Clinical Portal User Guide



ADI# Health

MyPathway for Sheffield Teaching Hospitals NHS Foundation Trust

Cardiology and Respiratory Services

V1.4

Your login details to access the MyPathway clinical portal will be sent to you by email.

To log in to the MyPathway portal, go to the following web address:

https://portal.mypathway.care/clinical_portal/login_When

you login for the first time:

• Input your email address and password and click on login:

| Please login using the form below Email Address | |
|--|---|
| Password | |
| Login | 1 |
| Forgot Password | |
| | |

IMPORTANT: STH IT may not allow MyPathway access through Internet Explorer. In this case Google Chrome can be used.

To log into the Admin portal, follow the link <u>https://portal.mypathway.care/admin_portal/login</u> Through the Admin portal the user can:

- Create and change message templates.
- Add and remove resources

Users will need to log out of Admin and Clinician portals to access the other

| Respiratory and Cardio | MSK | Clinician |
|------------------------|------------------------|----------------------------|
| Respiratory and Cardio | MSK | Team admin |
| | | |
| | | |
| | | Select Team |
| | | |
| | Respiratory and Cardio | Respiratory and Cardio MSK |

Go to the login page: <u>https://portal.mypathway.care/clinical_portal/login</u>

Click on 'Forgot Password' > Input your email address and click on 'Forgot Password'. A message will then pop-up advising an email has been sent so you can reset your password – **please check your junk / spam folders** if it doesn't appear in your inbox.

Click on 'Click here to reset your password' the link in the email then input your new password in the 'Password' field and click on 'Reset password'.

| Please login using the form below imail Address | Porgou Password Please enter your email address below. After entering you will receive an email which you can use to reset your password. | Forgot Password Email |
|--|--|--|
| IntroBudi-UK.com To Password To Password To Password To Password To Password Forgot Password To Passwo | Email info@jadi-uk.com Return to Login Page Sign Up | If your account exists in the system you will shortly receive an email which you can use to reset your password. Return to Login Page |
| The 19/02/2019 1023 | | Reset your Password Please reset your password using the form below Email |
| Reset your i-Focus password Size fractoury We have received a request to change your password. If you did | In III way. Care> | info@adi-uk.com 🖷 |

MYPATHWAY DASHBOARD

The dashboard provides an overview of MyPathway patient numbers invites and is used to find the patient record. There are 3 tabs:

- Active = patients who have been invited and have registered
- Invited = patients invited who have not registered
- Pending = patients who could not be sent the invite due to incorrect / missing data

| MyPathw | ay Over | view My Tea | m Find Patient | Go | | Not specified |
|--|-----------|------------------------|------------------------------------|------------------------|---------|------------------|
| Welc | ome t | o your | dashboard | | | |
| | Overdue (| DMs | | | | |
| Your F | Patient | S tient's appointme | nts, resources, questionnaires, me | essages and referrals. | | Q |
| Active | Invited | Pending | | | | |
| Name | | | Hospital Number | NHS/HIS Number | Status | |
| Your Patients View and manage your patient's appointment Active Invited Pending Name Not Set Not Set | | | • | 123 zzz 1000 | Pending | VIEW Re-invite - |
| Not.Set | | | ۵. | 620 700 8383 | Pending | VIEW Re-invite - |

Each tab has five sections of patient data:

- Name
- Hospital Number (only populated if provided)
- NHS number
- Status (registered / invited)
- View

FIND PATIENT

To find a patient enter their **NHS Number** in the 'Find Patient' field and click 'Go':

| MyPathw | ay Overview | My Team | 999 999 9999 | Go | | Not specified 🗸 🗸 |
|---------|--------------------------------|------------------|---------------------------------------|----------------|--------|-------------------|
| Welc | ome to | your da | shboard | | | |
| | Overdue OMs | | | | | |
| Your F | atients nage your patient's | appointments, re | sources, questionnaires, messages and | referrals. | | |
| Active | Invited Pend | ing | | | | |
| Name | | | Hospital Number | NHS/HIS Number | Status | |

Always cross check patient details – name and date of birth – to ensure they match.

To access and manage the patient details, either click on the patient name or 'VIEW':

| MyPathwa | y Overview My Team | 0102082018 | Go | | | Demo Clinician |
|-------------------------|---|--|---------------------------|-----------------------------|----------------------|----------------|
| My Team | | | | | | |
| Patients | Overdue Questionnaires R | eports User-Feedback 1 | Norklists | | | |
| Patie | ents | | | | | |
| This page li | sts the patients records associated | with your team or organisation. Y | ou can filter the list or | search for specific records | using the form below | Ν. |
| Filters | | | | | | |
| Status | | | | | | |
| All Patie | nts | | * | | | |
| You can op "Pending" | ionally filter the list to only show r records were previously referred to | ecords with the given status. Note as "Preinvited". | that | | | |
| Name | Date of birth | NHS Number | Hospital P | lumber | Status | Actions |
| Patient, Test | .01 01-Jan-1965 | 010 208 2018 | - | | Registered | VIEW |
| Total number | of results: 1 | | | | | |

CREATE A PATIENT

To create a patient, select 'Create new patient' in the 'overview' page.

A create patient form will appear which will allow you to fill out the patient's information and create a patient account.

| | MyPathway | Overview | My eam | Find Patient | Go | | |
|---|--|-------------------|-----------------|-------------------------|---------------------------|--------|--|
| | Welcor | ne to y | our da | ishboard | | | |
| | Ov | verdue OMs 1 | | | | | |
| (| Your Pat View and manage Create new patier | your patient's ap | opointments, re | sources, questionnaires | , messages and referrals. | | |
| | Active Inv | rited Pendin | g | | | | |
| | Name | | Hospital N | lumber | NHS/HIS Number/Identifier | Status | |

The fields that need to be completed in order to create a patient are:

- Given name
- Family name Gender
- Date of Birth
- NHS number
- Email

| Create Patient | | × |
|----------------|-----|-------------|
| Given Name | | |
| Given Name | | |
| Middle Name | | |
| Middle Name | | |
| Family Name | | |
| Family Name | | |
| Gender | | |
| Select gender | | ~ |
| Date of birth | | |
| NHS Number | | |
| NHS Number | | |
| Email | | |
| Email | | |
| Mobile Number | | |
| Mobile Number | | |
| | | |
| | Cre | eate Cancel |
| | | |

PATIENT OVERVIEW

Once you are in the patient record you can access the following:

- **Pathway** = a real time view of the patient's pathway
- Appointments = not in use
- **PROMs** = allocated and completed clinical and non-clinical questionnaires
- **Resources** = allocated and available resources
- **Messages** = messages sent to the patient
- **Referrals** = How frequently patients update measurements
- Goals = not in use
- Settings = opt patient out or opt patient back into digital communications •
 User Notes = Patient readings

| Born: 01- | Jan-2000 (21v) NHS Number 999 999 |
|---|--|
| | an 2000 (22) mis number. 000 000 : |
| p.xyz 🖻 | |
| Status: Registered | Pathway: |
| | PH1-Daily, PH2-Weekly, PH3-Monthly |
| essages Referrals Goals Settings User Notes | |
| | in the second state of the |
| | |
| Welcome to MyPathway | |
| MyPathway for PVDU in Sheffield enables us to better | |
| best care without additional visits to the clinic or | |
| telephone calls. Using your own devices at home and those provided for you, we can monitor important | |
| measures and provide the most relevant support to | |
| | |
| | |
| | |
| | |
| | Status: Registered essages Referrals Goals Settings User Notes rate, appointment, PROMs etc Valcome to MyPathway MyPathway for PVDU in Sheffield enables us to better support you and your condition and offer you the beter and without additional wisits to the clinic or telephone calls. Using your own devices at home and those provided for you, we can monitor important measures and provide the most relevant support to you. |

PATHWAY

In the 'Pathway' tab you can see a real time snapshot of what the patient can see in their MyPathway app. All items added to the pathway either manually or automatically are shown in a 'lozenge'.

By selecting a lozenge, you will be taken to the appropriate tab See below MyPathway from the clinician portal:

| | ind ducine out | nwise Gamge | ée | | | | | | | | | | | |
|---------------|---------------------|----------------|-------------------|-----------------|-----------------------------------|-----------------------------|-------------------------------------|---------------------------|----------------|----------|-----------|--------|-------|----|
| GAMGEE | , Samwise | | | | | | | Born: 01 | Jan-2000 (21 | y) NHS N | umber: | 999 99 | 99 98 | 8/ |
| | | | sam@adi-ma | ailtrap.xyz 🛛 | ſ | | | | | | | | | |
| Patier | nt Overv | view | | | | St | atus: Re | gistered | Path PH1-Da | iway: | leekly, P | H3-Mon | thly | |
| Pathway | Ap ointments | PROMS | Resources | Messages | Referrals | Goals | Settings | User Notes | | | | | | |
| A quick snaps | not what this patie | ent can see in | their app List of | referrals, appo | pintment, PROM | ls etc | | | | | | | | |
| | | | | | | Î DI D | | | | | | | | |
| | | | | -(🖂) | | | | | | | | | | |
| | | | | Y | Welcome to I | MyPathwa | V | | | | | | | |
| | | | | | MyPathway for | PVDU in Sh | effield enable | es us to better | | | | | | |
| | | | | | support you an best care witho | nd your con out addition | dition and offe al visits to the | er you the | | | | | | |
| | | | | | telephone calls | s. Using you | r own devices | at home and | | | | | | |
| | | | | | those provided measures and | for you, we provide the | can monitor most relevan | important t support to | | | | | | |
| | | | | | you. | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | - | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | 22 Dec | ember 202 | 0 | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | Y | About Your H | lealth Tod | ay | | | | | | | |
| | | | | | Please fill out t | his quick qu | uestionnaire a | bout your | | | | | | |
| | | | | | health conditio | on and how | it currently af | fects your life. | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | View Your Ans | wers | | | | | | | | |

When the patient registers for MyPathway, they automatically receive the emPHasis10 questionnaire listed below.

In the 'PROMs' tab you can view the following questionnaires and their status – 'Assigned' = not completed; 'Scored' or 'Complete' status = completed:

| MyPathway Overview My Team | Find Patient | io | Jak Kelly 📃 🗧 |
|---|------------------------------|----------------------------------|---|
| Overview > Find Patient > Samwise Gamgee | r | | |
| GAMGEE, Samwise | | Bo | rn: 01-Jan-2000 (21y) NHS Number: 999 999 9840 |
| | sam@adi-mailtrap.xyz 🖉 | | |
| Patient Overview | | Status: Registered | Pathway: PH1-Daily, PH2-Weekly, PH3-Monthly |
| Pathway Appointments PROMs | Resources Messages Referrals | Goals Settings User Notes | |
| Allocate Questionnaire | | | |
| $\label{eq:pathway} \texttt{Pathway} \texttt{T} \stackrel{\circ}{=} \begin{array}{c} \texttt{Clinical} \\ \texttt{Event} \end{array} \stackrel{\circ}{=} \texttt{Questionnaire}$ | τ ≎ Completed τ s | Score T Status T C Issued By T C | $\begin{array}{ll} \text{Response} & & \\ \text{Due By} & \top \oplus \begin{array}{l} \text{Issued} & & \\ \text{On} & & \\ \end{array} \forall \oplus \begin{array}{l} \text{Version } \top \oplus \\ \text{Actions } \top \oplus \end{array}$ |
| emPHasis10 | 22-Dec-2020 | Total - 26 Scored Trigger Engine | Not Specified 22-Dec-2020 2 VIEW |

To view the patient's responses to a completed questionnaire, click on 'VIEW' and you can see the answers given to each question along with any related score values:

| MyPathway | y Dverview | My Team | Find Patie | | | | | | | Jak Kelly |
|------------------------------|----------------------|---------------|-------------|-----------------|-----------|-----------------|-----------------|------------|--|---|
| Overview + | Find Patient > Fro | do Beggins'. | | | | | | | | |
| BAGGINS | , Frodo | | | | | | | Born: 01- | Jan-2000 (21y) NHS Numbe | 999 999 9557 |
| | | | frodogradi- | nailtrap.xyx [| 8 | | | | | |
| Patier | nt Overv | view | | | | Stat | us: Reg | istered | | |
| Pathway | Appointments | PROMs | Resources | Messages | Referrats | Goats | Settings | User Notes | | |
| Back to Que | estionnaire List | Afecate Qu | estionnaire | | | | | | Comp | lete Questionnaire |
| Viewing | emPHasis1 | 0 | | | | | | | | |
| Status | | Assigne | rd | | Res | ponse Due B | , | | Not Specified | |
| issued By | | Tripper | Engine | | Con | plated On | | | | |
| tssued On | | 22-Dec | 2020 | | Upd | lated On | | | 22-Dec-2020 | |
| Pathway | | | | | | | | | | |
| Individual C | Variant Annu | uper and Cu | | | | | | | | |
| Question | feestion is reise | reis and si | ing | uts | | | | | | |
| 1. Move the sl experience | Sider to where it b | est describes | your | | | And No Arise | w#r er Given | | Mie Laminot frustrated by my breathlassness | Har Lam very frustrated by my breathlessness |
| | | | | | | | | | 0 | 5 |
| 2. Nove the s | lider to where it b | est describes | voor | | | 410 | - | | Mar Being breathless | Mar Being breathless |
| experience | | | | | | No Antai | er Given | | never interrupts my conversations 0 | always interrupts my conversations 5 |
| | | | | | | 2.49 | with . | | Min Life and panel for | Max I share or or of to |
| 3. Move the sl experience | lider to where it b | est describes | April | No Anzwer Given | | | | | rest during the day 0 | rest during the day S |
| | | | | | | AV | | | Min | Mare |
| 4. Move the sl experience | lider to where it b | est describes | your | | | No Antes | er Given | | t do oot feel exhausted 0 | i always feel exhauited S |
| | | | 0000 | | | | wet r | | Min | Мря |
| experience | outer to where it or | THE WESCHIDES | 1000 | | | No Arida | er Given | | energy 0 | at all 5 |
| | | | | | | - 419 | wat. | | Mie When I walk up | Max When I walk up |
| experience | uper to where it be | est eescribes | Annu. | | | No Antin | er Given | | one flight of stairs Lars not | -one rught of stairs Fam very |

The resources library in MyPathway consists of resources and information that can be sent to a patient to help them with their health. You can also upload a personalised resource in a variety of formats including PDFs and send them to the patient.

| , | Availa | ble Resources | | |
|---|------------|-------------------------------|---------|---|
| | end some r | new resources to your patient | | |
| (| Catego | ry: | | |
| | general | | | - |
| | Туре | Label | Details | |

To view allocated and available resources click on the 'Resources' tab:

You can then see any 'Already suggested' resources which the patient has been sent and can access via MyPathway and also the 'Available Resources' that you can send to the patient.

| Pat | ient | Overvie | W | | / | | Sta | atus: Re | gistered | | | | |
|-------------------------------|---|--|--|---|---------------------------------|--|--------------------------------|-----------------------|--------------------------------|------------------|-----------------|-------------------|--------------------|
| Pathy | vay App | pointments P | ROMs Re | sources | Messages | Referrals | Goals | Settings | User Not | es | | | |
| 🔁 lf y | ou wish to a | dd a personalised | resource pleas | e speak to yo | our Team Ma | ager Add a p | personalised | resource | | | | | |
| Resource Alre These lin | es. You can s ady su | uggest or remove r Uggested urces have already | resources like v | videos, pdfs a vailable to yo | and web links ur patient | here. Use the j | predefined li | ist that has b | een set up in | the resource lib | rary or you can | a suggest a perso | onalised resource. |
| Туре | Category | Label | | | Detail | 5 | | | | | | | |
| url | video | Living with Pulm | ionary Hyperte | ension 🗗 | A colle | ection of resou | rces and pra | ctical advice | fo <mark>r l</mark> iving with | n pulmonary hy | pertension. | | EDIT REMOVE |
| url | video | Frequently asked diagnosed patien | ently asked questions for newly osed patients 🗗 | | | uestions for newly A selection of frequently asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have pulmonary hyperical asked questions from people recently found to have people recentl | | | | | | | EDIT REMOVE |
| url | video | What is Pulmona | ulmonary Hypertension 🗗 | | | olanation of wh | nat pulmona | ry hypertens | ion (PH) is. | | | | EDIT REMOVE |
| url | video | Link to The Pulm Association UK | ionary Hyperte 3 | The PHA UK is the only charity in the UK dedicated to supporting people affected by the rare disease pulmonary hypertension (PH). | | | | | | | | are disease | EDIT REMOVE |
| Ava Send so Cate | ilable me new reso gory: ote monitorir | Resource urces to your patie | ent I advice | | | | | | | | | | ~ |
| Туре | Label | | Details | | | | | | | | | | |
| url | How to use pulse oxim | eter 🗗 | Link to video instructions | o on You Tube and some fea | e that shows y atures may be | ou how to use similar, but n | your pulse o ot all the sar | oximeter (if s ne. | upplied from | PVDU). If not su | pplied from PV | /DU you should ł | have (ADD |
| url | How to me pressure | asure your blood | Link to a vide | eo on You Tul | be that shows | s you how to m | easure your | blood pressi | ure. | | | | ADD |

To allocate the patient a resource from the 'Resource Library', in the 'Resources' tab:

- Scroll down to the 'Available Resources' section and click on the 'Category' drop down box
- Select the resource category; find the resource and click on 'ADD'

You can then also send a message to the patient's timeline to advise them that they have been sent a resource:

• Tick the 'Notify Resource on Patient's Timeline' box and then click on: 'Suggest Personalised Resource'

Click on the 'Select Type' dropdown and select the resource type. To upload a PDF, select 'Upload new file'

- In the 'Label' field, type the name of the resource
- In the description field type the resource description
- If the resource is a link to a web page, copy the URL in to the URL field
- Enter lozenge title and lozenge text, this will appear on the patients Pathway.
- After the resource has uploaded, click on 'Notify Resource on Patients Timeline' and
- then click on: 'Suggest Personalised Resource'

There is now an option to select 'notify patient with push notification' which will send a notification to mobile app users when a resource is sent to the patient.

If the 'lozenge title' and 'Lozenge text' are not completed, patients will receive a predefined automatic message, shown below on their timeline.

| Patie | nt Over | /iew | | | | Sta | atus: Reg | gistered | |
|---------------|-----------------------|----------|-----------|----------|-----------|-------|-----------|----------------|---|
| Pathway | Appointments | PROMs | Resources | Messages | Referrals | Goals | Settings | Communications | |
| Back to Re | source List | | | | 1) | | | | |
| Suggest | Personalise | ed Resou | urce | | | | | | |
| Туре | | | | | | | | | |
| PDF | | | | | | | | | |
| Label | | | | | | | | | Ē |
| URL | | | | | | | | | |
| | | | | | | | | | |
| Description | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | 1 |
| Category | | | | | | | | | |
| Select a (| Category | | | | | | | | |
| Notify Res | ource on Patient's T | imeline | | | | | | | |
| Lozenge Title | | | | | | | | | |
| Lozenge text | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| - | | | | | | | | | |
| Notify pati | ient with push notifi | cation | | | | | | | |
| Suggest Pe | rsonalised Resourc | :e | | | | | | | |



Via the 'Messages' tab, you can send a bespoke message to the patient and view any past messages that have been sent.

To send a bespoke message: in the 'Messages' tab click on 'Add New Message':

| MyPathway Overview My Team | Find Patient | | | | | | Not specified |
|--|------------------------------|------------|-----------|-----------|---------|-----------------|-----------------------------|
| Overview > Find Patient > two test patient | | | | | | | |
| PATIENT, Two | | | Born: 0 | 1-Jan-2 | 000 (20 | y) Medical_Reco | ord_Number: B1234356 |
| | test.patient.two@adi-uk.com | | | | | | |
| Patient Overview | Resources Messages Referrals | Status: Re | egisterec | nications | | | |
| Add New Message | | | | | | | |
| Messages List | | | | | | | |
| Search messages Submit | | | | | | | |
| Title | | | Туре | Sender | Туре | Date Sent | Actions |

Type in the message title and the content and press click on 'Send Message':

| MyPathwa | y Overview | My Team | Find Patie | nt | G | 0 | | | Jak Kelly 📃 🗧 |
|----------------|----------------------|---------------|-----------------|-----------------|-----------|-------|----------|-------------------|---|
| Overview > | Find Patient > Sa | mwise Gamge | ie . | | | | | | |
| GAMGEE | , Samwise | | | | | | | Born: 01 - | Jan-2000 (21y) NHS Number: 999 999 9840 |
| | | | sam@adi-m | ailtrap.xyz 📝 | С. | | | | |
| Patier | nt Over | view | | | | St | atus: Re | gistered | Pathway: PH2-Weekly |
| Pathway | Appointments | PROMs | Resources | Messages | Referrals | Goals | Settings | User Notes | |
| Back to me | essages list | | | | | | | | |
| Add Nev | v Message | | | | | | | ~ | |
| Message title | | | | | | | | | |
| Predefined | message | | | | | | | | |
| Message conte | int | | | | | | | | |
| This is a star | ndard message to se | nd. It can be | customized befo | ore it is sent. | | | | | |
| □ Notify patie | nt by push notificat | ion | | | | | | | A |

REFERRALS

The 'referral' tab allows the clinician to select how frequently a patient should be updating their health measurements. By selecting the pathway category, clinicians can choose whether a patient should be uploading their measurements Daily, Weekly or Monthly. -The 'enter triage tab' is not to be used in this trial.

| Overview 2 Find Patie | nt > Samwise Gam | gee | | | | | |
|-----------------------|------------------|-----------------------|-----------------|-----------------|----------------|-----------------------------------|-----------------|
| GAMGEE, Samwi | se | | | | Born: | 01-Jan-2000 (21y) NHS Numb | per: 999 999 98 |
| | | sam@adi-mailtrap.xyz | Ø | | | | |
| Patient Ov | /erview | | | Status: Re | egistered | | |
| Pathway Appoint | ments PROMs | Resources Message | es Referrals | Goals Settings | User Notes | | |
| Direct Clinic Re | ferrals | | | | | | |
| Pathway T O UBR | T ≑ Status T ⊂ | Triage Decision T 0 | Referred By T 🗇 | Referred To T 🔅 | Created At T 🔺 | Invitation Letter | ¥ ≑ |
| PH1-Daily | Open | Enter Triage Decision | 8 | ~ | 22-Dec-2020 | Please enter the triage decision. | Discharg |
| | | | | | | | |

USER NOTES

The 'user notes' tab allows you to view all measurements from patients.

| MyPathwa | y Overview | My Team | Find Patie | ent | G | • | | | Jak Kelly 🗾 👻 | | | |
|-------------|---|-------------|------------|----------------|-----------|-------|----------|--|---|--|--|--|
| Overview > | Find Patient > Sar | mwise Gamge | e | | | | | | | | | |
| GAMGEE | , Samwise | | P | | | | | Born: 0 | 1-Jan-2000 (21y) NHS Number: 999 999 9840 | | | |
| | | | sam@adi-m | nailtrap.xyz 🛛 | | | | | | | | |
| Patie | nt Overv | view | | | | St | atus: Re | egistered | Pathway: PH2-Weekly | | | |
| Pathway | Appointments | PROMs | Resources | Messages | Referrals | Goals | Settings | User Notes | | | | |
| User Not | tes | | | | | | | | | | | |
| Date | | | | Туре | | | | Content | | | | |
| 04-Jan-2021 | 16:41 | | | SpO2 | | | 1 | Label: 02 sat Type: number Value: 52 | | | | |
| 22-Dec-2020 | 16:57 | | | Blood Pressure | | | | Label: Systolic Type: number Value: 123 | | | | |
| | | | | | | | 1 | Label: Diastolic Type: number Value: 123 | | | | |
| 22-Dec-2020 | 16:53 | | | Pulse | | | 1 | Label: Resting heart rate Type: number Value: 60 | | | | |

The 'Settings' tab enables you to opt the patient out of receiving digital communications and they will no longer receive emails from MyPathway. The patient can still view their pathway and it will continue to be updated for as long as we receive data relating to that patient. To opt out a patient:

- Click on the 'Settings' tab
- Click on the box next to 'Should be opted out of digital communications' the box will then be ticked and a message will come up confirming that 'After updating the settings the patient will no longer receive emails
- Click on 'Update' and the opt out will be complete. The patient will receive an email confirming that they will no longer receive any electronic communications from MyPathway on behalf of STH.

To check if a patient is already opted out, the box next to 'Should be opted out of digital communications will have a tick in it.

You can opt a patient back in by unticking the 'Should be opted out of digital communications' and clicking update

| MyPathwa | y Overview | My Team | Find Patient | | Go | | MND Clinician 2 | | | |
|------------|----------------------|--------------|------------------|--------------|--------|--------------------|--------------------------------------|--|--|--|
| Overview > | Find Patient > MI | ND Patient2 | | | | | | | | |
| PATIENT | 2, MND | | mnd_patient2@mnd | l.com 📝 | | | Born: 01-Jan-1970 (50y) : 4987098361 | | | |
| Patier | nt Overv | view | | | | Status: Registered | 1 | | | |
| Pathway | Appointments | PROMs | Resources Mess | ages Referra | ls Goa | Settings | | | | |
| Here you | i can edit p | atient's s | ettings | | | | | | | |
| Should be | opted out of digital | communicatio | ons | | | | Update | | | |
| | | | | | | | | | | |
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CLINICAL AND SAFETY RISK

The MyPathway clinical portal contains patient data and like other clinical systems where data protection and information governance issues can arise, it must be used with due

diligence. Below are some do's and don'ts that must be considered when using the MyPathway clinical portal.

There may be other patients with the same name in the service using MyPathway. When searching for a patient record in MyPathway, please **always** search by inputting their unique **NHS Number** in to the 'Find Patient...' field to minimise the risk of selecting the wrong patient record. Once you have found the patient in the portal, if the patient is not known to you, please **always** cross reference the information with their full name / date of birth / email address to ensure you are definitely looking at the correct patient record. Once you are logged in to the clinical portal, please **do not** open a new window and log in to the clinical portal again. Having multiple sessions of the clinical portal open can potentially lead to confusion as to which patient you are viewing. Technical work is currently in progress to prevent MyPathway Healthcare Professional and admin users being able to run two sessions of the portals concurrently.

When you open a patient record in the clinical portal, it is potentially possibly to obscure the patient banner by repositioning the browser window or placing other windows on top of it. Please **avoid** doing this wherever possible.

The banner showing the patient's identifiers at the top of the patient record can be scrolled off the screen when scrolling down in the tabs and thus not readable. Please **always** ensure you have the correct patient record open when using the MyPathway clinical portal during a patient's appointment. Technical work is in progress for the banner containing the patient's identifiers to remain at the top of the screen when you scroll down to minimise such clinical risks.

See below MyPathway from the patient app:



Patients will have use of 🕒 buttons (patient reading button) which will allow them to easily submit their weight, pulse, blood pressure and Sp02. The results of these can be viewed by the clinician on the 'user notes' tab.





If you have any queries regarding the content within MyPathway or any clinical related questions, please speak with your Line Manager.

If you experience any technical problems with the MyPathway portal, please contact ADI at **adi.mypathwaytechsupport@nhs.net**