

# Clinic / Hospital User Guide

## BlueLoop Basics

Web address: <https://blueloop.mycareconnect.com>

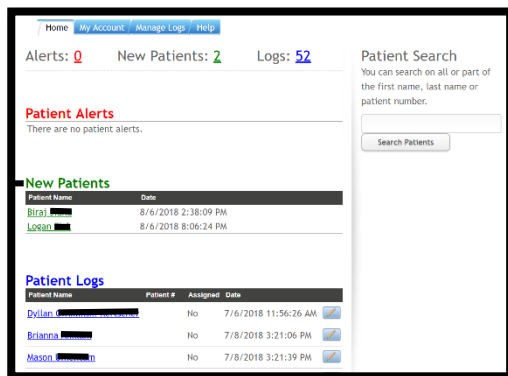
Username and passwords are provided by your clinic's BL administrator

Clinic Username:

Clinic Password:

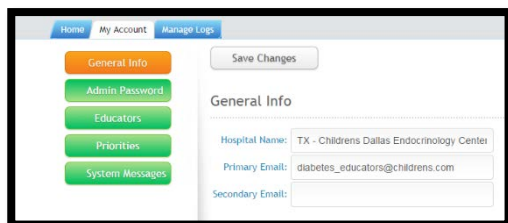
Your Individual Password:

The system requires your individual password when you access a patient record.



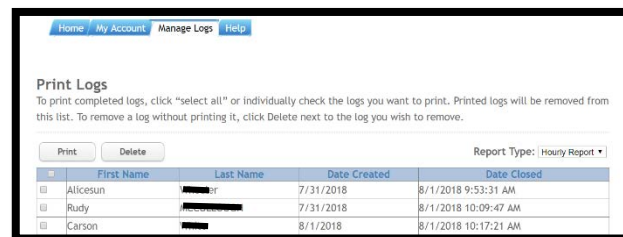
### Home Tab

The Homepage tab provides a dash-board view of patients in Alert status (meaning a communication from a guardian has been sent to your hospital through BlueLoop, or that individual alert parameters have been met), new patients, and patients whose BG logs are scheduled to be reviewed on that day.



### My Account Tab

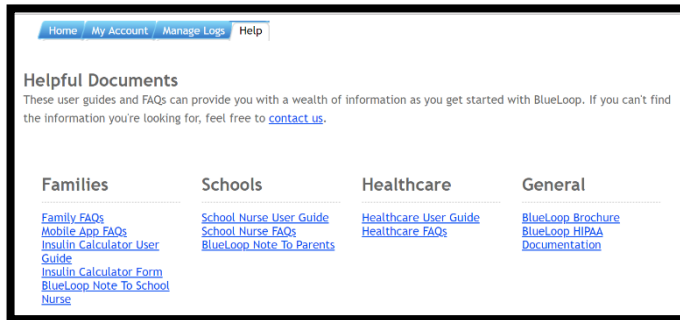
The My Account tab is used by your clinic's BlueLoop administrator to set up individual clinician access, patient alert settings, and other behind-the-scenes functions.



### Manage Logs Tab

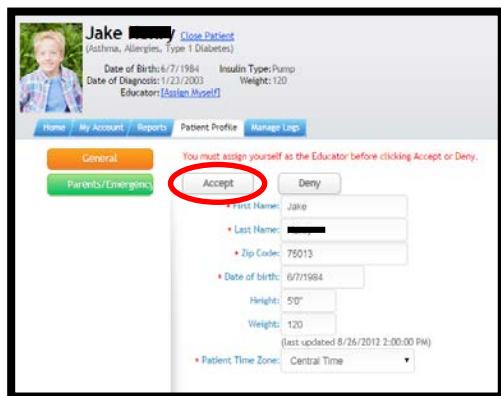
The Manage Logs tab is an ongoing list of completed logs. (Completed logs are those that have been reviewed and any communications made between clinic and guardian. When a clinician completes a log, the patient's name no longer appears on the homepage as an active log.)

Selecting Print next to a log creates a PDF file that documents the details of this log: clinician name, patient ID, time stamp, patient log view, dosages, and any communication between guardian and clinic personnel. This pdf file can be uploaded into your EHR system.



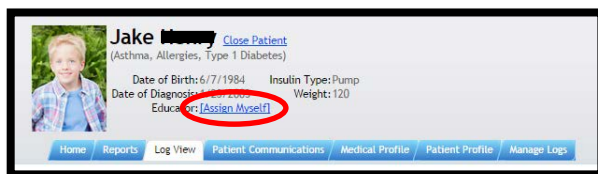
## Help Tab

The Help tab contains helpful documents for families, schools, and healthcare providers.



## How to Accept a New Patient Wanting to Connect with You

When a family signs up for a BlueLoop account, they select from a drop-down list of clinics to connect to yours. This selection launches an email to your clinic that one of your patients wants to connect with your clinic through BlueLoop, and the patient name appears on your Homepage as a New Patient. Click on the patient name, assign yourself (blue link right above the Patient Profile tab), and review the basic patient info to verify the patient belongs to your clinic. Click **ACCEPT**. The guardian receives an email message letting them know they are now connected to your clinic through BlueLoop. If the patient is not yours, click **DENY**.



## How to Review a Patient Record

From the Home Tab, click the patient name. You will be prompted to enter your individual password, and taken to the Log View for this patient. There are two log views: Detailed and Hourly. If you are going to take responsibility for reviewing, communicating with the patient's guardians and completing this log, click **ASSIGN MYSELF** above the tabs. If you simply want to look at the log but not take responsibility for it, do not click to assign yourself.

Within a patient record, you can:

**Review the BG log.** There are two log views available: Detailed and Hourly. High and Low BGs are highlighted based on the parameters the guardian has assigned (default is <80 and >180). You can ask the guardian to change those parameters if you want. You can select a date range and print the log, as well.

**Hourly Log View**

*Displays information based on time of day*

**Detailed Log View**

*Displays information based on event (breakfast, lunch dinner...)*

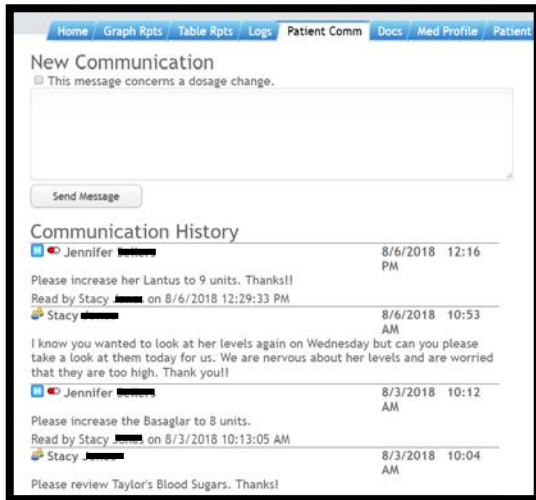
The screenshots show the BG log interface for a patient named Amanda. The top-left screenshot shows a detailed view for 7/13/2018 with a table of BG and Carbs values. The top-right screenshot shows an hourly view for 7/13/2018 with a table of BG and Carbs values. The middle-left screenshot shows a detailed view for 7/12/2018. The middle-right screenshot shows an hourly view for 7/12/2018. The bottom-left screenshot shows a detailed view for 7/11/2018. The bottom-right screenshot shows an hourly view for 7/11/2018. Each screenshot includes a 'Notes' section with 'Entered' and 'Event' information.

**See the patient's current dosages** in the Medical Profile Tab, or by clicking View Dosages on the left side of the Log View screen. The dosage fields are customized based on the patient's regimen, injections or insulin pump. Note: Dosages are read-only for all users, unless the patient's guardian has granted the clinic permission to modify dosage information.

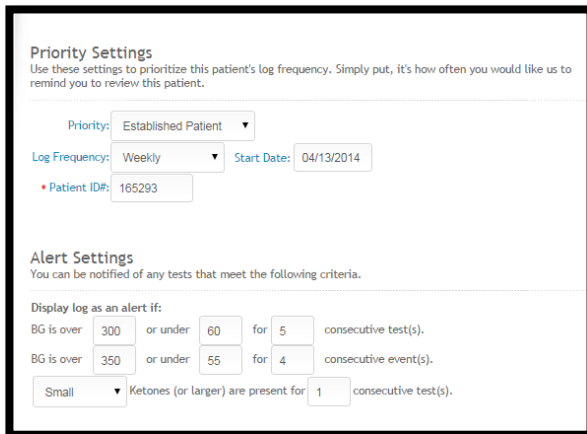
The screenshot shows the 'Pump Settings' form. It includes fields for 'Target Blood Glucose Range' (70, 180), 'Insulin Sensitivity Factor' (40), 'Correct Above' (150), 'Insulin on Board' (2), 'Carb Factors / Ratios', and 'Bedtime/Overnight Target Blood Glucose' (150). It also lists meal dosages: Breakfast (15), AM Snack (10), Lunch (15), PM Snack (10), Dinner (10), and Bedtime/Overnight (20).

The screenshot shows the 'Pump Settings' table with the following data:

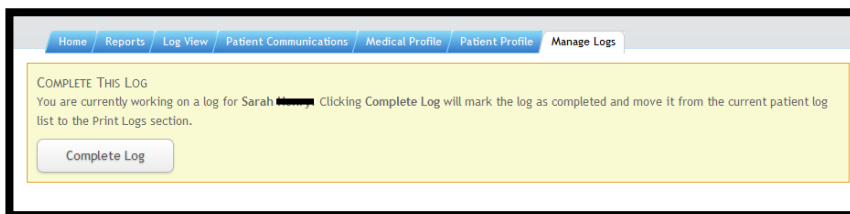
Time	Amount
Midnight	1.25
6:00 AM	1.5
4:30 PM	1.15
9:00 PM	1.05



**Communicate to the patient's guardian** in the Patient Communication tab, or by clicking View/Add Communications on the left side of the Log View screen. When you add a communication, your name is documented and time stamped within the message. The guardian receives an email letting them know a communication has been received. Upon reading the clinic communication, the guardian is prompted to check a box indicating they have received and read the message.



**View the patient's current profile** in the Patient Profile tab. The bottom half of the screen is ONLY visible to the clinic. This is where patient priority, log schedule, and alert parameters can be reviewed and changed by the clinic. These settings can be customized for each patient, and updated as needed.



**Complete the log.** By completing the log, you indicate that the BG log, dosages, and/or communications have been reviewed and responded to, and that you are done working with that log.

**A typical log review goes as follows:**

- ✓ Click the patient name
- ✓ Enter your individual password
- ✓ Review the BG log for patterns of high/low blood sugars
- ✓ Review current dosages to determine where changes might need to be made
- ✓ Communicate the changes (or that there are no changes recommended)
- ✓ Complete the log

**Questions? Need brochures? Have new staff to train? Contact us. We're here to help!**

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