

Subscription Instructions

Welcome to KDQOL COMPLETE. This manual explains how to use the KDQOL COMPLETE service.

There are 2 ways to subscribe to KDQOL COMPLETE.

- 1. If you have multiple clinics managed/owned by the same organization, you can subscribe as a group and receive a 20% discount. Please see http://www.kdqol-complete.org/discounts for information on how to get your discount.
- 2. If you are a single clinic, please subscribe online at <u>http://www.kdqol-complete.org/plans</u>

Subscribe/Register a New clinic and Activate your account

Each clinic needs to be registered, whether you are a single clinic or part of a group of clinics. The person who registers the clinic in KDQOL COMPLETE will become the **Administrator** on the clinic account. Administrators receive emails and invoices from KDQOL COMPLETE and determine who can have access to the clinic account by adding **Users**. Administrators *and* Users can enter and edit patient data.

After you complete all the info on this

	acroon click Subscribe
Subscribe new clinic	screen, click Subscribe.
Plan: Large Unlimited patients \$350.00 per year IF YOU ALREADY HAVE AN ACCOUNT AND NEED TO REGISTER ANOTHER CLINIC, PLEASE LOG IN FIRST TO REGISTER YOUR ADDITIONAL CLINICS. Clinic name*	You will immediately receive an ACTIVATION email. CLICK on the URL in the email to activate your account and set your PASSWORD.
Address*	After you activate your personal account, you will go directly into your clinic's KDQOL COMPLETE account.
State*	If you need to subscribe multiple clinics, click on the clinic name for the drop down menu and select Subscribe a new clinic . This will place the additional clinic under your account.
Fax Your name* Your email address*	Definitions Username : Assign yourself a username Password : Assign yourself a password that is at least six characters long. It IS case sensitive.
OMPLETE OVERVIEW PATIENTS SUF (CLINIC: MEI CLINIC 5 - MEI Hart CLINIC 5 + SUBSCRIBE A NEW CLINIC

After you've **ACTIVATED** your account and set your password (by clicking on the URL in the activation email) you will go directly into your KDQOL COMPLETE account. If you are not part of a group who has pre-paid, you will have to pay your invoice before you can use KDQOL COMPLETE.

С М		TE	OVER	VIEW P	ATIENTS SURVE	YS USER	s INVOICES	PLAN		FORMS
Access to t ilter (reset)	this clinic is	currently per	nding. Once	e the first invo	ice is paid you will be a	lowed access.				
Invoice # Total	ALL. ALL		Due On Status	ALL ALL	Days Late	ALL			TOTAL OF 1 INVOICE Displaying 1 invoice	
wois:># †		Description	1					Due on	Status	Total
		Annual sub	scription for	clinic: Arbor H	ills Dialysis			10-09-2009	New	\$250.00

Click on the Invoice number.

OMPLETE OVERVIEW PATIENTS	SURVEYS USERS	INVOICES	PLAN	FORMS
Access to this clinic is currently pending. Once the first invoice is paid you wil ivolce #5 Annual subscription for clinic: Arbor Hills Dialysis	l be allowed access.			TOTAL \$250.00
Annual subscription Clinic: Arbor Hills Dialysis, Plan: Medium, Patients: 100	1.0 year x	\$250.00 = TOTAI	\$250.00	INVOICE DATE 09-24-2009 DUE DATE 10-09-2009

From this window, you can **pay your invoice with a credit card** or **print the invoice and pay with a check**.

Sample Invoice – Print version	C O M P L E T E				Invoice #5 9-24-2009			
	BILL T Arbor 3000 Madis 608 2	o Hills Dialysis Grandview Road on, Wi 53713 77-1111 Title	Quantity		STATUS DUE	New 10-9	w 9-2009	
	#1	Annual subscription Clinic: Arbor Hills Dialysis Plan: Medium Patients: 100	1.0 year	x	\$250.00	= TO	\$250.00 TAL \$250.00	

LOG IN to KDQOL COMPLETE

This is how you log in to your KDQOL COMPLETE account after the initial activation. Go to <u>www.kdqol-complete.org</u> and click LOG IN. Enter your email and secure password.

The fast, easy way manage the k	to use, store , and CDQO -36!	СОМР	LETE
SIGN UP TODAY	or LOG IN	Sign in (use OpenID instead) Email address	
	Save hours of staff time on K	klicko@meiresearch.org	
	with KDQOL-COMPLETE	Password	
	Enter patient answers quickly & easily on or take the survey online, or let us enter them		
		Sign inor sign up	1 forgot my password

Prior to using KDQOL COMPLETE, please watch the **Features Video** on how KDQOL COMPLETE works. The Features Video is located in 3 spots:

- 1. At the bottom of the Features section of the website <u>http://www.kdqol-complete.org/features</u>
- 2. On the OVERVIEW Tab when you first enter your KDQOL COMPLETE account. (It will go away from this Tab after you enter data.)
- 3. On the Forms Tab in your KDQOL COMPLETE account. We will update this tutorial periodically when we add additional features to the service.

TABS Overview – Patients – Surveys – Forms –	Displays a summary of your <i>active</i> patient data using bar graphs and pie charts Manage your patients and view, sort, or filter their data and scores View survey data by patient with functions to add, sort and filter the list (there is a lot of overlap between the Patient and Survey tabs) A resource section containing the KDQOL-36 survey (in multiple languages), a tutorial, and other helpful items
(Administra	tors only)
Users –	Add and delete users on your KDQOL COMPLETE clinic account
Invoices –	Manage your invoices from KDQOL COMPLETE
Plan –	Manage your KDQOL COMPLETE subscription plan

OVERVIEW TAB



If you have access to multiple clinics, click on your **Clinic Name** to view all your clinics in a drop down menu. Select the one you want to enter data into.



Forms Tab – Contains PDFs of the KDQOL-36 in multiple languages. The Features tutorial is also located here, PLEASE WATCH IT!

> This is the number of ACTIVE and INACTIVE patients entered in your clinic account.

This is the **OVERVIEW** Tab. To move to a different page select a different tab. Administrators have more tabs than Users – User, Group (if part of a group), and Invoice tab.

The OVERVIEW Tab provides the following information:

- <u>Ratings for active patients</u>. Bar charts show the % of patients with scores Above Average, Average, or Below Average for each of the 5 subscales that make up the KDQOL -36. If you click on a section of the chart, it will take you to the names of patients who make up that category. For more information about the KDQOL -36[™] survey and what the scores mean, go to www.kdqol-complete.org/about.
- 2. <u>Demographics</u>. Pie charts show the % of patients in each demographic category by: dialysis modality, age group, gender, and diabetes status.
- 3. Instructions on how to print this page are listed in the gray box on the right side of the page.