



TranSync™ Compliance Monitoring Manual

Homecare Provider/Authorized Monitors

About this user manual

Note: This user manual is designed to be duplex-printed (printed on both sides of each sheet). If not printed in this manner, you will find blank pages in your printout.

Note: For purposes of this manual, some software screen images may differ from the actual screen display. This is only for clear printing and on-screen display of this manual.

Contents

TranSync Introduction	3
Indications for Use	3
Components of the TranSync System	3
TranSync Website†	3
Registering Devices†	3
Creating New Patients†	4
Assign a Device to a Patient†	5
Add a Note to a Patient Record†	6
Managing Replacement Reminders†	7
Reviewing Compliance Reports‡.....	9
Reviewing a 30-day Compliance Window Report‡	11
Reviewing Group Compliance Reports‡	12
Creating New User Profiles for your Homecare Account†	13
Creating Sub-Accounts†	13
Transferring a Patient to Another Account†	14
Transferring a Device to Another Account or Patient†	15
Sharing Patients with an Authorized Monitor†	17
Deactivating a Patient†	18
Deactivating a Device†	18
Managing Care Monitors†	19
Managing Insurance Providers†	20
Managing Mask Types†	21
Appendix: Limited Warranty	22

†Denotes Homecare Provider Function

‡Denotes Homecare Provider and Monitor Function

TranSync Introduction

The TranSync™ System provides homecare providers and monitors the ability to track patient compliance data through a secure web portal. Patients using the system can view and transmit their compliance data to their homecare providers and monitors. The system is comprised of a cloud-based website and patient desktop software.

Indications for Use

The TranSync system is intended for use by patients, homecare providers and monitors in conjunction with the Transcend miniCPAP devices for the purpose of managing patient compliance and viewing or sending compliance data.

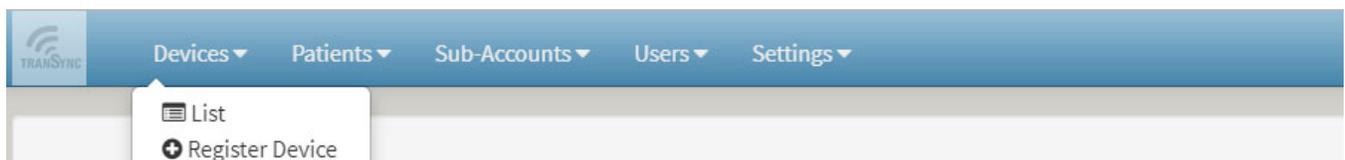
Components of the TranSync System

TranSync Website

The TranSync website (www.MyTranSync.com) allows homecare providers and monitors to view compliance information and manage patients under care. Please see “Using the TranSync Website” for more information.

Registering Devices

1. To register a device, select “Devices” and then “Register Device”.



2. Enter the serial number of the Transcend device and select “submit” to register the device.

Note: The serial number label is located underneath the Transcend PAP. Refer to the Transcend User Manual for more information.

Step 1 - Device Search

Please enter the entire Serial Number of the Transcend device you wish to register

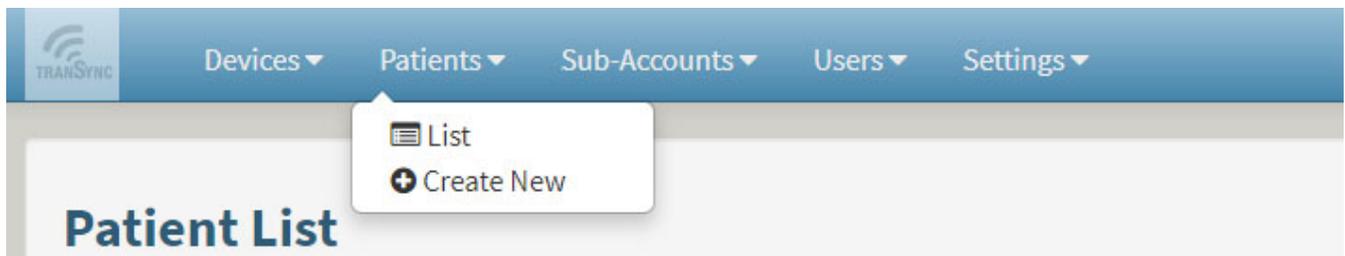
Submit

3. Select "Devices" and then choose "List" to see a list of registered devices.

Note: The device may already be registered to a patient account. In this case, continue with sending the patient a confirmation email. The patient must approve compliance monitoring of their device before you may view their compliance data.

Creating New Patients

1. Select "Patients" near the top of the page, then select "Create New."



2. Fill out the required information (indicated by a *).

Note: Additional fields are optional.

Create Patient

Patient ID *

First Name *

Last Name *

Birth Date *

Email *

Confirm Email *

End of Day *

Transcend Device **No devices available to assign**

Care Monitor Information

Referring Physician

Prescribing Physician

Other Health Care Monitor

* Indicates required field

3. Select "Create Patient" at the bottom of the screen to confirm.

Note: The patient will receive a confirmation email. They must approve compliance monitoring of their device before you may view their compliance data.

4. Select "Patients" and then select "List" to see a list of created and connected patients.

Patient List

Serial Number Inactive patients

Report	ID	Name	Gender	Device SN	Device Type
	Test_A	ATest, TestA		B13A10277	Transcend Auto

Assign a Device to a Patient

You may assign a Transcend device when creating a patient account (see "Creating New Patients") or you can use the method described below.

1. From the patient list, choose a patient by selecting "Name or ID."
2. In the add device section, select the + symbol.

Devices +				
Serial No.	Insurer	Install Date	Release Date	
B13A10277		8/2/2019		<input type="button" value="X Release"/>

3. Select the device you wish to add to the patient.
4. Select "Add Device".

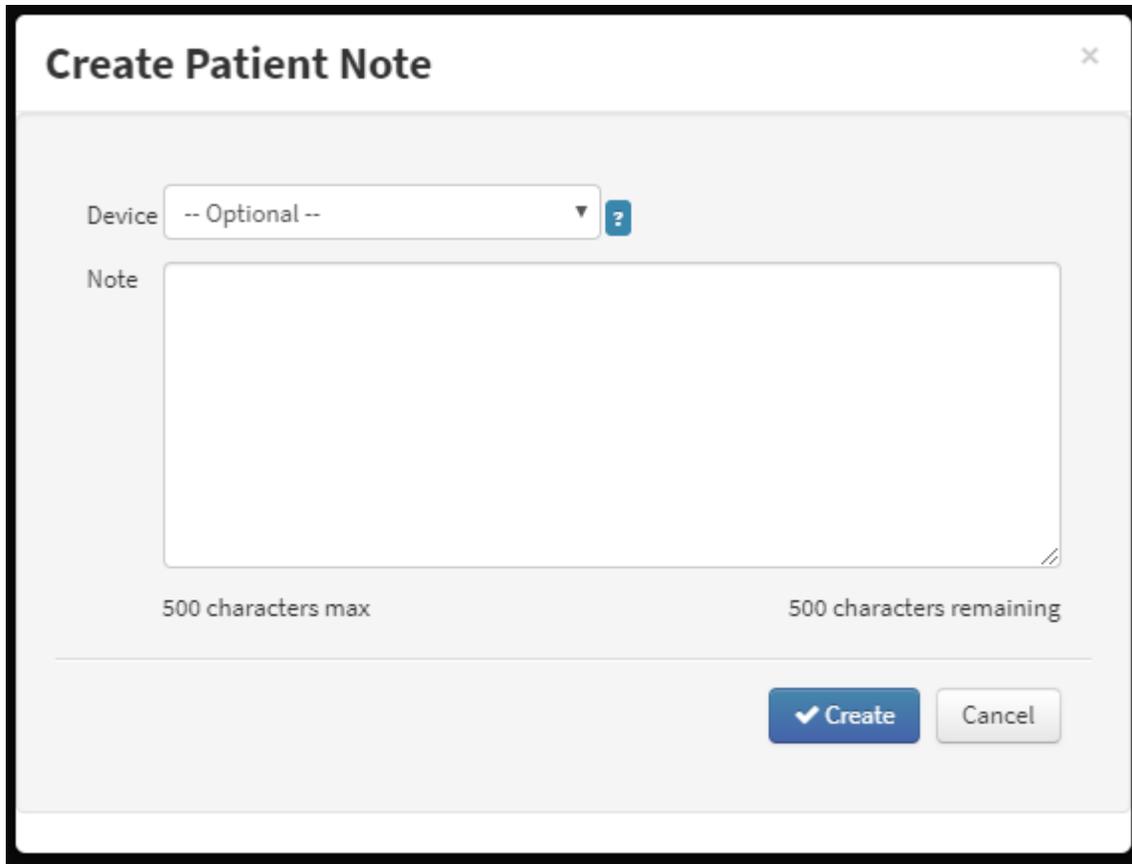
Note: Only registered devices will be available for assignment.

Add a Note to a Patient Record

1. From the patient list, choose a patient by selecting "Name or ID."
2. In the add note section, select the + symbol.

Notes +		
8/19/2019	[B13A10277] Test	<input type="button" value="✍"/>

3. Type the note in the field and select "Create."



Create Patient Note [X]

Device -- Optional -- [?]

Note

500 characters max 500 characters remaining

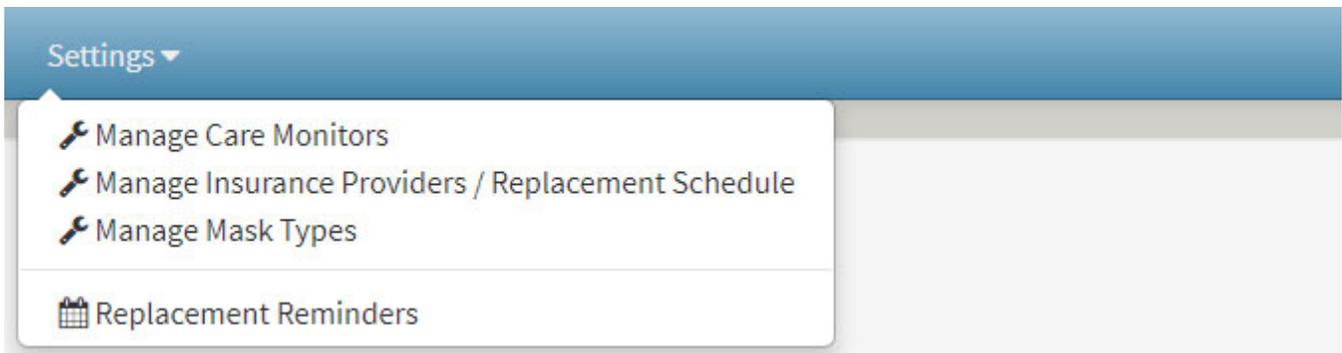
[✓ Create] [Cancel]

Managing Replacement Reminders

The replacement schedule acts as a reminder for when a patient is due for new equipment, such as masks and tubing. The replacement schedule is initiated from the date of device assignment and will alert the homecare provider and patient on periodic replacements. Follow these steps to adjust reminder settings:



1. To manage replacement reminders, select the "Manage Insurance Providers / Replacement Schedule" under the "Settings" tab.



2. Select “Manage Replacement Schedule” corresponding to the insurance provider of your choice.

Name			
<input type="text"/>	<input checked="" type="checkbox"/> Create		
Medicaid	<input checked="" type="checkbox"/> Update	<input type="checkbox"/> Manage Replacement Schedule	<input type="button" value="Delete"/>
Medicare	<input checked="" type="checkbox"/> Update	<input type="checkbox"/> Manage Replacement Schedule	<input type="button" value="Delete"/>
Patient Pay	<input checked="" type="checkbox"/> Update	<input type="checkbox"/> Manage Replacement Schedule	<input type="button" value="Delete"/>

3. Adjust the replacement schedule.

4. Adjust the Pre-reminder and Post-reminder.

Replacement Reminder Schedule (days)
 Choose when you would like for replacement reminders to appear and to be removed from the replacement schedule.

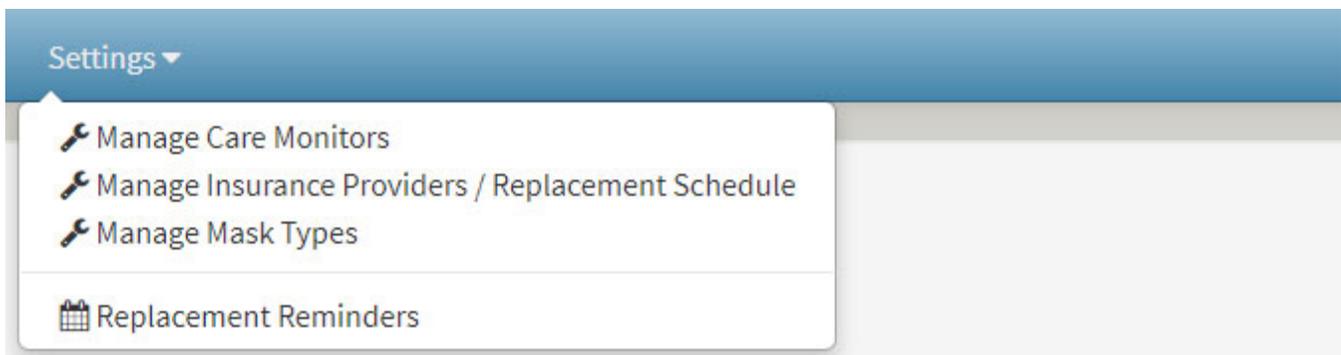
Appear: How many days before replacement is due?

Remove: How many days after replacement date has passed?

Reminders On?

Patient Email Reminders On?

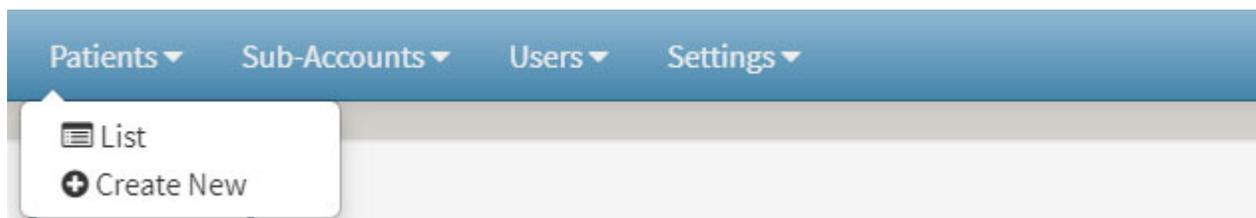
5. Check the "Reminders On?" box to turn on the feature in your account.
6. Check the "Patient Email Reminders On?" box if you wish to remind patients about replacement equipment.
7. Select "Update." All patients subscribed to that insurance provider will be updated with these settings.
8. To view upcoming replacement reminders for patients, select "Settings" then "Replacement Reminders."



Reviewing Compliance Reports

Follow these steps to view a full compliance report:

1. Under the "Patients" tab, select "List."



2. On the Patient List screen, select the  button in the "Report" column to open a patient's compliance report.

- You will be directed to the compliance overview screen, on which you will find information including: Compliance Summary, Patient Therapy Settings, Therapy Pressure Summary, AHI – Events Per Hour of Use, and Leak Summary.

Usage Report for serial number: B10A00001
 User: Last, First

Tuesday, August 6, 2019 2:31:43 PM

Compliance Summary

Date Range: 7/3/2019 to 8/1/2019 (30 total days, 160 total hours of therapy)
 Average Hours/Night: 5.3
 Median Hours/Night: 5.3
 90 Percentile Pressure: 18.0 cmH2O
 95 Percentile Pressure: 19.4 cmH2O
 18 of 30 Days with at least 4 hours of therapy (60%)
 6 of 30 Days with between 4 and 6 hours of therapy (20%)
 3 of 30 Days with between 6 and 8 hours of therapy (10%)
 9 of 30 Days with 8 or more hours of therapy (30%)
 0 of 30 Days not used (0%)

Patient Therapy Settings

Minimum Therapy Pressure: cmH2O
 Maximum Therapy Pressure: cmH2O
 Starting Therapy Pressure: cmH2O
 Ramp Starting Pressure: cmH2O
 Ramp Duration: min
 EZEX™ Pressure Relief:

Therapy Pressure Summary

Minimum Pressure: 4.1 cmH2O
 Maximum Pressure: 20.0 cmH2O
 Time-weighted Average Pressure: 11.2 cmH2O

AHI - Events Per Hour of Use

AHI Index: 2.31
 Apnea Index: 1.06
 Hypopnea Index: 1.25
 % of Time in Apnea: 0.5%
 % of Time in Hypopnea: 0.6%

Leak Summary

Average Leak: 22.42 (L/Min)
 Median Leak: 17.00 (L/Min)
 90 Percentile Leak: 52.00 (L/Min)
 95 Percentile Leak: 62.00 (L/Min)

To view the compliance information in more detail, select "View Compliance Detail". This screen will display details of each night of use, as well as graphs displaying AHI events. To print this report, select "Print to PDF". Once the PDF version of the report has successfully downloaded, you may print the report to hard copy.



4. To change the report time period, simply change the dates at the top of the page and select "Submit".

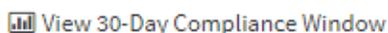
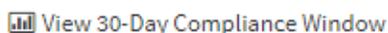
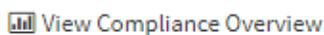


Reviewing a 30-day Compliance Window Report

The 30-day compliance window is designed based on the Medicare standard for compliance. The feature searches for a 30-day consecutive window of use within the last 90 days. At least 70% of those nights must have four or more hours of therapy. Follow these steps to view the 30-day Compliance Window.

1. Select the patient from the Patient List.
2. Under the "Patient Functions" tab, select "View 30-day Compliance Window".

Patient Information

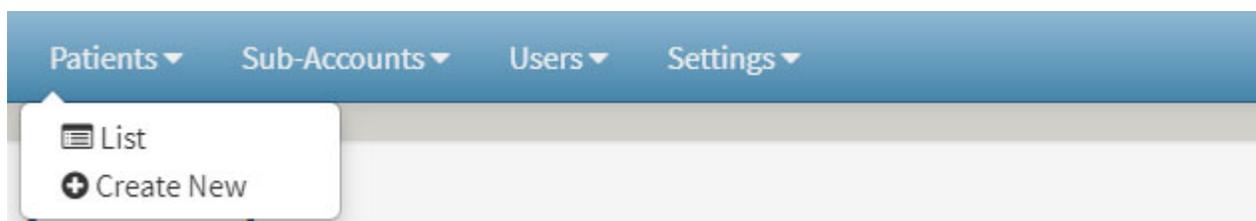


3. If the patient is compliant, the search will display "30-day Compliance Window found". However, if the patient is not compliant, the search will display "No 30-day Compliance Window Found."

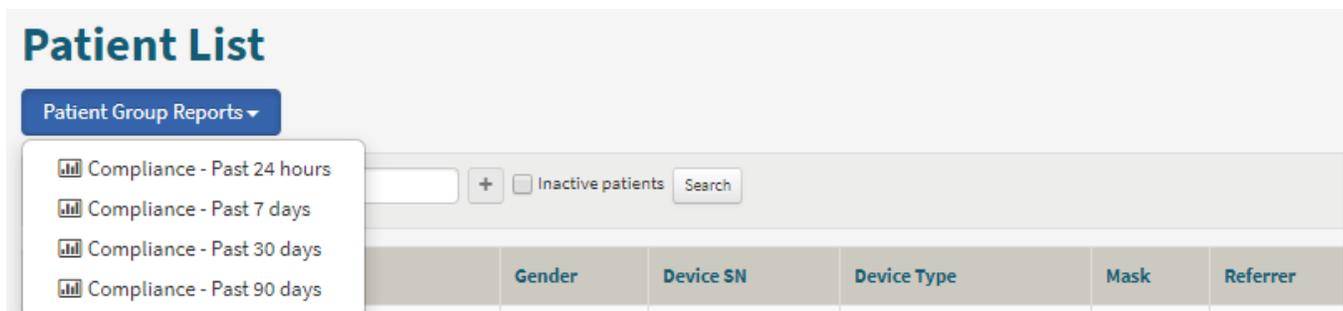
Reviewing Group Compliance Reports

You have the ability to view a compliance summary for multiple patients, simultaneously. Compliance is based on 70% of total days containing four hours of therapy at a minimum. To review compliance over a specific time period, follow these steps:

1. Under the "Patients" tab, select "List."



2. Filter patients by choosing criteria from the drop-down menu, then select the + symbol to add it to the search, and finish by selecting "search".
3. Under the "Patient Group Reports" drop-down, select "Past 24 Hours", "Past 7 days", "Past 30 days", or "Past 90 Days" to view patients in the search criteria.



4. In the Compliant column, patients that are compliant with therapy will be labeled "Yes" and patients who do not meet the requirements will be labeled "No". Additional information over the selected time period includes columns corresponding to: Total Days of Use, Total Therapy Hours, Number of 4+ Hour Sessions, AHI, and % Compliant.

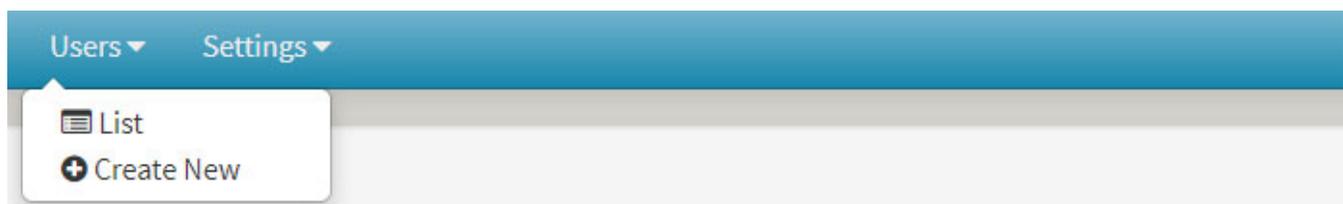
Total Days of use	Total Therapy Hours	Number of 4+ hr sessions	AHI	Compliant	% Compliant
0	0	0	0	No	0.0

Creating New User Profiles for your Homecare Account

New accounts can be set up for individual users within your organization. The type of user access varies by the following definitions:

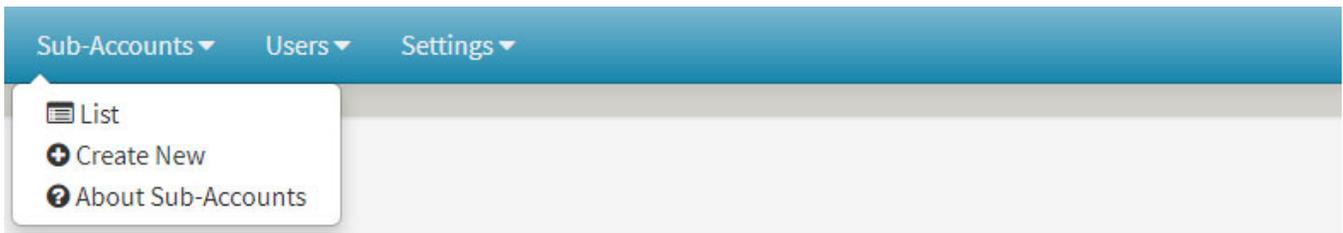
- **IT Administrator**- User has Full Access rights, including the additional ability to create/delete Sub Accounts and New User profiles within the organization.
- **Full Access User**- User is able to register CPAP devices and create/delete patient profiles. User is also able to manage care monitors, insurance providers, replacement schedules, and mask types.
- **Read-Only User**- User is able to view device list, view patient list, and track patient compliance.

To create a new user account, under the “Users” tab, select “Create New”. Fill out the required information and select their role for access as described above. The new user will receive an email asking them to confirm their account and create a new password.

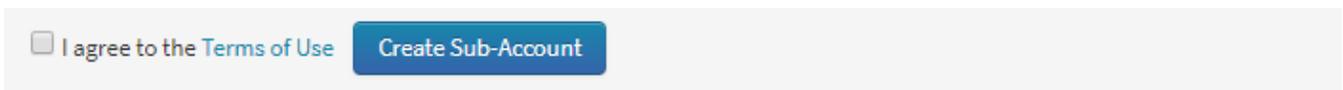


Creating Sub-Accounts

A Sub-Account can be created for a second location or partnering care provider. Sub-Accounts have full read-write access for the shared patients. The administrator of the Sub-Account will have IT Administrator access for that account, which allows them to set up new user accounts within their organization. While you will maintain control over the Sub-Account actions, these accounts will have the ability to add new patients to your patient list. Under the Sub-Accounts tab, select “Create New.”



1. Fill out the required information for the Sub-Account. Once you have reviewed the Terms of Use, check the corresponding box and select "Create Sub-Account."

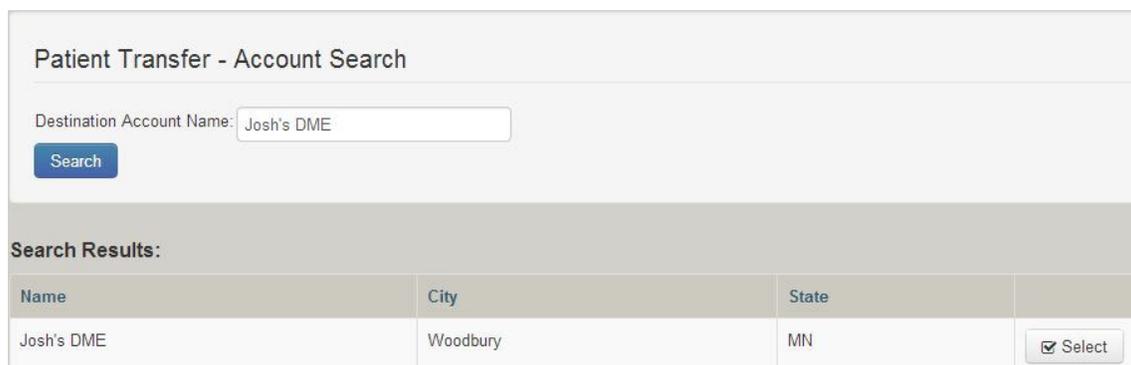


2. The Sub-Account contact will receive an email confirmation. The contact must accept the invitation in order to use the system.

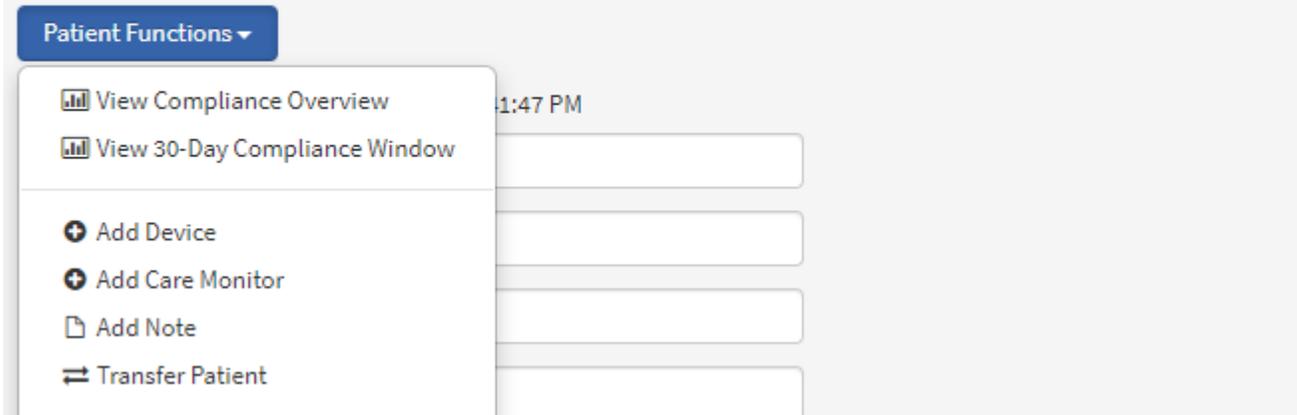
Transferring a Patient to Another Account

Use this feature to transfer a patient to a Sub-Account or another homecare provider.

1. To transfer a patient to another account, select a patient from the Patient List Screen.
2. Under the "Patient Functions" tab, select "Transfer Patient."



Patient Information



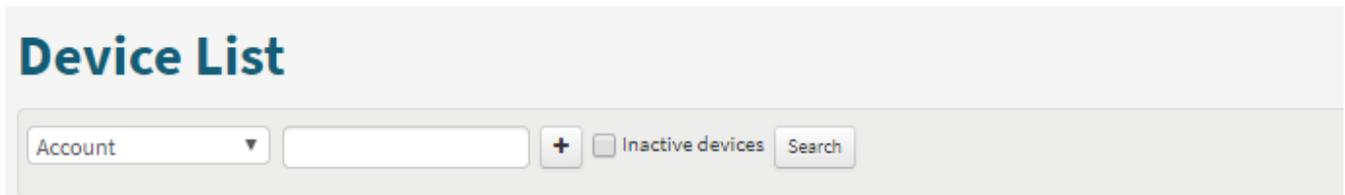
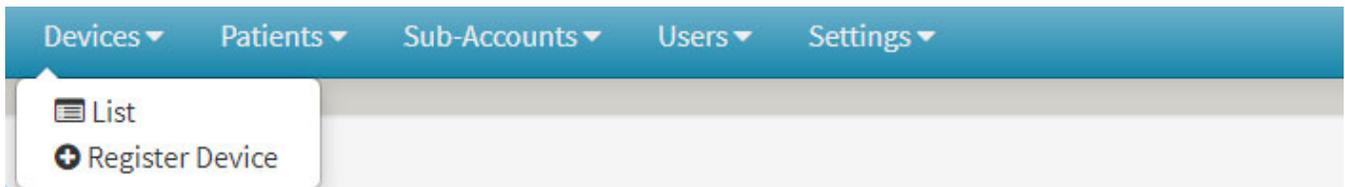
3. Type in the name of the account to which you wish to transfer the patient, then select "Search."
4. Select the desired account from the search results.
5. Accept the terms of use and select "Confirm."
6. The new account will receive an email with information about the patient transfer.

Note: If transferring to a Sub-Account, you will still maintain control of the patient. If transferring to another homecare provider, you will lose all rights and records of that patient.

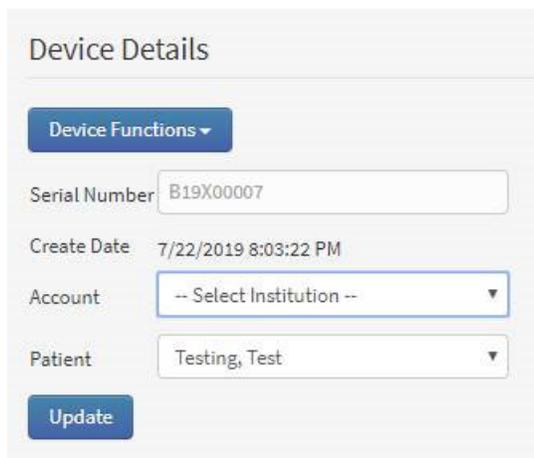
Transferring a Device to Another Account or Patient

Use this feature to transfer a device to a sub-account or another homecare provider or to another patient.

1. To transfer a device to another account, select a device from the Device List screen.



2. If more than one Institution is set up, a dropdown will appear. Select an Institution from the Account dropdown list and then click "Update" to transfer the device to another account.



3. Under the "Patient" drop-down, choose a patient, then select "Update" to transfer the device to the intended patient.



Sharing Patients with an Authorized Monitor

Follow these steps to share patients with authorized monitors. Authorized monitors are only allowed to view patient data and compliance.

Note: Authorized monitors must be registered in the TranSync system. Have your partners register by visiting www.MyTranSync.com and registering for an Authorized Monitoring Account.

1. From the patient list, choose a patient by selecting "Name or ID."
2. In the Authorized Monitors section, select the + symbol.



3. Search for a monitor using any of the fields provided.
4. Once you find your monitor from the results list, choose "Select."

Provider Search

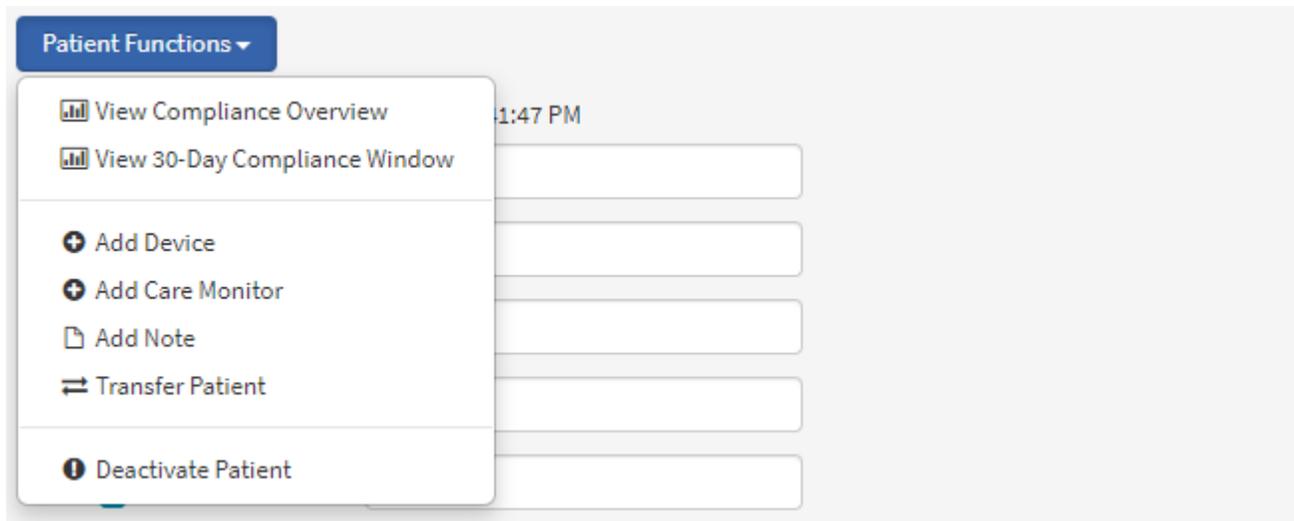
Enter any of the following search criteria to find a care provider:

Unique Provider Identifier ?	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Institution	<input type="text"/>

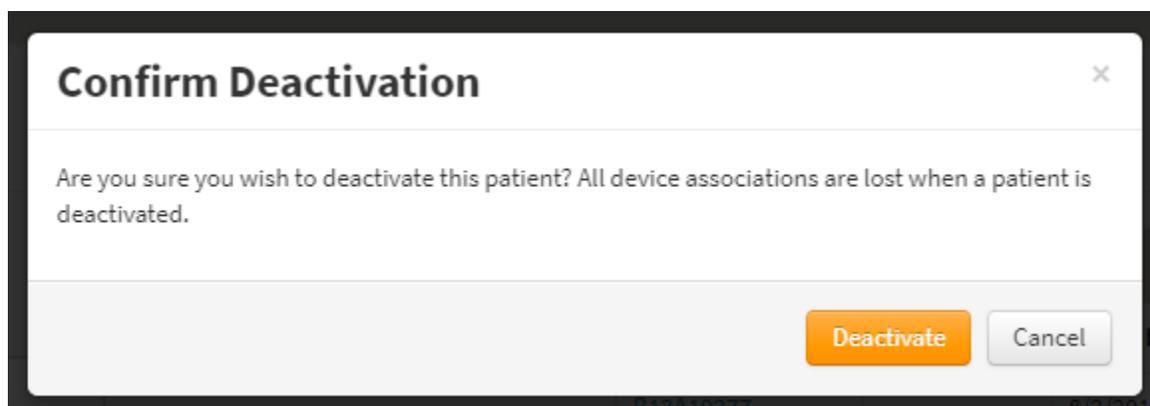
5. Confirm the selection and choose "Confirm"

Deactivating a Patient

1. To deactivate a patient, select the patient from the patient list.
2. Select "Patient Functions", then select "Deactivate Patient".

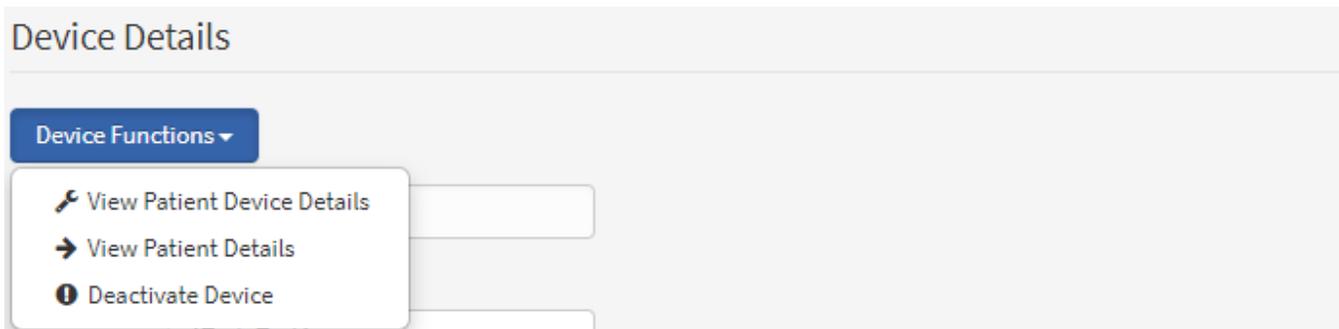


3. Confirm the deactivation.

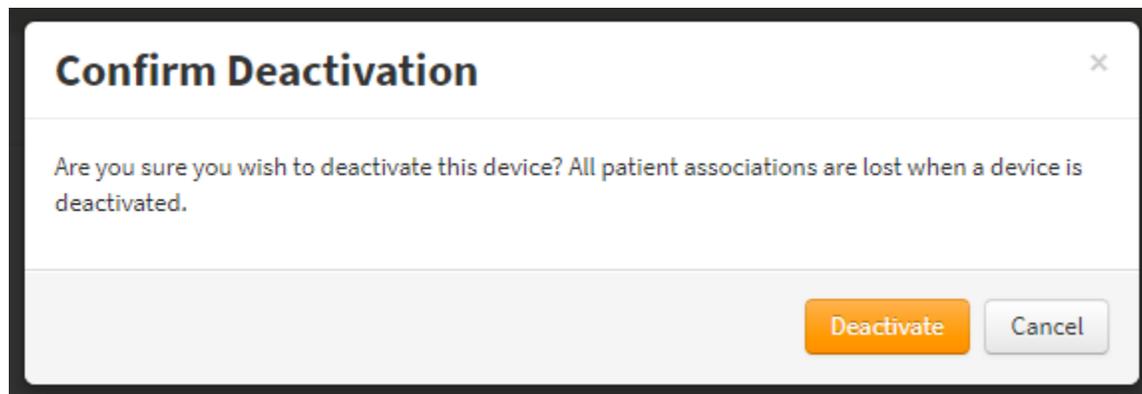


Deactivating a Device

1. To deactivate a device, select the device from the device list.
2. Select "Device Functions", then select "Deactivate Device".



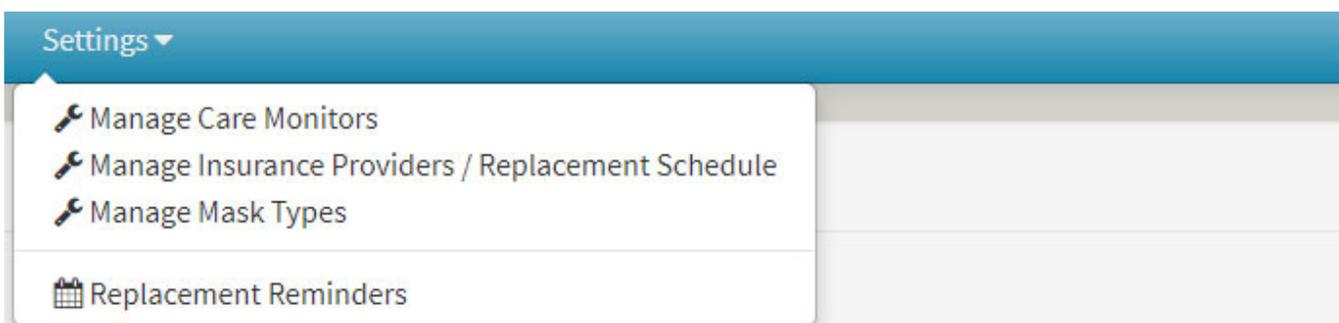
3. Confirm the deactivation.



Managing Care Monitors

You may set up Care Monitors to track who is involved in managing your patients' care. Each patient can have up to three Care Monitors. These Care Monitors do not have rights to view patient data unless they specifically register for an Authorized Monitor account.

1. Under the "Settings" tab, select "Manage Care Monitors".



2. To add a new monitor, type in the name and institution, then select "Create."

Patient Care Monitors

Care Monitors are individuals who help manage your patient. Each patient can have up to 3 Care Monitors. Complete the fields below to add or update Care Monitors for your account.

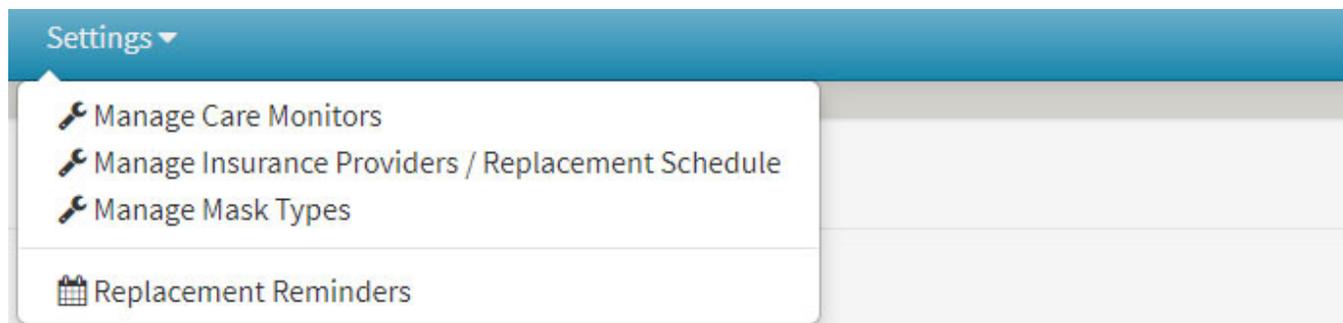
Name Institution

3. To update an existing monitor, edit the fields, then select "Update."

Managing Insurance Providers

Follow these steps to add or update new insurance providers.

1. Under the "Settings" tab, select "Manage Insurance Providers".



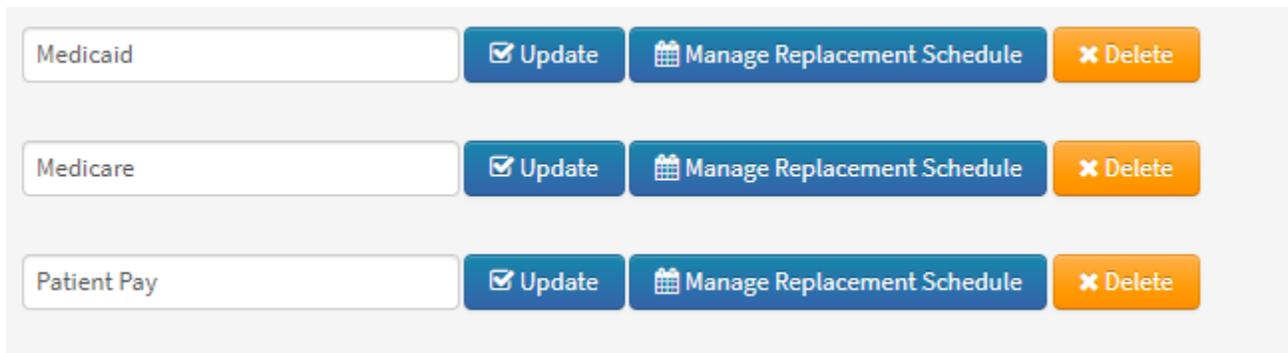
2. To add a new insurance provider, type in the name and select "Create."

Insurance Providers

Complete the fields below to add or update Insurance Providers for your account. To add or edit the replacement schedule, click on Manage Replacement Schedule next to the insurance provider of your choice.

Name

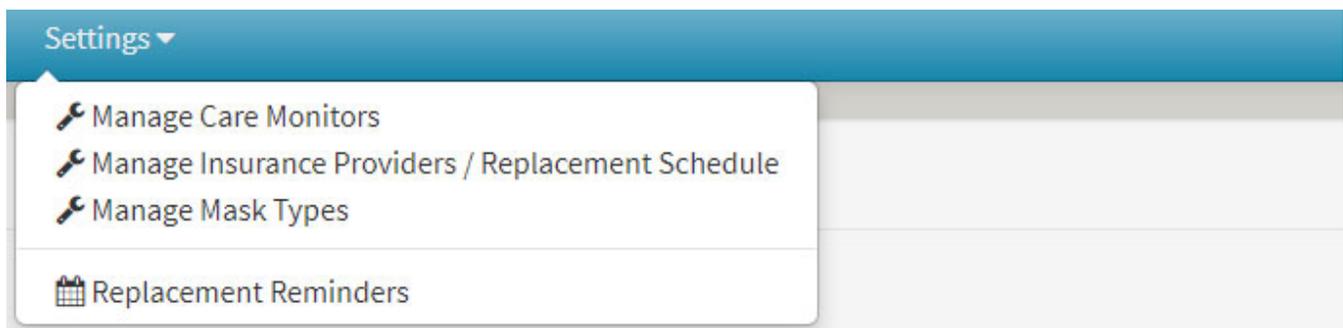
3. To update an existing insurance type, edit the field, then select "Update."



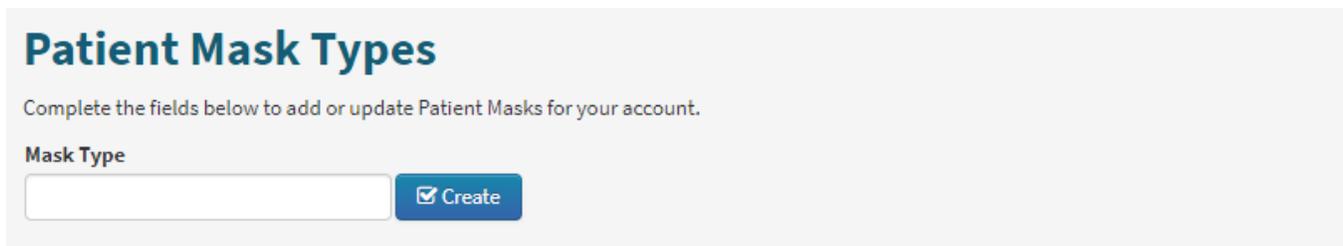
Managing Mask Types

Follow these steps to add or edit mask types:

- Under the "Settings" tab, select "Manage Mask Types."



- To add a new mask, type in the information, then select "Create."



- To update an existing mask, edit the field, then select "Update."

Appendix: Limited warranty

Somnetics warrants its products to be free of defects in materials and workmanship and will perform in accordance with the product specifications for a period specified in the following table:

Product	Warranty Period*
Transcend 3 miniCPAP	3 years
Transcend 365 miniCPAP	2 years
Transcend 365 Heated Humidifier	6 months
Transcend P4, P8 and P10 Batteries	9 months
Transcend Portable Solar Charger	1 year
Mobile Power Adaptor	1 year
TranSync Bluetooth Module	1 year

*From date of user purchase

If the product fails to perform in accordance with the product specifications, Somnetics will repair or replace, at its option, any materials or parts of the product, which upon Somnetics' examination appear defective. This warranty does not cover damages caused by accident, misuse, abuse, alteration, and other defects not related to material or workmanship. Somnetics will pay customary freight charges from Somnetics to dealer location only.

Somnetics disclaims all liability for economic loss, loss of profits, overhead, or consequential damages which may be claimed to arise from any sale or use of its products. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This warranty is given in lieu of all other express warranties. In addition, any implied warranties, including warranty of merchantability or fitness for the particular purpose are limited to the period noted in the table above for the individual product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have rights which vary from state to state.

To qualify for repair, replacement, or refund, the defective device must be returned to Somnetics within 30 days after the discovery of the defect. Proof of purchase, including proof of the date of purchase, is required. Any repair, replacement, or refund obligation would not apply if the device has been repaired or otherwise altered in a facility not authorized in writing by Somnetics. To exercise your rights under this warranty, contact your local, authorized Somnetics dealer or Somnetics at 103 Osborne Road, Fridley, Minnesota 55432 USA, 1.877.621.9626 or 1.651.621.1800.



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