

BioMECH LAB™

WEB PORTAL GUIDE



VERSION 5.6

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WEB PORTAL INTRO

The BioMech Lab Web Portal is a cloud-based, HIPAA-compliant Laboratory Information System that provides secure, 24/7 access to In Clinic and Remote Therapeutic Monitoring (RTM) patient results and reports for all authorized users (e.g. physicians, clinical staff, etc.).

ACCOUNT PORTAL

An account portal is setup once an individual clinician practice or organization completes the necessary onboarding information. At least one office point person(s) who is a Qualified Healthcare Professional (QHP), as defined by federal or state regulation, is assigned to the account as an Admin.

USER ROLES

ADMINS

Admins have the highest level of access for the account. Admins are able to add, edit and deactivate other account admins and users. Admins are also able create and access all patient records and submit RTM Orders within the account portal.

USERS

Users are able create and access all patient records and submit RTM Orders within the account portal.

ORDERING CLINICIANS

Ordering Clinicians are Qualified Healthcare Professional that are eligible to order and bill for RTM services. Ordering Clinicians are able to submit RTM orders and view all patient records within the account portal, including other clinicians. Ordering Clinicians will appear within the Clinician tab. They will be also an Ordering Clinician option on the RTM Order Form.

PATIENTS

Patients DO NOT have access to the web portal. They have 24/7 access to their own test results and trends via the Lab at Home application.

A BIOMECH CLINIC ENGAGEMENT DIRECTOR (CED) IS ASSIGNED TO EACH ACCOUNT TO ASSIST WITH ONLINE PORTAL SETUP, BATCH STAFF OR PATIENT ENTRY, AND OTHER WEB SUPPORT NEEDS.

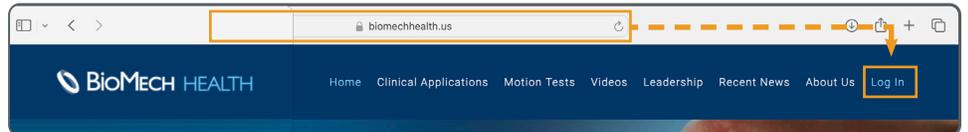


QUICK START GUIDE

Steps to perform common BioMech Lab tasks are provided below for quick reference.

NAVIGATE TO WEBSITE

BioMechHealth.us > Log In



Once a user has been created, they will receive an email asking them to set up a password for BioMech Lab.

PATIENTS

CREATE A NEW PATIENT

1. Navigate to the Patients tab
2. Select the Create New Patient button
3. Enter the required patient information
4. Tap the Create New Patient button

VIEW AN INDIVIDUAL TEST REPORT

1. Navigate to the Patients tab
2. Locate the patient record
3. Select the View Patient button
4. Select the Results tab
5. Select the View Report button

RUN A CUSTOM TEST REPORT

1. Navigate to the Patients tab
2. Locate the patient record
3. Select the View Patient button
4. Select the Results tab
5. Select the Run Custom Report button
6. Select the appropriate report filters, including report format:
 - *Results Summary Report*: Daily, weekly, monthly, or yearly roll-up
 - *Trendline Report*: Graphs results
 - *Individual Test Report*: Compiles all applicable individual test results
 - *.csv Export*: spreadsheet format that can be imported into other programs
7. Select the Run Custom Report button

ORDERS

CREATE A NEW ORDER

1. Navigate to the Orders tab
2. Select the Create New Order button
3. Enter the required Order Information
 - If the patient is not in the directory you will need to Create a New Patient to complete the order.
 - If the Ordering Clinician is not in the directory your site Admin will need to Create a New User > Clinician to complete the order.
4. Select the Submit Order button.

ADMIN-LEVEL

CREATE NEW USER

1. Navigate to the Admin tab
2. Select the Create New User button
3. Enter the required User Information
4. Select the Create New User button

CREATE NEW CLINICIAN

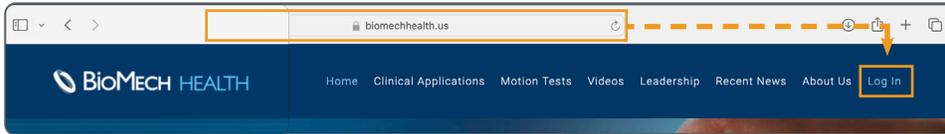
1. Navigate to the Admin tab
2. Select the Create New User button
3. Enter the required User Information
 - Select: **Clinician***
 No Yes
4. Select the Create New User button



SOFTWARE NAVIGATION

WEBSITE ACCESS

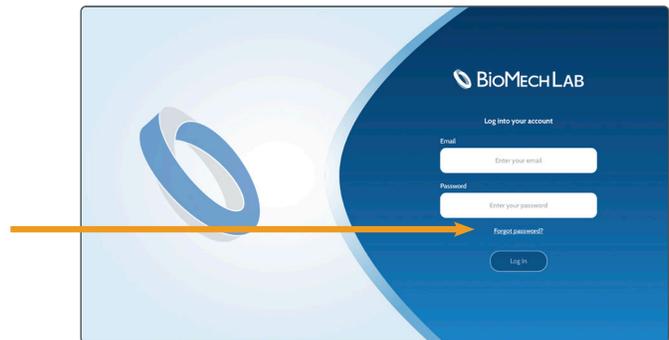
The BioMech Lab website is accessible via www.BioMechHealth.us > **Log In** (the direct URL is portal.BioMechHealth.us)



LOGIN

Log into BioMech Lab with your associated BioMech Lab email address and password.

TAP FORGOT PASSWORD TO RESET OR CHANGE YOUR PASSWORD FOR SECURITY REASONS.



OPTIONS

OVERVIEW

Home screen and account-level dashboard.

PATIENTS

Access existing patient records or create a new patient.

CLINICIANS

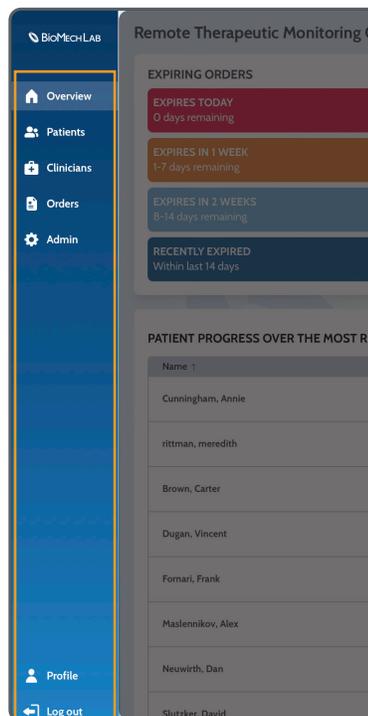
Access existing ordering clinicians.

ORDERS

Access all orders or create a new order.

ADMIN

Add or deactivate account admins and users. The Admin tab is visible to the account's designated Admin(s) only.



MY PROFILE

View your user profile information.

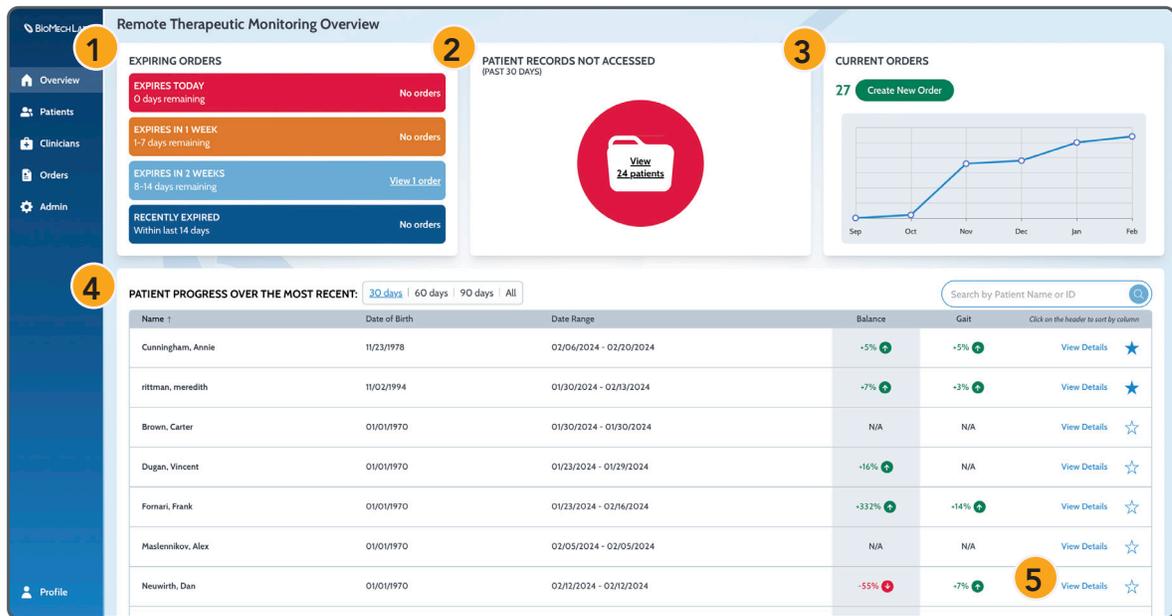
LOG OUT

Sign out of the website.



OVERVIEW

Select OVERVIEW to access the account-level dashboard that displays Remote Therapeutic Monitoring (RTM) information across all patients and all clinicians within the account.



1 EXPIRING ORDERS
Identifies orders nearing expiration.
ORDERS THAT HAVE NOT EXPIRED CAN BE EDITED.

2 PATIENT RECORDS NOT ACCESSED
Retrieve patient records that have not been accessed within the past 30 days.

3 CURRENT ORDERS
Graphs the number of active orders by month.

4 PATIENT PROGRESS
Quickly compare patient progress over a selected timeframe (30 days, 60 days, 90 days, All). Tap a column header to sort ascending or descending.

5 VIEW DETAILS
Select View Details to open the dashboard for the associated patient.

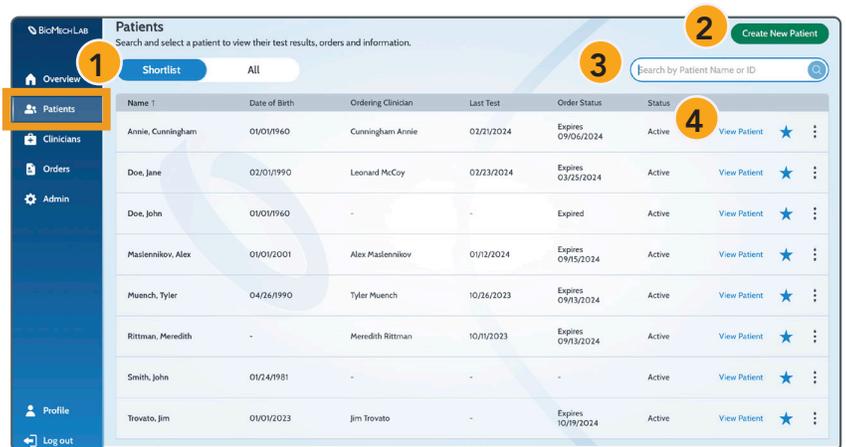


PATIENTS

PATIENT DIRECTORY

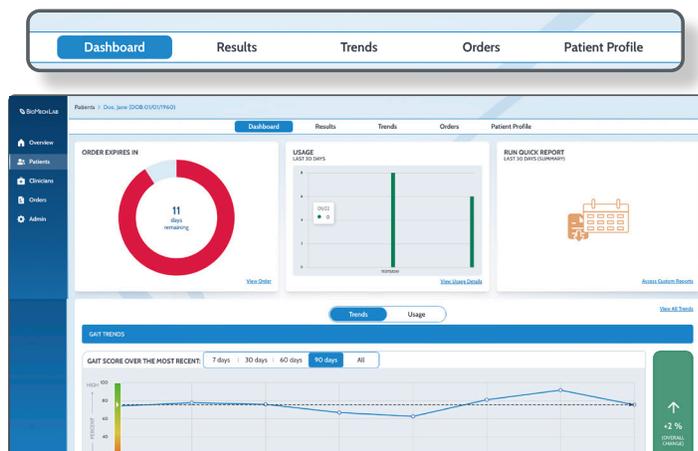
Select PATIENTS to access the patient directory or create a new patient.

- 1 SHORTLIST / ALL**
 View all patients or only shortlisted patients
- 2 CREATE NEW PATIENT**
 If the patient is not in the Patient Directory, create a new patient.
- 3 SEARCH BAR**
 Search by patient name or ID.
- 4 VIEW PATIENT**
 Locate a patient record and select the View Patient button to access the patient profile.



★ SHORTLIST
 Tap the star associated with a patient to add them to the shortlist; the star will turn blue. To remove a patient from shortlist tap the blue star; it will turn to a white outline.

PATIENT DASHBOARD



Review a patient’s Dashboard or toggle to their Results, Trends, Orders or Patient Profile. The Dashboard includes:

- Order expiration
- Test usage
- Report options
- Trends Quickly compare patient progress over a selected timeframe (30 days, 60 days, 90 days, All)



PATIENT RESULTS

Access past tests for the selected patient.

SEARCH BY TEST ID

Search for a specific test.

SELECT TEST TYPE(S)

Filter displayed results by test type.

SELECT DATE RANGE

Calendar filters include:

- Today
- Last 30 days
- All
- Custom date range

VIEW REPORT

Tap View Report to generate a report for a specific test.

MORE OPTIONS

Tap  to view the results to export .csv file for the associated test.

Test ID	Test type	Test parameters	Date & time Accession	Score
LAB-52096	Gait	Distance NA, 10 sec, Aid: No	02/20/2024 08:25:40 AM LAB-52096	80
LAB-52095	Gait	Distance NA, 10 sec, Aid: No	02/20/2024 08:25:07 AM LAB-52095	78
LAB-52093	Gait	Distance NA, 10 sec, Aid: No	02/20/2024 08:24:17 AM LAB-52093	60
LAB-52092	Gait	Distance NA, 10 sec, Aid: No	02/20/2024 08:24:02 AM LAB-52092	69
LAB-52091	Gait	Distance NA, 10 sec, Aid: No	02/20/2024 08:23:32 AM LAB-52091	76
LAB-52090	Balance	Feet Apart, Eyes Open, 10 sec	02/20/2024 08:23:47 AM LAB-52090	90
LAB-52087	Balance	Feet Apart, Eyes Open, Stable Surface, 10 sec	02/20/2024 08:19:40 AM LAB-52087	90

RUN CUSTOM REPORT

Tap to generate the following report types:

- Results Summary Report
- Trendline Report
- Individual Test Report
- .CSV Export

PATIENT TRENDS

Graph patient progress using filtering options:

- Select Application
- Select test type
- Select a date range
- Select an interval to view a cumulative average by Day, Week, Month or Year.



PATIENT ORDERS

Access current or past RTM orders or create a new order.

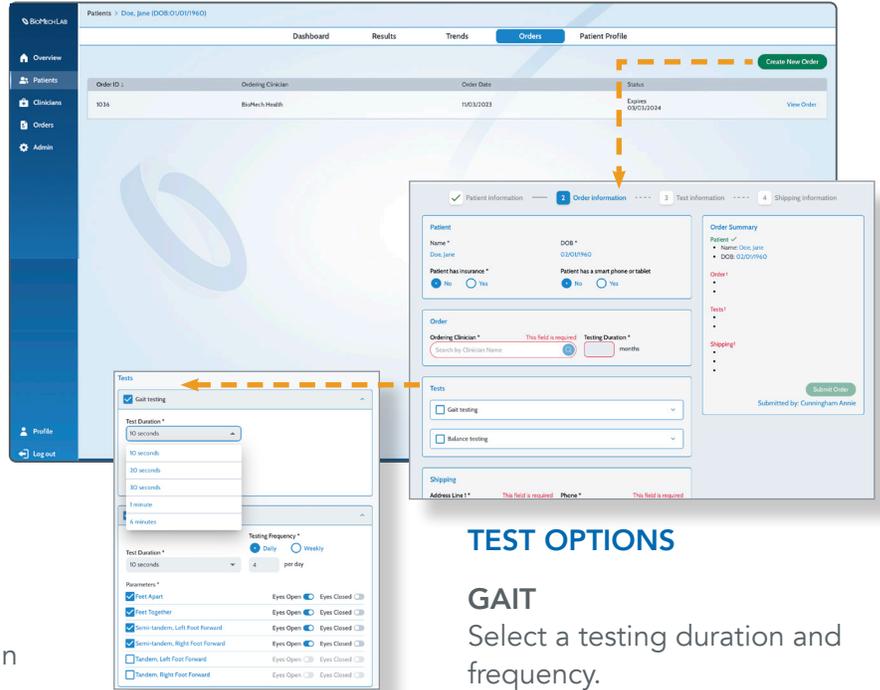
ORDERS THAT HAVE NOT EXPIRED CAN BE EDITED.



CREATE NEW ORDER

Tap to open an RTM Order Form.

- Enter required fields
- Select patient tests. Selected tests will appear within the patient's Lab at Home app for regular testing.
- Submit Order. When all required fields are completed, the **Submit Order** button will be active.



TEST OPTIONS

GAIT

Select a testing duration and frequency.

BALANCE

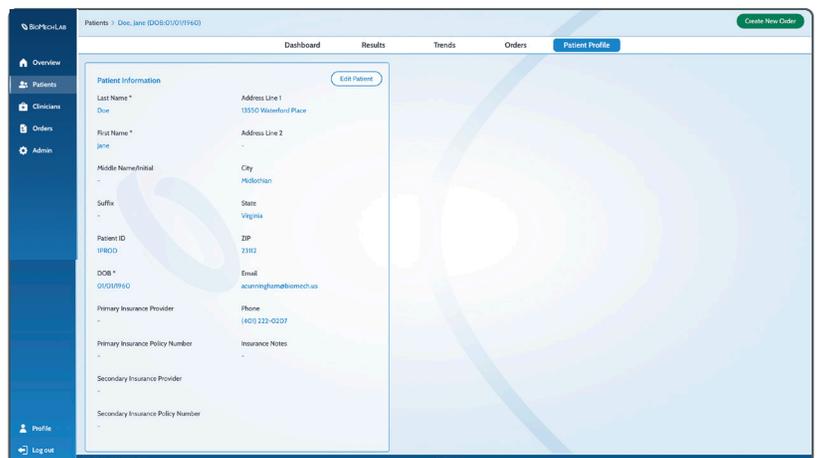
Select a testing duration, frequency, and options for foot stances with eyes open or closed.

SENSOR DEPLOYMENT

Once an order has been submitted, BioMech will initiate the Sensor Kit delivery process. The kit includes setup instructions for patient onboarding.

PATIENT PROFILE

View or edit patient information.



CLINICIANS

CLINICIAN DIRECTORY

Select CLINICIAN to access the Clinician Directory (i.e. Qualified Healthcare Professionals).

1 SEARCH BAR

Search by Clinician name.

2 VIEW DETAILS

Locate a clinician record and select the View Details button to access the associated clinician’s dashboard.

3 CREATE A NEW CLINICIAN

Creating a new clinician or editing an existing clinician is an Admin-level task. The Admin tab is only visible to your internal account administrator(s). Refer to the Admin section for details.

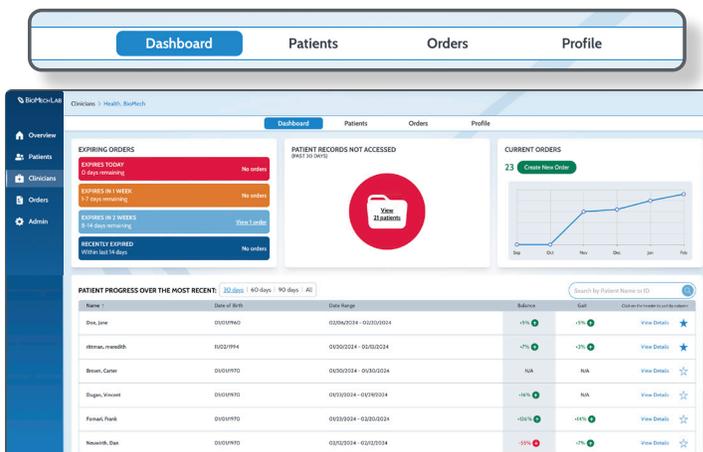


TO COMPLETE AN RTM ORDER FORM, AN ORDERING CLINICIAN MUST BE SELECTED FROM THE CLINICIAN DIRECTORY.

CREATING OR EDITING A CLINICIAN IS COMPLETED UNDER THE ADMIN TAB.

CLINICIAN DASHBOARD

The clinician-level dashboard displays RTM information for a selected clinician.



Review a Clinician’s Dashboard or toggle to their Patients, Orders or Clinician Profile. The Dashboard includes:

- Orders nearing expiration
- Retrieve the Clinician’s patient records that have not been accessed within the past 30 days.
- Current Order total by month
- Quickly compare patient progress over a selected timeframe (30 days, 60 days, 90 days, All). Tap a column header to sort ascending or descending.



ADMIN (Visible to the account's designated Admin(s) only)

Select ADMIN to access the account users. Admins are able to add, edit and deactivate other account admins and users and view all patient and clinician records within the account portal.



CREATE NEW USER
Tap Create New User to open the setup dialog box. Complete the form and assign the role.

MORE OPTIONS
Tap to deactivate or reactivate a user or admin.

The 'Create new user' dialog box contains the following fields:

- Last Name * (text input)
- First Name * (text input)
- Middle Name/Initial (text input)
- Clincian * (radio buttons for No and Yes, with Yes selected)
- Email * (text input)
- Role * (dropdown menu with options Admin and User)
- Set password (checkbox)
- Password (text input)
- Enter password (text input)

A 'Create New User' button is at the bottom right.

CLINICIAN
Select "Yes" if the user is a Qualified Healthcare Professional that is eligible to order and bill for RTM services.
Ordering Clinicians will appear within the Clinician tab. They will be also an Ordering Clinician option on the RTM Order Form.

ROLE
Admin: Admins have the highest level of access for the account. Admins are able to add, edit and deactivate other account admins and users and view all patient and clinician records within the account portal.
User: Users are able create and access all patient records within the account portal and submit RTM Orders.

Once a user has been created, they will receive an email asking them to set up a password for BioMech Lab.

CUSTOMER SUPPORT

BIOMECH: (866) 246-9999 EMAIL: support@BioMechHealth.us

Telephone and email response within 24 hours Monday through Friday
8:30 a.m. – 4:30 p.m. Eastern Time.



Disclaimer: BioMech Lab is neither accredited nor certified by any state or federal agency as a laboratory; it does not render a diagnosis; it requires interpretation; and it is never a substitute for the professional judgment, training and experience of individual healthcare practitioners. Only licensed healthcare practitioners may determine medical necessity and appropriate utilization rates. Practitioners should consult insurance providers, reimbursement specialists and/or legal counsel prior to seeking reimbursement for services.

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