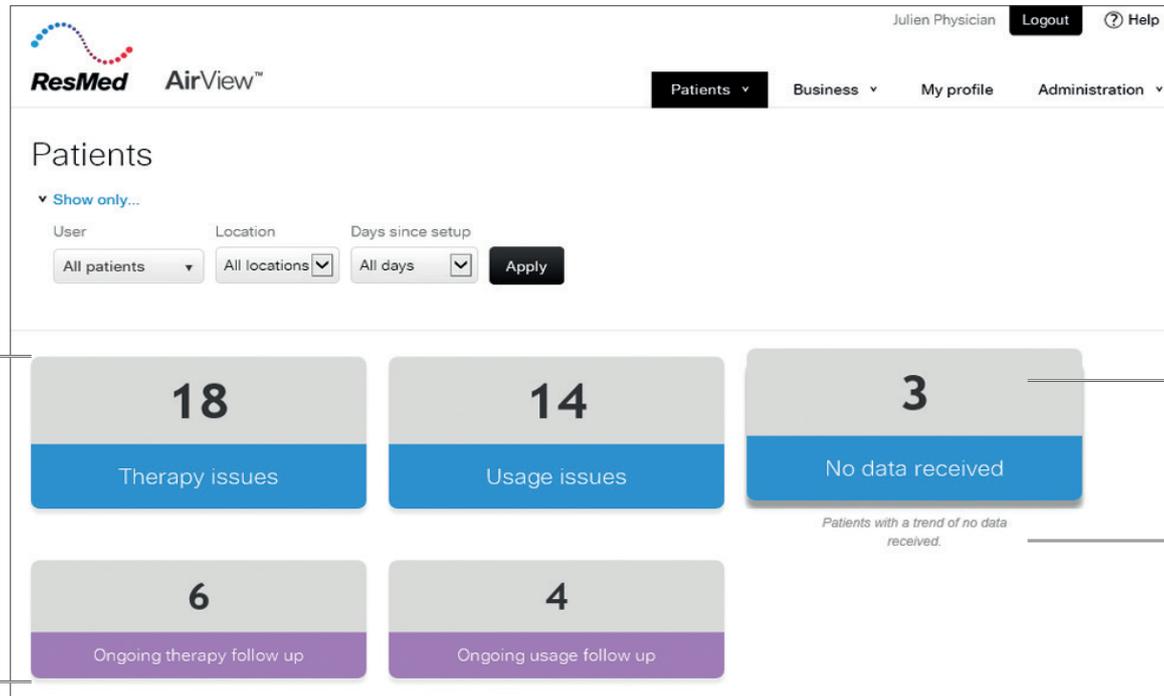


# Action Groups Guide

The **Action Groups** feature of AirView filters your patients into actionable groups based on certain criteria. It helps you manage your patients efficiently by focusing your attention specifically on patients that need your assistance.

**Action Groups** allow you to manage your patient population efficiently. For selected organisations, **Action Groups** will be activated in your AirView account. Patients are added/removed from a group based on having met a certain criteria. Additionally, you can exempt the patient from a certain parameter.

To navigate, from the **Patients** menu, select **Action Groups**.



## Action Groups

Patients are filtered into actionable lists based on certain criteria. Click any one of these groups to see specific patient therapy data for the past 10 days.

## Number of patients

Indicates the number of patients in the group.

## Rule description

Hover over any one of these groups to display a brief description of the rule that made up the group.

| Therapy issues   | Usage issues  | No data received   | Ongoing therapy follow up   | Ongoing usage follow up  |
|--|---|--|---|--|
| Identifies patients who have experienced higher than expected mask leak, AHI or CAI in their first 30 days of therapy. | Identifies patients who have demonstrated a trend in low usage on their device in their first 30 days of therapy. | Identifies patients whose data have not been transmitted for 3 days in their first 30 days of therapy and for 10 days after the first 30 days. | Identifies patients who are experiencing higher than expected mask leak, AHI or CAI after their first 30 days of therapy. | Identifies patients who have demonstrated a trend in low usage on their device after their first 30 days of therapy. |



# Action Groups: auto-add rules

AirView automatically adds patients into Action Groups when they meet the relevant criteria and removes them when they no longer meet those criteria. Patients can also be manually removed from Action Groups. Please see pages 5 and 6 for details on auto and manual removal.

|        |               | Rules  |               |                        |                             |                   |  |  |  |
|--------|---------------|--|---------------|------------------------|-----------------------------|-------------------|--|--|--|
|        |               | Patients who meet these criteria are automatically added to relevant group |               |                        |                             |                   |  |  |  |
|        |               | Therapy issues:<br>Mask leak, AHI & CAI                                    |               |                        | Usage issues:<br>< 4 hours* |                   |  | No data received                               |  |
| DURING | First 30 days | Therapy issues   |               |                        | Usage issues                |                   |  |  |  |
|        |               | Issue  | Threshold     | Timing                 | Issue                       | Threshold         | Timing   |  |  |
|        |               | 95% mask leak  | > 24 L/min    | 5 days <u>in a row</u> |                             |                   | 3 in first 7 days                              |  |  |
|        |               | and/or...  |               |                        | Daily usage hours           | < 4 hours*        | 5 in first 14 days                             |  |  |
|        |               | AHI  | > 10 per hour | 5 days <u>in a row</u> |                             |                   | 12 in first 21 days                            | No data received                               |  |
|        |               | and/or...  |               |                        | 14 in first 28 days         | Issue      Timing |  |  |  |
|        |               | CAI  | > 5 per hour  | 5 <u>out of</u> 7 days |                             |                   | 3 days <u>in a row</u><br>DURING first 30 days |  |  |
| AFTER  | First 30 days | Ongoing therapy follow up  |               |                        | Ongoing usage follow up     |                   |  | No data received                               |  |
|        |               | Issue  | Threshold     | Timing                 | Issue                       | Threshold         | Timing   |  |  |
|        |               | 95% mask leak  | > 24 L/min    | 5 days <u>in a row</u> |                             |                   | 5 days <u>in a row</u>                         | 15 days <u>in a row</u><br>AFTER first 30 days |  |
|        |               | and/or...  |               |                        | Daily usage hours           | < 4 hours*        |  |  |  |
|        |               | AHI  | > 10 per hour | 7 days <u>in a row</u> |                             |                   |  |  |  |
|        |               | and/or...  |               |                        |                             |                   |  |  |  |
|        |               | CAI  | > 5 per hour  | 7 days <u>in a row</u> |                             |                   |  |  |  |

- Leak is always 24 L/min and is not changed by preferences: Patient Leak Threshold
- No data triggers inclusion in the **No data received** group, but does not add the patient to other groups
- To disable the auto-add function for individual patients, go to **Patient profile > Preferences > Edit**.

\*Usage issues and Ongoing usage follow up: 4 hours or 3 hours depending on country-specific rules.



# Features available inside each group

## Patient group list

The patient group list is displayed when you click into a group. This **Therapy issues** screen lists all patients that have had a higher than expected leak, AHI or CAI.

| Name                                    | Day | Current Period |               | Usage Data |       |       |       |       |       |       |       |       |       |   |  |
|---|-----|----------------|---------------|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---|--|
|   |     | Remaining      | Average Usage | 04/03      | 05/03 | 06/03 | 07/03 | 08/03 | 09/03 | 10/03 | 11/03 | 12/03 | 13/03 |   |  |
| <input type="checkbox"/> Aubin, Arnaud  | 9   | 20             | 6h 0m         |            |       | ■     | ■     | ■     | ■     | ■     | ■     | ■     | ■     | M |  |
| <input type="checkbox"/> Avery, Auguste | 9   | 20             | 6h 0m         |            |       | ■     | ■     | ■     | ■     | ■     | ■     | ■     | ■     | M |  |
| <input type="checkbox"/> Igraine, Brian | 10  | 19             | 2h 55m        | ■          | ■     | ■     | ■     | ■     | ■     | ■     | ■     | ■     | ■     | M |  |

## Action menu

The Action menu is displayed when you click a patient name. This menu allows you to see key patient details and access specific sections of the patient's file, such as the Prescription or Remote Assist page. Other actions that you can complete from this menu include:

- Create report
- View recent logs (a summary of other groups the patient has recently landed in)
- Add notes
- Mark as reviewed
- Exclude from group

| Name  | Day | Current Period |               | Usage Data |       |       |       |       |       |       |       |       |       |   |  |
|---|-----|----------------|---------------|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---|--|
|   |     | Remaining      | Average Usage | 04/03      | 05/03 | 06/03 | 07/03 | 08/03 | 09/03 | 10/03 | 11/03 | 12/03 | 13/03 |   |  |
| <input checked="" type="checkbox"/> Aubin, Arnaud | 9   | 20             | 6h 0m         |            |       | ■     | ■     | ■     | ■     | ■     | ■     | ■     | ■     | M |  |
| <input type="checkbox"/>                          |     |                |               |            |       | ■     | ■     | ■     | ■     | ■     | ■     | ■     | ■     | M |  |
| <input type="checkbox"/>                          |     |                |               | ■          | ■     | ■     | ■     | ■     | ■     | ■     | ■     | ■     | ■     | M |  |

**In groups**  
If your patient is in multiple Action Groups, these will be shown here.



# Features available inside each group

## View recent logs

From the Action menu, click **View recent logs** to display the reason why the patient was added into the Action Group. You can find all Action Group logs when you click **View all Action Group logs**.

The screenshot shows a patient list with a modal window open for 'Ashtyn Lindgren'. The modal displays a log entry: '18/12/2015 Added to Usage issues Usage < 3 for 14 days out of 30'. Below the entry is a link 'View all Action Group logs' and an 'Ok' button.

## View reviewed patients

Click **View reviewed patients** to display all patients that have been reviewed in the last 48 hours.

The screenshot shows a patient list with a blue banner at the top stating '1 patient removed from the group'. Below the banner is the heading 'Ongoing usage follow up' and a link 'Back to Action Groups'. The patient list shows 'Sim Mueller' and a 'Display 25 per page' control.

## Mark as reviewed

Once you have actioned any patient issues (e.g. called the patient, adjusted settings), you can remove the patient from the Action Group.

From the **Patients > Action Groups** menu, select the patient and click **Mark as Reviewed**.

You can also select multiple patients or select all patients in a group.

The screenshot shows a patient list with buttons 'Mark as reviewed' and 'View reviewed patients'. The heading is 'Ongoing usage follow up' with a link 'Back to Action Groups'. The patient list shows 'Emmet Stark' and 'Sim Mueller' with checkboxes. A 'Display 25 per page' control is at the bottom.

## Restore reviewed patients

Select the patient and click **Restore selected to group**, to restore a patient back to the Action Group.

The screenshot shows a patient list with a button 'Restore selected to group'. The heading is 'Reviewed from Ongoing usage follow up' with a link 'Back to patients'. A blue bar indicates '1 selected Select all 1 in a group'. The patient list shows 'Emmet Stark' with a checked checkbox. A 'Display 25 per page' control is at the bottom.



# Action Groups: auto-remove rules

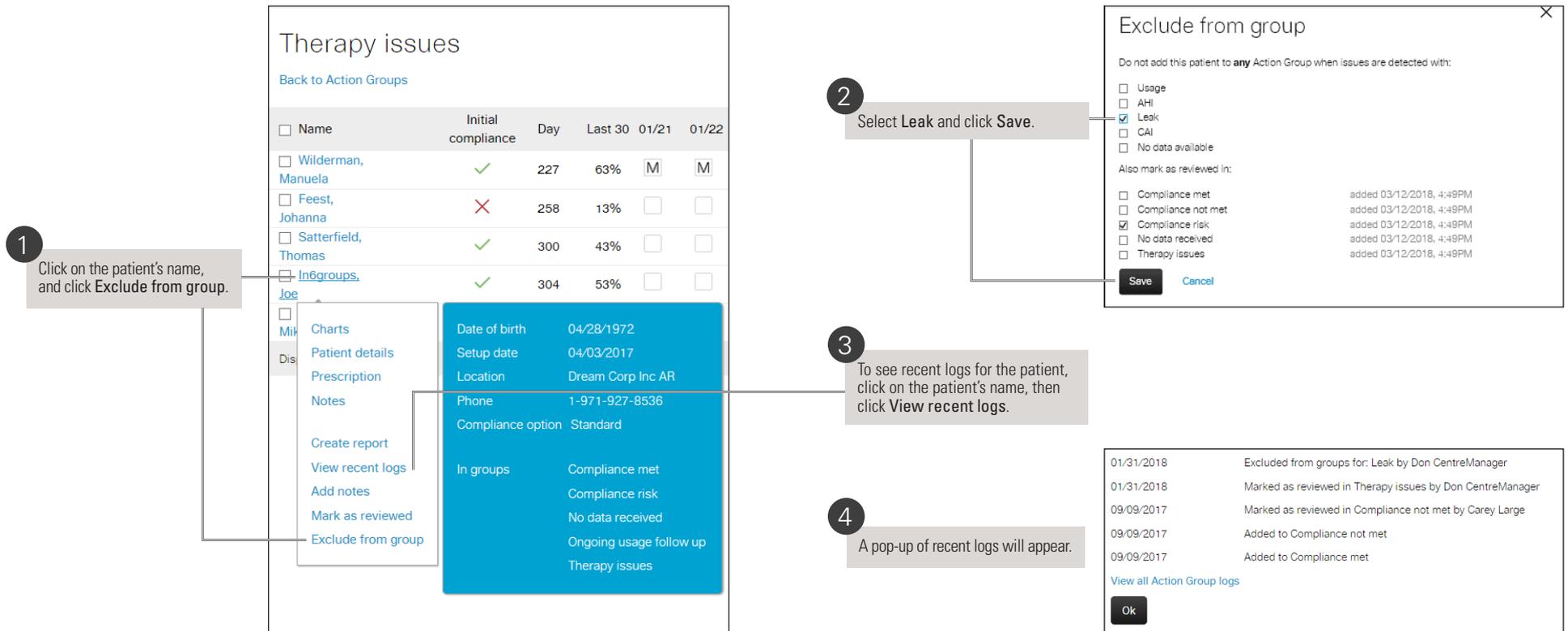
Auto-remove rules simplify the management of Action Groups. Patients are automatically removed from an Action Group when they no longer meet any of the criteria for inclusion. This change of status is recorded in the patient groups log. Patients who are auto-removed do not appear in the **Mark as reviewed** list. Patients who are manually removed from a group appear in the **Reviewed patients** list.

| Auto-removal rules   |                                  |                        |                             |                                |            |                        |  |
|--|----------------------------------|------------------------|-----------------------------|--------------------------------|------------|------------------------|--|
| Patients who meet these criteria are automatically removed from the relevant group |                                  |                        |                             |                                |            |                        |  |
| Therapy issues:<br>Mask leak, AHI & CAI  |                                  |                        | Usage issues:<br>< 4 hours* |                                |            | No data received       |  |
| <b>DURING</b><br>First 30 days   | <b>Therapy issues</b>            |                        |                             | <b>Usage issues</b>            |            |                        | <b>No data received</b><br>Issue      Timing |
|  | Issue                            | Threshold              | Timing                      | Issue                          | Threshold  | Timing                 |  |
|  | 95% mask leak                    | ≤ 24 L/min             | 3 days <u>in a row</u>      | Daily usage hours              | ≥ 4 hours  | 3 days <u>in a row</u> |  |
|  | <i>and/or...</i>                 |                        |                             |                                |            |                        |  |
|  | AHI                              | ≤ 10 per hour          | 3 days <u>in a row</u>      |                                |            |                        |  |
| <i>and/or...</i>   |                                  |                        |                             |                                |            |                        |  |
| CAI  | ≤ 5 per hour                     | 3 days <u>in a row</u> |                             |                                |            |                        |  |
| <b>AFTER</b><br>First 30 days  | <b>Ongoing therapy follow up</b> |                        |                             | <b>Ongoing usage follow up</b> |            |                        | Data received for 1 day                      |
|  | Issue                            | Threshold              | Timing                      | Issue                          | Threshold  | Timing                 |  |
|  | 95% mask leak                    | ≤ 24 L/min             | 3 days <u>in a row</u>      | Daily usage hours              | ≥ 4 hours* | 3 days <u>in a row</u> |  |
|  | <i>and/or...</i>                 |                        |                             |                                |            |                        |  |
|  | AHI                              | ≤ 10 per hour          | 3 days <u>in a row</u>      |                                |            |                        |  |
| <i>and/or...</i>   |                                  |                        |                             |                                |            |                        |  |
| CAI  | ≤ 5 per hour                     | 3 days <u>in a row</u> |                             |                                |            |                        |  |

\*Usage issues and Ongoing usage follow up: 4 hours or 3 hours depending on country-specific rules.

# Excluding a patient from Action Groups

**Example:** Joe has been auto-enrolled in the **Therapy issues** Action Group due to high leak. I know he is doing well with therapy in spite of his leak issues so I will remove him from the group by following steps 1 to 4.



**1** Click on the patient's name, and click **Exclude from group**.

**2** Select **Leak** and click **Save**.

**3** To see recent logs for the patient, click on the patient's name, then click **View recent logs**.

**4** A pop-up of recent logs will appear.

| Name   | Initial compliance | Day | Last 30 | 01/21                               | 01/22                               |
|--|--------------------|-----|---------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Wilderman, Manuela  | ✓                  | 227 | 63%     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Feest, Johanna      | ✗                  | 258 | 13%     | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/> Satterfield, Thomas | ✓                  | 300 | 43%     | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/> In6groups, Joe      | ✓                  | 304 | 53%     | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Exclude from group**

Do not add this patient to **any** Action Group when issues are detected with:

Usage  
 AHI  
 Leak  
 CAI  
 No data available

Also mark as reviewed in:

Compliance met added 03/12/2018, 4:49PM  
 Compliance not met added 03/12/2018, 4:49PM  
 Compliance risk added 03/12/2018, 4:49PM  
 No data received added 03/12/2018, 4:49PM  
 Therapy issues added 03/12/2018, 4:49PM

**Save** **Cancel**

**View recent logs**

01/31/2018 Excluded from groups for: Leak by Don CentreManager  
 01/31/2018 Marked as reviewed in Therapy issues by Don CentreManager  
 09/09/2017 Marked as reviewed in Compliance not met by Carey Large  
 09/09/2017 Added to Compliance not met  
 09/09/2017 Added to Compliance met

[View all Action Group logs](#)

**Ok**

- The manual removal option is only available to organisations with Action Groups.
- If a patient was previously excluded from a group for a specific metric (e.g. leak, usage, etc), upon inclusion they can be triggered the next day.