INR Online

Using
INR Online

INR Online Canada Ltd.

INR Online

Setting up your Clinic

Step 1: Login to INR Online

Login to the INR Online system via the address:
https://sys.inronline.ca/
Or
Visit: http://www.inronline.ca/ And click the Login link at the top.

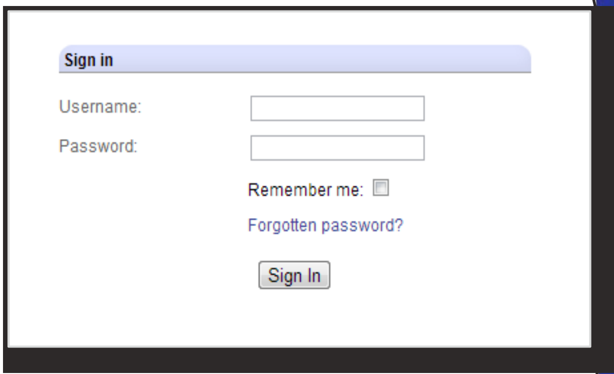
Enter the username and password that you received at registration.

The username will be your e-mail address.

Click on the Sign in button

Download Google Chrome

Free from the Internet before setting up.

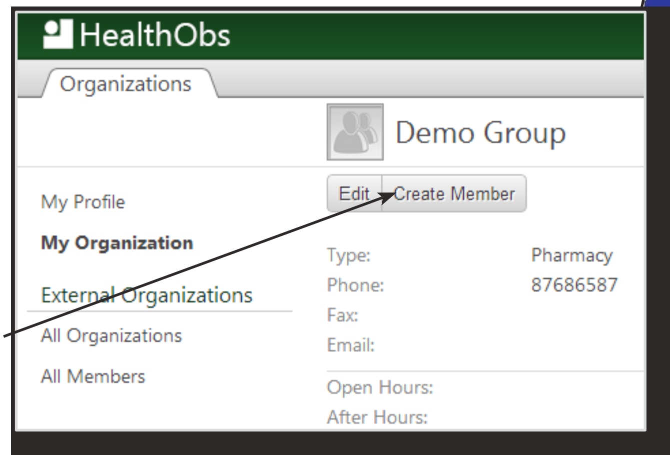


Step 2: Setting up new users

To setup new users for INR Online, click on the "Manage Users" link, under the "More" menu at the top.

This will take you to the new HealthObs system, where you can manage your organization.

You will see an overview of your organization, to edit details click the "edit" button. To add a new user click on the "Create Member" button.

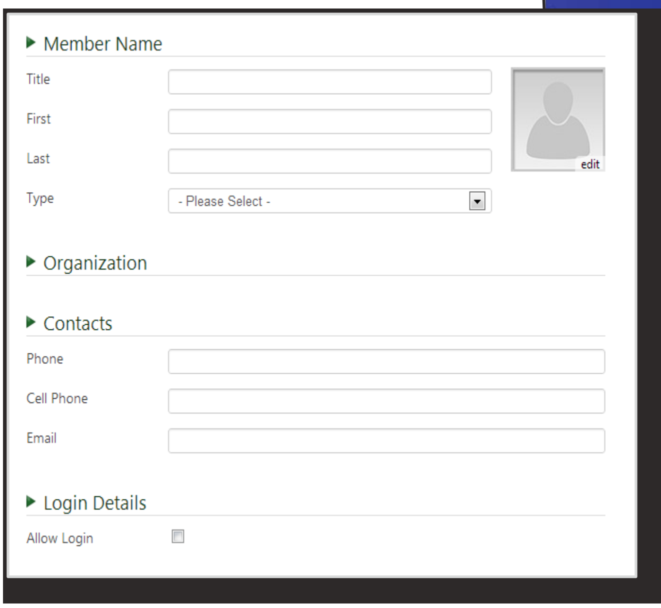


Complete the form. All fields are optional except your name.
If you want the member to be able to login ensure there is a tick in the "allow login" box, and provide a unique email address for each member.

Medical reference refers to the College of Physicians & Surgeons registration number, nursing or pharmacist registration number etc.

When the form is complete click "Save" and an automatic email will be sent to the new user providing them with login details.

Repeat the process for each user.



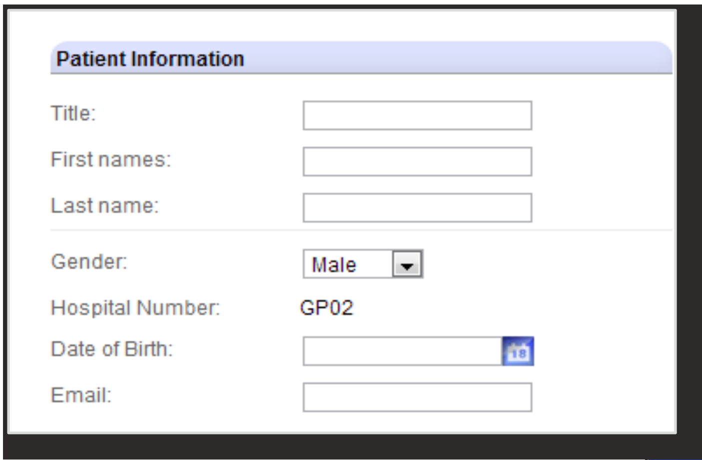
Step 3: Adding your patients

- Click on the Add Patient link at the top of the main page.

- Enter the patient's PHN number.
- Click on next

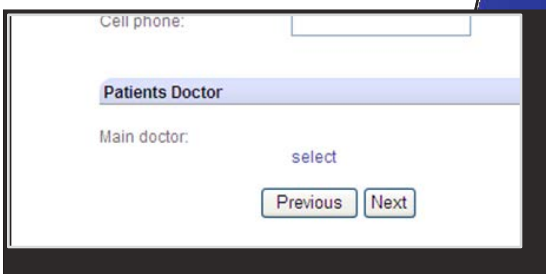
- Enter the patient's name, date of birth and an email address (optional).

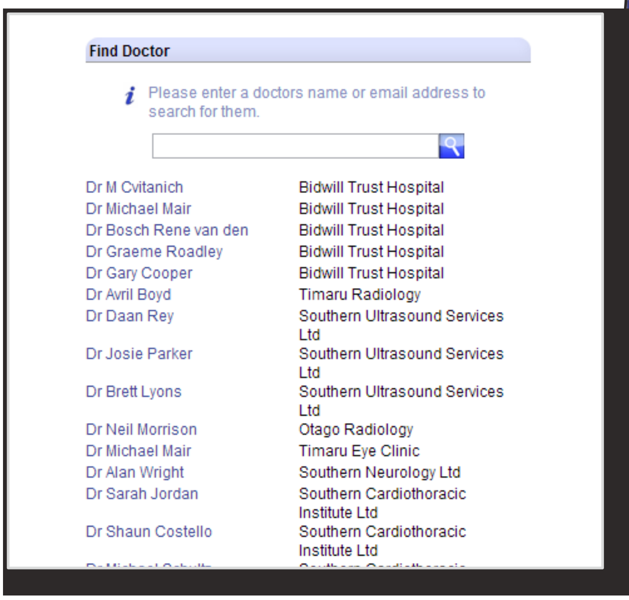
If you enter an e-mail address, the patient will receive automatic e-mail reminders for each test and will receive an e-mail with their treatment details.



- Enter the patient's contact details

- Enter details for the patient's primary doctor.
- To do this click on select. This will open a search box.
- Search for the doctor (type in the first few letters of the doctor's surname then click search).
- If the doctor is not present see the section. "How to add a new doctor" .
- Select the doctor by clicking on the doctor's name
- This will automatically add the doctor to the patient's details.
- Click on Next to continue





Adding Treatment Information

Select the main reason for anticoagulant therapy from the drop down box.

Enter a target INR (default is 2.5).
The program makes adjustments based on a target INR rather than a specified range. In practice the program will not alter the dose if the INR is within a range 0.5 above or below the target. Therefore the therapeutic range for a target of 2.5 is 2.0 to 3.0.

Enter a start Date
The start date is important.

- If possible enter the actual date treatment was started especially if started within the last 6 weeks.
- If the patient has been on treatment long-term enter an approximate date, but a complete date must be entered (e.g. if patient started in 2002 enter 1/1/02).
- If a patient is starting treatment or has started within the last 3 days enter the start date and boxes will open to enter the loading dose.
- If treatment is short-term untick the long-term box and a box will open to enter an end of treatment date.

Enter tablet combination
Select the combination of tablets from the drop down box. In elderly patients it may be safest to only use 1mg tablets to avoid confusion.

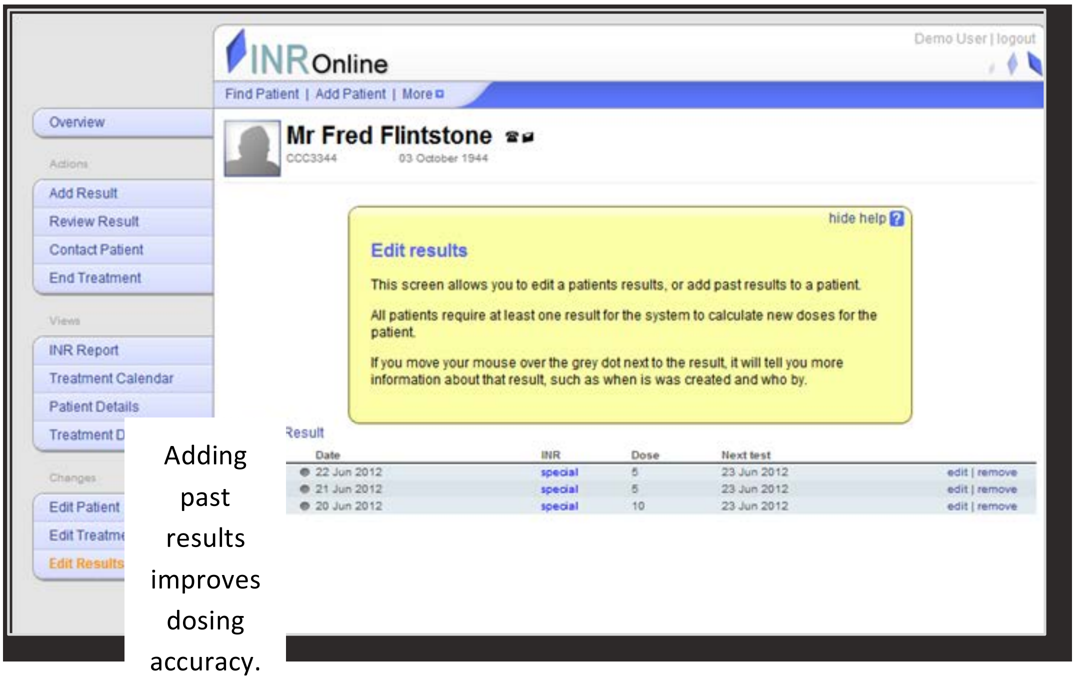
Choose maximum interval between tests
This defaults to 28 days but can be altered, up to a maximum of 42 days (6 weeks). The system defaults to weekly tests initially and increases the interval to the maximum depending on the level of control.

Click on next

This completes the entry of a new patient, but it is recommended that earlier INR results should be added to enable the computer to calculate an appropriate warfarin dose.

Adding past results

On completing the patient entry you will be taken to the following page

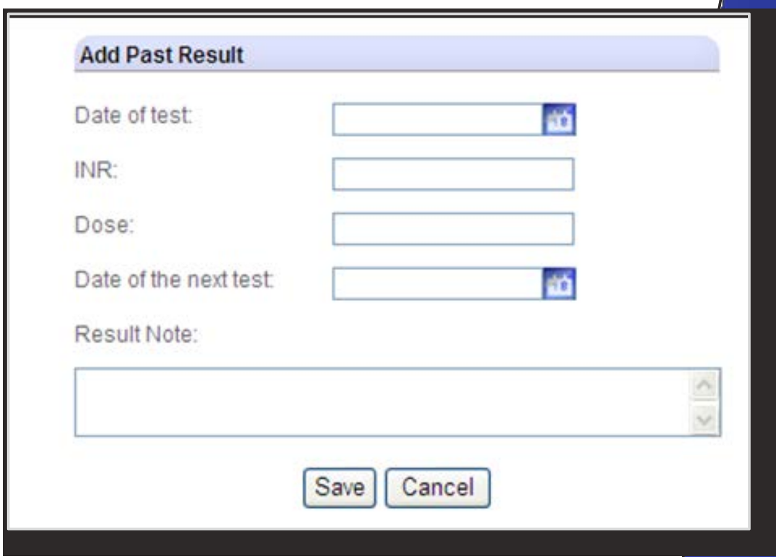


Adding past results improves dosing accuracy.

To add an earlier test or an additional test, select Add Past Result from the top left (not Add Result from the left-hand column).

This will expand a series of empty boxes. Complete these and select save

All fields must be completed including the date of the next test. The note is optional.



Step 4 – Set your options

Changing the calendar.

With INR online it is possible to print out a dosing calendar for each patient. You can select if this should be printed in colour or black and white depending on the type of printer you have available.

To change to a black and white treatment calendar:

Click on the “More” menu item, and select “Options”.

In printing style select colour or black and white.

The dosing calendar may also be saved to a computer or smart phone instead of printing it out by simply taking a “screen shot” and saving the image to photos on the computer or iPhone.

How to Take a Screen Shot:

For Windows, users, screen shot instructions are available at http://www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows.

For Mac users, press Command-Shift-4 at once and size the image for the detail you wish to save.

For iPhone users, depress the sleep-wake button and the home button simultaneously.

Managing Your Patients

Step 1 - Finding your patient

There are two ways to use the program for day to day use.

1. Search for a specific patient and add a result from the patient overview page.

2. Select the Message tabs on the left of the page and see which patients are due for a test today and which patients are overdue for a test and enter data from this screen.

Searching

You are able to search by name or patient identification number. Enter the search parameter and click on the Search button (magnifying glass symbol).

To list all your patients enter * in the search field and select the Search button.

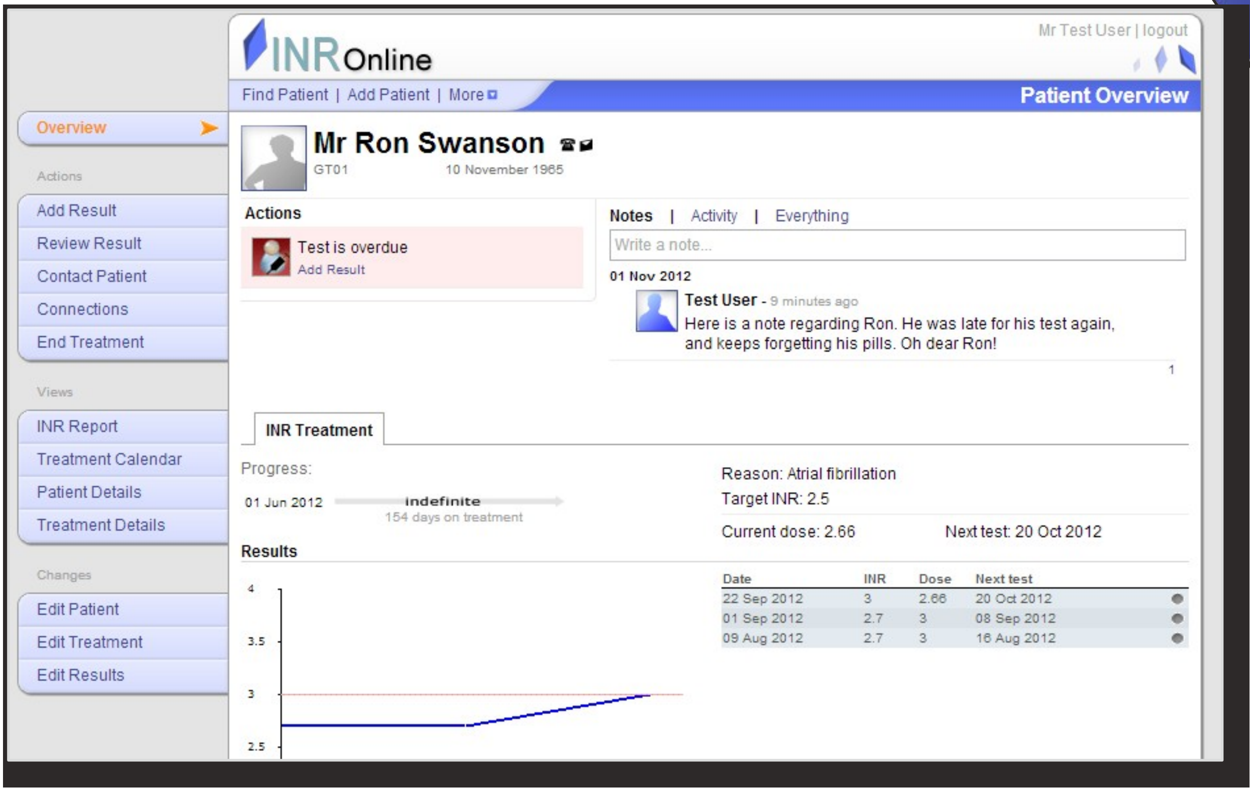
Click on the name. This will open the overview page. Or click on the “Add Result” link to go directly to the page to enter a result.

Event Messages

An alternative way to locate a patient is to use the Event Message tabs on the search page. Click on the Due test tab on the left of the main search page.

This will list all patients due for a test today and patients with a test overdue. Click on the Add Result link and add result as previously.

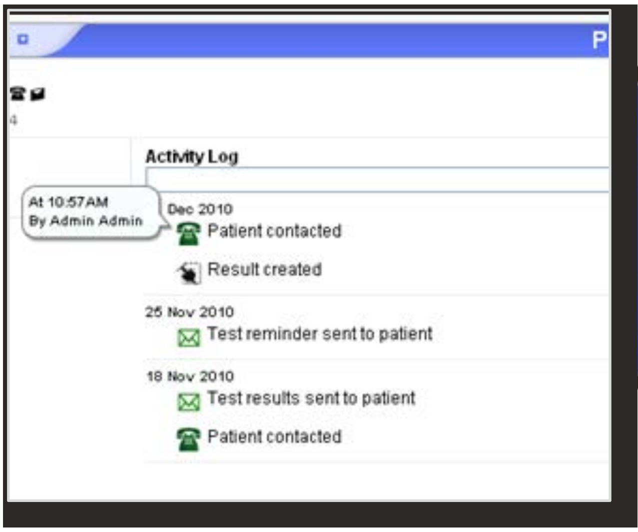
Step 2 - Patient Overview



This section gives you an overview of the patient and their treatment progress. The top half of the page shows details, notes and required actions regarding this patient. The bottom section shows the latest INR and dose, and an overview of how their treatment is progressing.

The left bar gives you all the currently available options.

The top right area shows notes people have made on this patient, and by selecting the "Activity" tab you can see an audit trail of actions that have been performed on this patient and by whom.



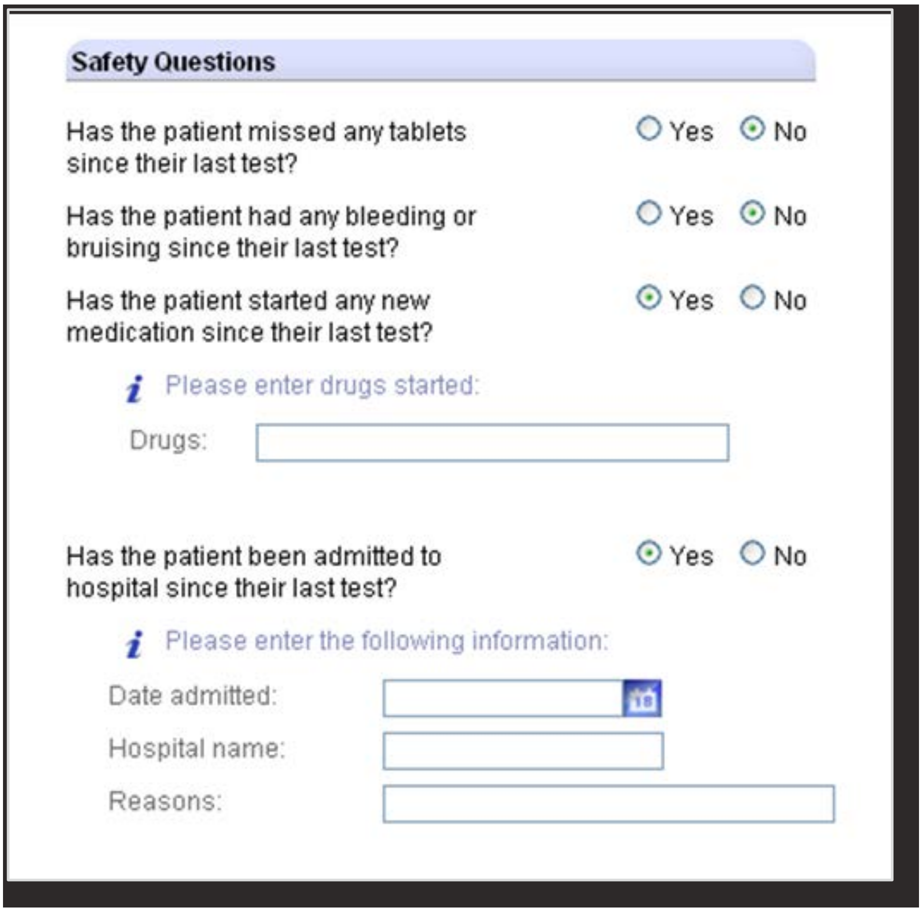
Step 3 - Adding a new result

There are 5 stages to adding a new result
- Answer safety questions
- Enter the INR result
- Review the result
- Contact the patient
- Print a dosing calendar

Click on the “Add result” link located on the patient overview, event message or search results to start the process.

1. Safety Questions

You must answer 4 safety questions before entering the result



- If you answer Yes to the new medication question, a box opens allowing you to enter the name of the medication.
- If you answer Yes to the hospital admission question, boxes open allowing you to provide more details.

The results of the questions are stored and will be accessible for the reviewing doctor.

Click on Next to continue

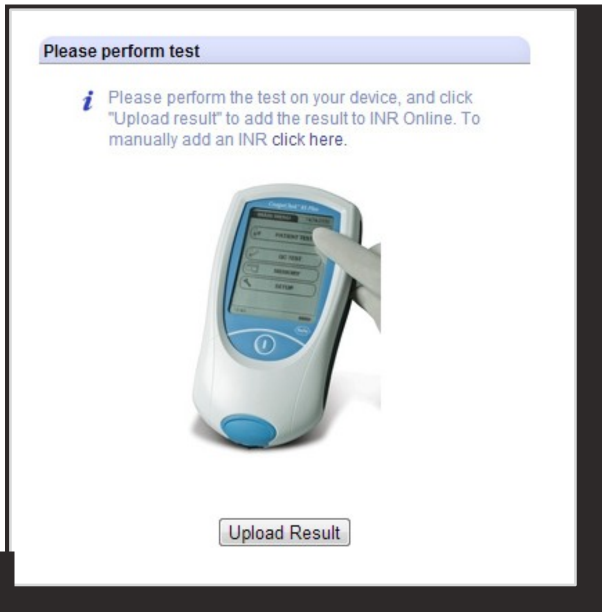
2. Enter result

Without a CoaguChek installed

Enter the latest INR result.
The system defaults to today's date. You can change to a previous date by clicking on the small pen icon. Then click next.

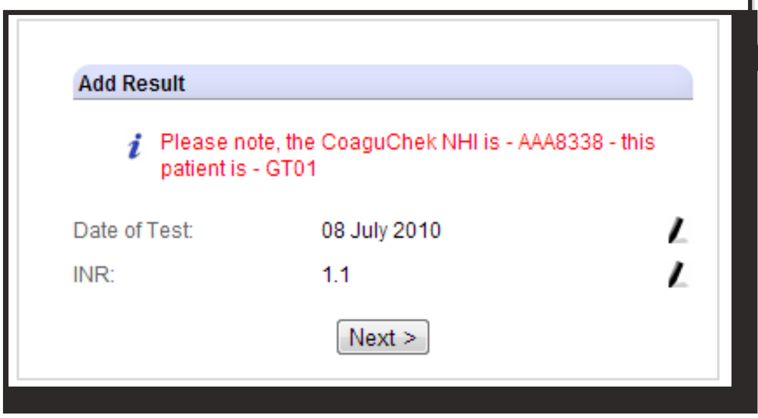
With a CoaguChek installed on a Windows PC (using the CoaguChek XS Plus or Pro hand held base unit and USB connection to your Windows PC)

With the CoaguChek attached:



The system will prompt you to perform the test on the CoaguChek device. Make sure you complete the test on the device, and once the result shows on CoaguChek, click the "Upload Result" button in INR Online. The system will take the latest result from the device.

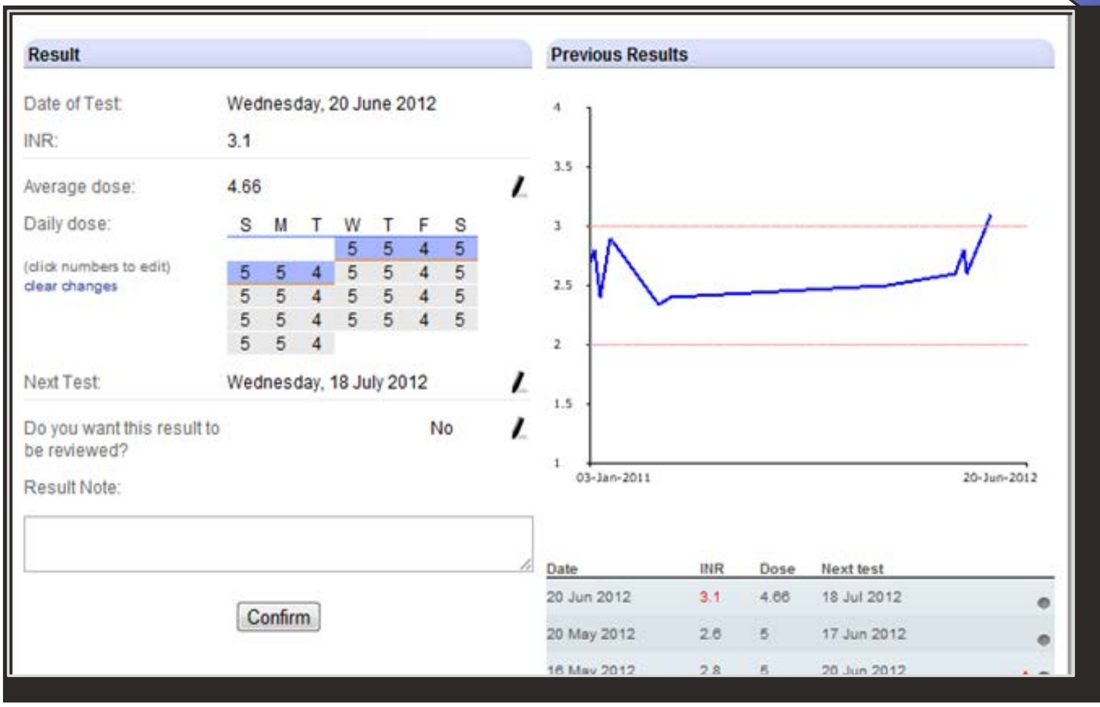
This will load the result into the website. Double check that the result matches the one showing on the device.



Make sure the PHN number entered in the CoaguChek matches the PHN number of the selected patient. If they do not match a red warning message will be shown.

Click Next to continue.

3. Review result



- You will immediately be offered a recommended dose and a date for the next test.
- You can either accept the suggested dose and date or edit the result.
- You can either change the average dose or weekly dose which will automatically change the calendar, or you can change the dose directly on the calendar.
- On some occasions you may wish to miss the dose for 1 or 2 days, to do this you can enter 0 in the relevant days without altering the average dose.
- You can also request a review.
- Click on Confirm to accept the result.

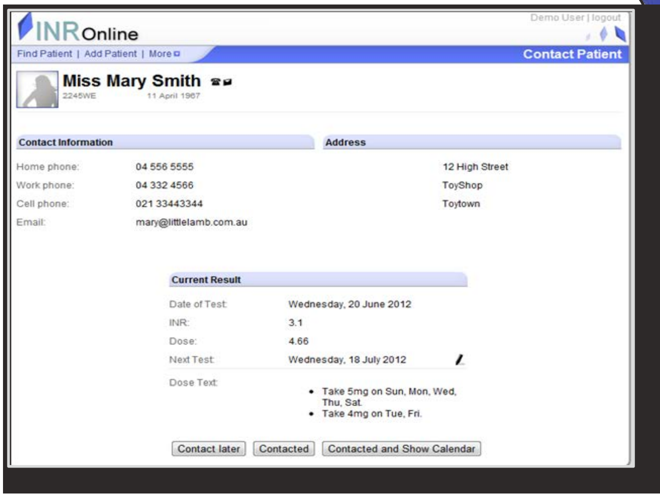
Request a review

When you select a review the result is saved and the patient is added to the list of patients under the waiting review tab on the main search page. The result can be reviewed later by a doctor and edited if necessary or accepted.

4. Contact Patient

This section is to confirm that the patient has received the result

- If you have the patient with you click on “Contacted and show calendar.”
- If you plan to contact the patient later click on, “Contact later”



You can find a list of all patients awaiting contact on the main search page. Click on the Uncontacted patients tab.

When you click on the contacted button you will return to the overview page.

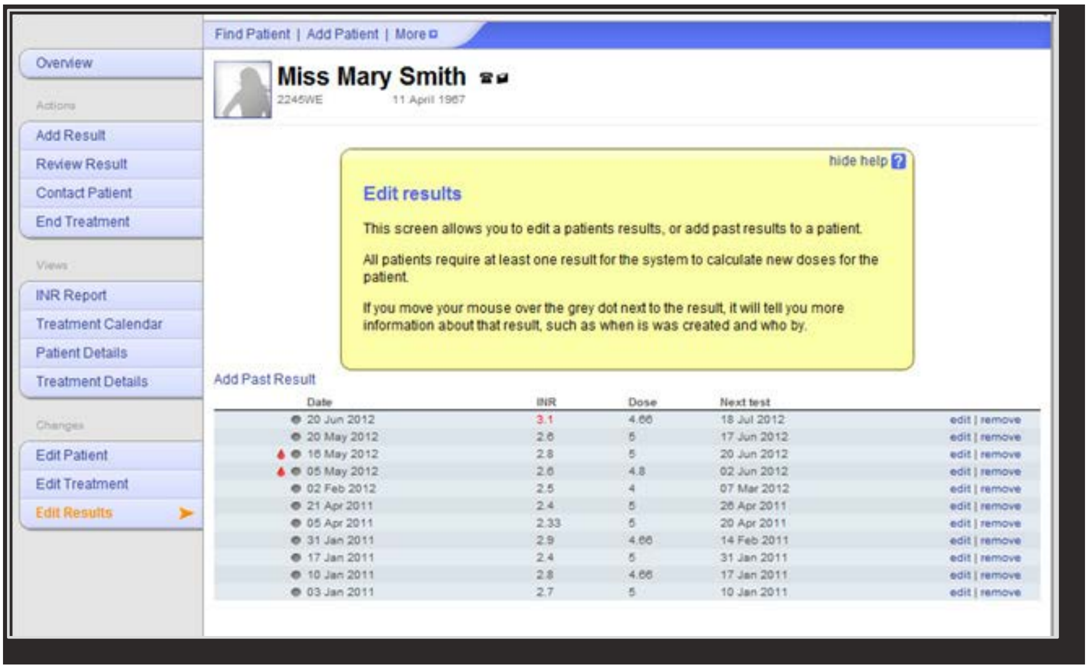
A patient can print or save (screen shot) their own results at home by using their personal login on a home computer or smartphone. This prevents any errors on telephone messaging. It is important to always contact the patient and answer and record the 4 safety questions.

5. Print a calendar

It may be helpful to print out a calendar for the patient. Click on the Treatment Calendar on the left of the screen and click on the print button.

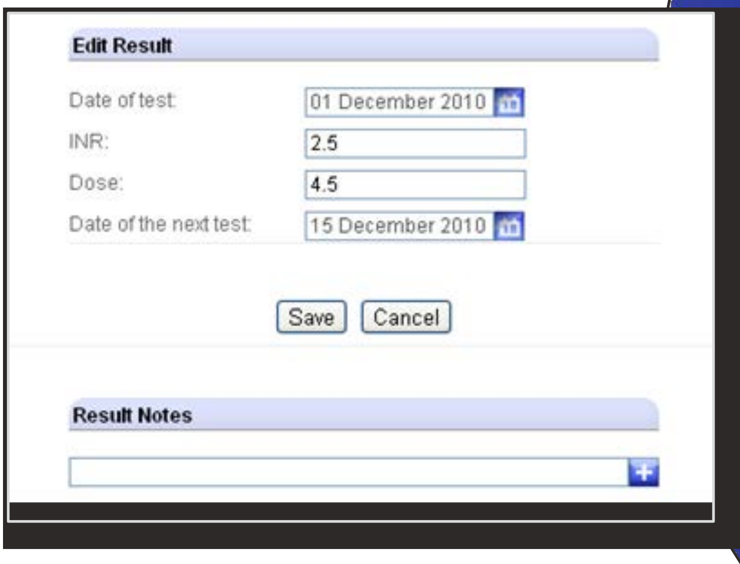
Editing results

All results can be edited at any time. On the overview page select the Edit Results button on the bottom left



This will list all previous results.

- To edit a result, select edit from the right-hand column. This will expand the selected test as shown below.
- All fields can be edited and a note entered to explain the reason for the change if necessary.
- When you have completed the change click on Save.
- All changes will be recorded in the activity log



Email messages

The following e-mails are sent to the patient

- When a new patient is entered they will receive a username and password by e-mail allowing them to log on and view their own results. (They do not have access to any other results)
- A reminder is sent on the day that an INR test is due.
- A message is sent every time a new result is added. This includes a copy of the dosing calendar.
- A message is sent every time a result is modified by the doctor.

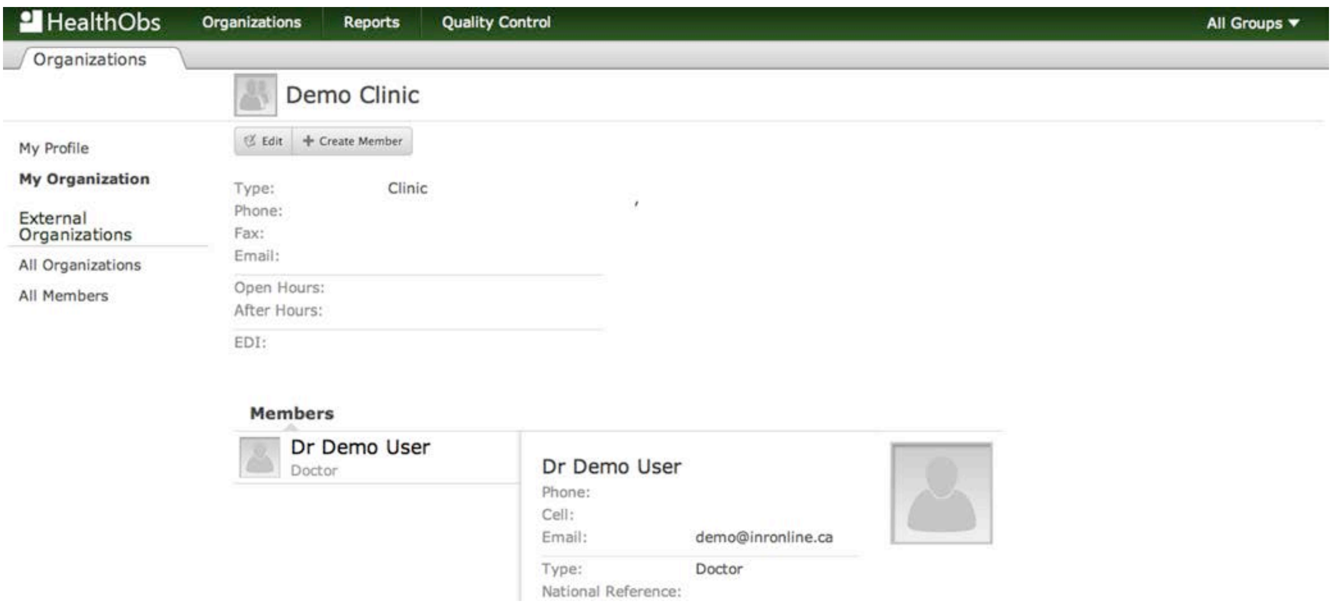
The following e-mails are sent to the doctor or shared e-mail address.

- When a result is awaiting review. The doctor will get an email showing the current dose and your contact details.

Creating New Doctors and Clinics

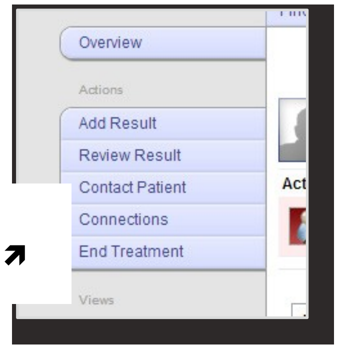
To add a new doctor, you must first locate their office/clinic, or if this does not exist you need to create a new one. Go to the “Manage Users” link on the “More” menu. This will take you to the HealthObs system. Then select the left option called “All Organizations”, at the top is a search box to locate organizations and a button to add a new one.

Locate the Organization, or fill in the form to create a new one, once selected click on the “Create Member” button at the top. This will allow you to create a new doctor at that organization in the same way that you create a new user at your organization.



Removing a patient

If a patient leaves your pharmacy or practice to go to another, you will need to change that patient's connections. The patient's connections section show you who can view and access this patient. In INR Online it is possible for two different groups to have access to the same patient.



Removing your connection
1. Locate the patient in the normal way.
2. On the left hand options for the patient there is an option called "Connections", select this.
3. Where you see your group listed, click on the "Remove" link. This will remove you connection to this patient and stop them showing in all your reports.

(If you need access to this patient again follow the "adding an existing patient" steps)

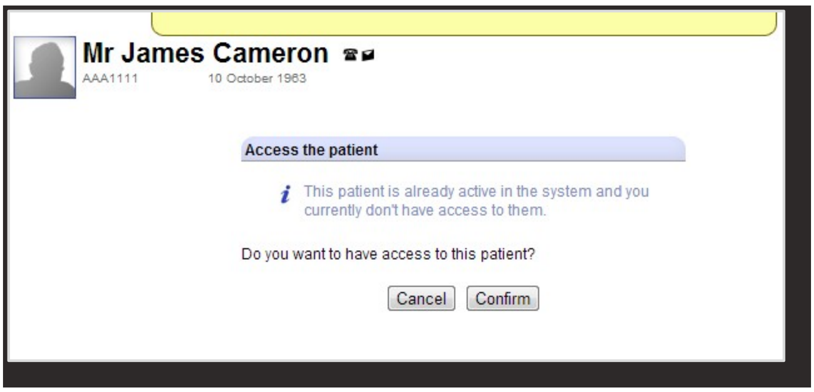
Click on Remove

Adding an existing patient

If the patient is already in the system, but part of a different group, you can easily add this patient if you have their PHN number.

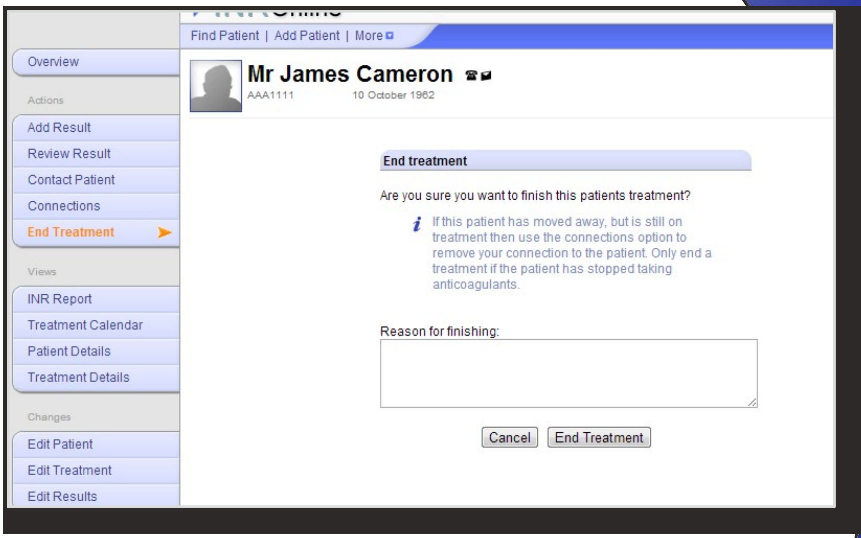
1. Go to the search, and type in the patient's PHN number.
2. Click on the patient's name
3. A prompt will show asking if you want to have access to this patient, click "Confirm" and now this patient will be added to your group.

(These actions are recorded in the patient's activity log as a security measure)



Ending a patient’s treatment

Only perform this if a patient has actually stopped treatment. If they have just stopped at your group, then follow the “Removing a patient” process.



To finish a patient’s treatment:

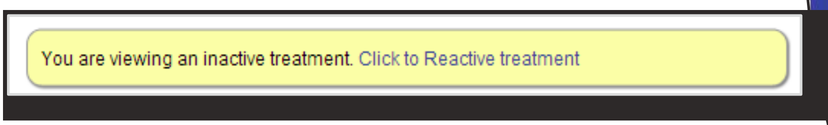
1. Locate the patient in the normal way.
2. On the left hand options click the “End Treatment” link.
3. Enter a comment as to why you are ending the treatment.
4. Click the “End Treatment” button.

Restarting a patient’s treatment

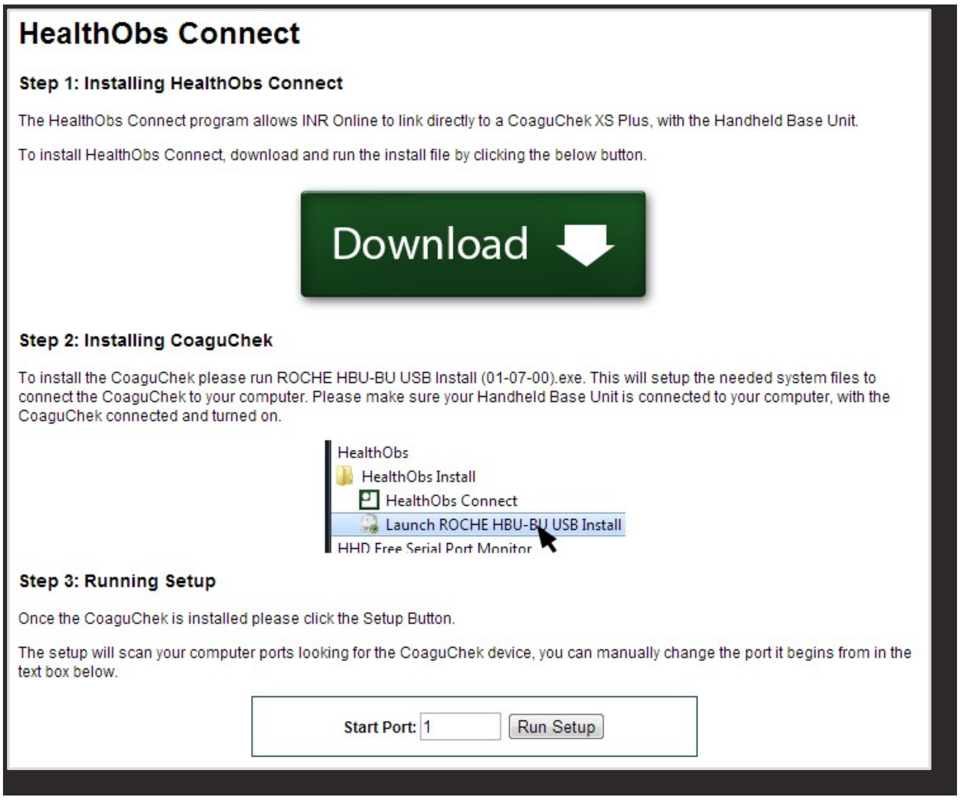
It is important to consider if a new treatment should be created, or the old one restarted at this point. If a patient has been off treatment for more than a few weeks then you should start a new treatment for this patient, as restarting their old one will create a very large interval between their tests.

To restart a treatment:

1. Locate the patient in the normal way.
2. If the patient has no active treatment, there will be a yellow box at the bottom listing a patient’s previous treatment, with the option to create a new treatment.
3. Click on the previous treatment you want to reactivate.
4. At the top of this next screen is a yellow box with the option to reactivate this treatment, click this link.



Setting up the CoaguChek connection



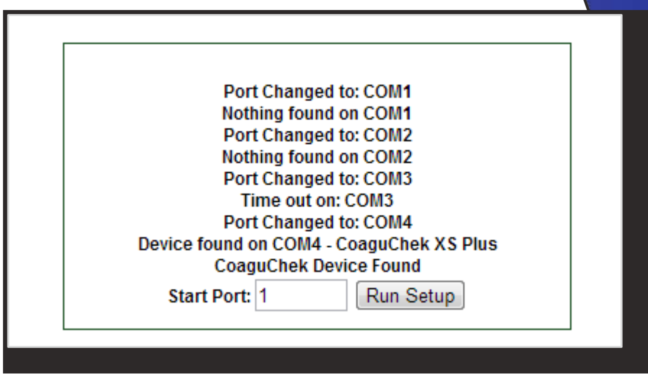
To install the connection to the CoaguChek XS Plus or Pro model only, select the "More" menu at the top, then select the "CoaguChek Link" option. This will take you to a page that allows you to download the needed software.

You will need 2 software applications to connect the CoaguChek to INR Online.

1. HealthObs Connect - This software connects the INR Online software with your computer.
2. The Roche CoaguChek drivers - This connects your computer with the CoaguChek device.

Follow the steps on the setup page to download and install the needed software.

Run Setup
The final step is to run the setup to make sure INR Online can detect the CoaguChek device. To do this simply click the "Run Setup" button at the bottom of the page. Make sure your device is connected and turned on, if this works the message "Device found on COM4 – CoaguChek XS Plus



CoaguChek Device Found" The number after the word COM may be different.