

PEGASUS

Patient Reported Outcome (PRO)

Quick Start Guide - Version 2.6.1



Table of Contents

| | |
|---|----------|
| 1. General Information | 3 |
| 1.1. Document Conventions | 3 |
| 1.2. Browser Compatibility | 4 |
| 1.3. Logging into Pegasus Dashboard | 5 |
| 2. Pegasus PRO Dashboard | 6 |
| 2.1. Assign PRO Tab | 7 |
| 2.1.1. Set Filters | 7 |
| 2.1.2. Manage Consent | 8 |
| 2.1.2.1. Manage Consent at Individual Level | 8 |
| 2.1.2.2. Manage Consent in Bulk | 9 |
| 2.1.3. Assign PRO | 11 |
| 2.1.3.1. Assign PRO to an Individual patient | 11 |
| 2.1.3.2. Assign Bulk PRO | 12 |
| 2.1.4. View Patient Profile | 14 |
| 2.1.4.1. Patient Profile - Email address is Present | 14 |
| 2.1.4.2. Patient Profile - Email address is not Present | 15 |
| 2.2. PRO Tracker Tab | 17 |

1. General Information

1.1. Document Conventions

Footnotes

- Footnotes provide supplementary information about a specific item at the end of the page (Figure 1).
- The text corresponding to the superscript number is placed at the bottom of the page (Figure 2).

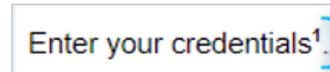


Figure 1: Footnote Superscript

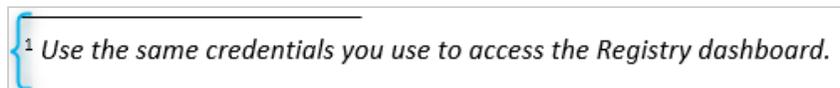


Figure 2: Footnotes

Callouts

- Callouts have been used in images to indicate steps within a procedural task.

For example, in Figure 3,

- Numbered callouts represent procedural steps. **1**
- Alphabetical callouts have been used for providing supplemental information. **A**

Images

- All the images and values are for representation purposes only.

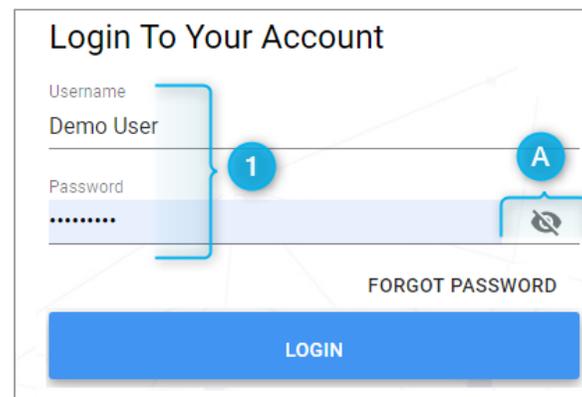


Figure 3: Callout Conventions

Hyperlinks

- Hyperlinks are used to locate an explanation related to a specific topic placed at another location within the document.

1.2. Browser Compatibility

| Supported Web Browser | Version Number |
|-----------------------|-----------------------------|
| Chrome | 75.0 and 2 earlier versions |
| Mozilla | 66.0 and 2 earlier versions |
| Internet Explorer | 11.0 and 2 earlier versions |

1.3. Logging into Pegasus Dashboard

Access to Pegasus is provided through the Legacy Registry Dashboard.

1. Enter your Registry credentials in the login page.
2. Click **Login**.
This opens the Legacy Dashboard.
3. Click **2020 Dashboard**¹ link in the Registry (Figure 4).
The 2020 Pegasus dashboard opens in a new tab (Figure 5).



Figure 4: Legacy Dashboard

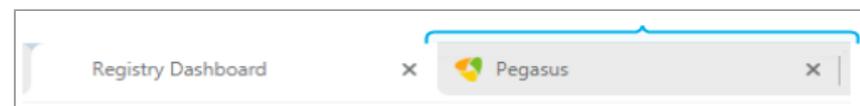


Figure 5: Pegasus Dashboard in New tab

4. From the left navigation bar, select the **PRO Dashboard** icon .
The PRO page opens.

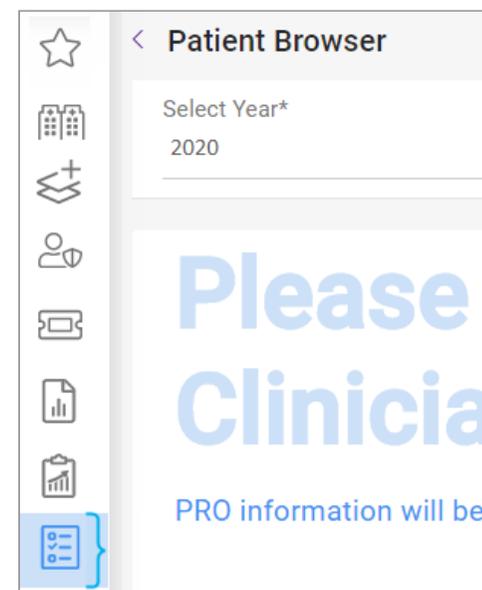


Figure 6: PRO Icon

¹ The 2019 dashboard link is present near the top-right corner of every page of the legacy dashboard.

2. Pegasus PRO Dashboard

PRO stands for **Patient Reported Outcome**. It is a set of questions sent by a clinician to know the health status of the patient. This enables the provider to make an accurate diagnosis of the health of a patient and provide better care.

The Pegasus PRO dashboard homepage displays an infographics denoting the list of patients eligible for the PRO.

The Patient Browser page is displayed which contains two tabs

- [ASSIGN PRO](#)
- [PRO TRACKER](#)

Figure 7: PRO Dashboard

Key Notes

This user guide presents the Single/Multi-Practice Administrator and clinicians role perspective.

Eligibility Criteria:

- Patients with age 60 and above and diagnosed with bilateral presbycusis or symmetric sensorineural hearing loss.

Radio Buttons:

- **Patients With Email** - This is the default selection, and displays patients with email address in the grid.
- **Patients Without Email** - Patients who do not have an email address associated with them in the system, are displayed in this grid.

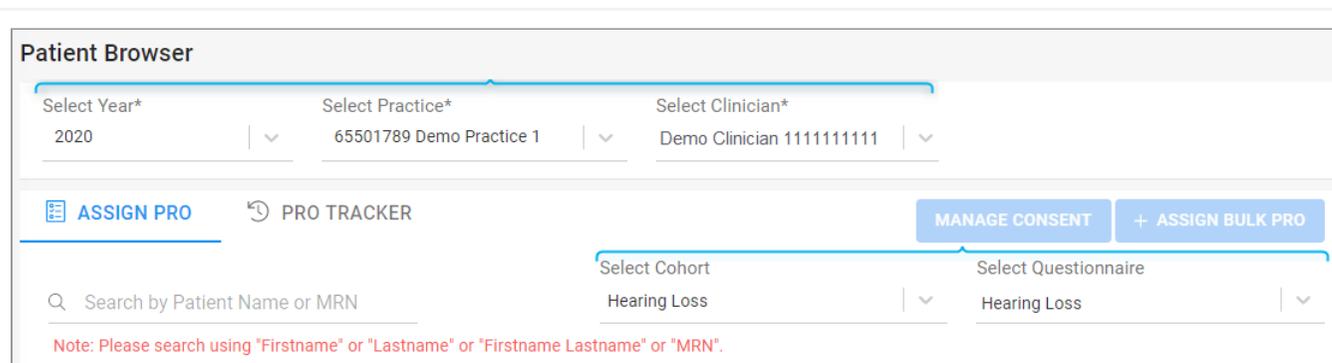
2.1. Assign PRO Tab

The **ASSIGN PRO** tab displays a table denoting list of patients eligible for the PRO (Figure 7).

Actions performed on this page:

- [Set Filters](#)
- [Manage Consent](#)
- [Assign PRO](#)
- [View Patient Profile](#)

2.1.1. Set Filters



The screenshot shows the 'Patient Browser' interface. At the top, there are three dropdown menus: 'Select Year*' (set to 2020), 'Select Practice*' (set to 65501789 Demo Practice 1), and 'Select Clinician*' (set to Demo Clinician 111111111). Below these are two tabs: 'ASSIGN PRO' (active) and 'PRO TRACKER'. To the right of the tabs are two buttons: 'MANAGE CONSENT' and '+ ASSIGN BULK PRO'. Below the tabs is a search bar with the placeholder 'Search by Patient Name or MRN' and a note: 'Note: Please search using "Firstname" or "Lastname" or "Firstname Lastname" or "MRN"'. To the right of the search bar are two more dropdown menus: 'Select Cohort' (set to Hearing Loss) and 'Select Questionnaire' (set to Hearing Loss).

Figure 8: Set Filters

Actions Performed on this screen:

1. Select relevant year, practice and clinician from the drop-down (Figure 8).
The list of patients eligible for the PRO is displayed.
2. Select the Cohort and the Questionnaire.
Based on the selected Cohort and Questionnaire relevant eligible patient list displays in the grid.

Key Notes

- By default, the current year is displayed.
- The Clinician drop-down displays all the clinicians associated with the selected practice.
- There is one cohort and questionnaire, **Hearing Loss**.

2.1.2. Manage Consent

Consent form is the attestation by the provider that the patient has been informed and consents to participate in the survey. The patient email address is used for sharing the questionnaire with the patient. Patient consent can be managed at the individual level or in bulk.

2.1.2.1. Manage Consent at Individual Level

| <input type="checkbox"/> | PATIENT NAME ↑ | MRN | CLINICIAN NAME | EMAIL ADDRESS | STATUS | EAR | VISIT DATE | CONSENT STATUS | ACTIONS |
|--------------------------|----------------|------------|----------------|-----------------------|-----------|------------|------------|----------------|--------------|
| <input type="checkbox"/> | Patient Four | 3515788793 | DEMO CLINICIAN | patientfour@gmail.com | Bilateral | 01/12/2020 | Pending | | + ASSIGN PRO |
| <input type="checkbox"/> | Patient One | 3515788814 | DEMO CLINICIAN | patientone@gmail.com | Bilateral | 02/15/2020 | Pending | | + ASSIGN PRO |

Figure 9: Consent Status

Manage Consent

Patient with pending consent

- Patient One - 3515788814

By clicking on accept, you are attesting that the patient has been informed about and consented to participate in this survey, including the release of their email address for communications.

Note:
By clicking on decline, you are attesting that the patient has been informed about and declined consent to participate in this survey, including the release of their email address for communications. The selected patient will be unsubscribed from receiving any PRO in the future. To change consent status please use the consent module.

ACCEPT
DECLINE
CANCEL

Figure 10: Manage Consent Page

Key Notes

DECLINE: Unsubscribes the patients from receiving PRO in future.

Status of Consent:

- **Accepted** - Indicates PRO assignment consent is accepted.
- **Pending** - Indicates PRO assignment consent is pending.
- **Declined** - Indicates PRO assignment consent is declined and the patient is unsubscribed from receiving PRO in the future.

Actions Performed on this screen:

1. Click on the Edit icon next to the consent status of the relevant patient (Figure 9).
*The **Manage Consent** page is displayed (Figure 10).*
2. Click **ACCEPT**.
The status of consent changes from Pending to Accepted.
DECLINE: Decline unsubscribes the patient from receiving PRO in the future.

2.1.2.2. Manage Consent in Bulk

Manage Consent in Bulk enables to manage consent of all eligible patients in one go for the current page (Figure 11).

The screenshot shows the 'Manage Consent in Bulk' interface. At the top, there are tabs for 'ASSIGN PRO' and 'PRO TRACKER'. A 'MANAGE CONSENT' button is highlighted with a blue box. Below the tabs, there is a search bar and filters for 'Select Cohort' (Hearing Loss) and 'Select Questionnaire' (Hearing Loss). A note indicates search criteria: 'Please search using "Firstname" or "Lastname" or "Firstname Lastname" or "MRN"'. There are radio buttons for 'Patients with Email' (selected) and 'Patients without Email'. Below this is a table with columns: PATIENT NAME, MRN, CLINICIAN NAME, EMAIL ADDRESS, STATUS, EAR, VISIT DATE, CONSENT STATUS, and ACTIONS. The table contains four rows for Patient Four, Patient One, Patient Three, and Patient Two. Each row has a checkbox, a status button (Accepted or Pending), and a '+ ASSIGN PRO' button.

| PATIENT NAME | MRN | CLINICIAN NAME | EMAIL ADDRESS | STATUS | EAR | VISIT DATE | CONSENT STATUS | ACTIONS |
|---------------|------------|----------------|------------------------|-----------|------------|------------|----------------|---------|
| Patient Four | 3515788793 | DEMO CLINICIAN | patientfour@gmail.com | Bilateral | 01/12/2020 | Accepted | + ASSIGN PRO | |
| Patient One | 3515788814 | DEMO CLINICIAN | patientone@gmail.com | Bilateral | 02/15/2020 | Pending | + ASSIGN PRO | |
| Patient Three | 3515788886 | DEMO CLINICIAN | patientthree@gmail.com | Bilateral | 02/22/2020 | Pending | + ASSIGN PRO | |
| Patient Two | 3515788801 | DEMO CLINICIAN | patienttwo@gmail.com | Bilateral | 03/25/2020 | Pending | + ASSIGN PRO | |

Figure 11: Manage Consent in Bulk

Key Notes

Manage Consent button

- is disabled by default.
- is enabled when a patient is selected.
- is applicable only for the current page.

Manage Consent

Patient who have accepted consent

- Patient Four - 3515788793

Patient haven't accepted or declined consent

- Patient Two - 3515788801
- Patient Three - 3515788886
- Patient One - 3515788814

By clicking on accept, you are attesting that the patient has been informed about and consented to participate in this survey, including the release of their email address for communications.

Note:

Decline: All the selected patients will be unsubscribed from receiving any PRO in the future. To change consent status please use consent module.

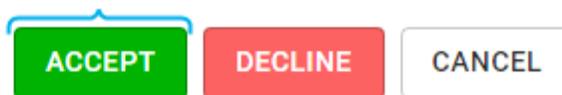


Figure 12: Manage Consent pop-up

Actions Performed on this screen:

1. Select the checkbox next to the **Patient Name** column. (Select as many patients on the page as required).(Figure 11)
2. Click **MANAGE CONSENT**.
*The **Manage Consent** page is displayed (Figure 12).*
3. Click **ACCEPT**.

The **Manage Consent** pop-up at bulk level displays the names of all the

- patients who have granted consent
- patients for whom the consent is pending and
- patients who have declined to consent.

DECLINE: Declines the consent of all the patients who have not accepted and unsubscribes them from receiving PRO in future (Figure 12).

2.1.3. Assign PRO

PROs can be assigned to the eligible patient at an individual level or in bulk. The table displays a list of eligible patients. Each patient row displays the patient name, MRN, email address availability status, consent status, and the ear which is being diagnosed. A search field is available for finding patients by either the patient MRN, First name, Last name or First name Last name.

2.1.3.1. Assign PRO to an Individual patient

| <input type="checkbox"/> | PATIENT NAME ↑ | MRN | CLINICIAN NAME | EMAIL ADDRESS STATUS | EAR | VISIT DATE | CONSENT STATUS | ACTIONS |
|-------------------------------------|----------------|------------|----------------|-----------------------|-----------|------------|----------------|---------------------|
| <input checked="" type="checkbox"/> | Patient Four | 3515788793 | DEMO CLINICIAN | patientfour@gmail.com | Bilateral | 01/12/2020 | Accepted | + ASSIGN PRO |
| <input type="checkbox"/> | Patient One | 3515788814 | DEMO CLINICIAN | patientone@gmail.com | Bilateral | 02/15/2020 | Pending | + ASSIGN PRO |

Figure 13: Assign PRO

Actions performed on this screen:

- Select the checkbox next to the patient name (Figure 13).
- Click **+ ASSIGN PRO**.
If the consent status is **Accepted**, PRO is directly assigned to the patient.
ELSE
If the consent is **Pending**, click **ACCEPT AND ASSIGN** on the Assign PRO page.

Assign PRO

Please accept consent and assign PRO for **Patient Four - 3515788793**

PRO assignment consent is accepted and then PRO is assigned to the patient.

[View Patient Profile](#)

- Click the relevant patient name record to view the patient profile.

Key Notes

Assign PRO button:

+ ASSIGN PRO

Assign PRO is enabled if the patient is eligible and PRO has not been assigned earlier.

+ ASSIGN PRO

Assign PRO button is disabled -

- if PRO is already sent
- if Email Address is not available for the patient.

2.1.3.2. Assign Bulk PRO

Enables to assign PRO to all eligible patients in one go.

The screenshot shows the 'ASSIGN PRO' interface. At the top, there are tabs for 'ASSIGN PRO' and 'PRO TRACKER'. Below the tabs are buttons for 'MANAGE CONSENT' and '+ ASSIGN BULK PRO'. A search bar is present with the text 'Search by Patient Name or MRN'. There are dropdown menus for 'Select Cohort' (set to 'Hearing Loss') and 'Select Questionnaire' (set to 'Hearing Loss'). Below these are radio buttons for 'Patients with Email' (selected) and 'Patients without Email'. A note states: 'Note: Please search using "Firstname" or "Lastname" or "Firstname Lastname" or "MRN".' Below the note is a table with columns: PATIENT NAME, MRN, CLINICIAN NAME, EMAIL ADDRESS STATUS, EAR, VISIT DATE, CONSENT STATUS, and ACTIONS. The table contains four rows, each with a checked checkbox in the 'PATIENT NAME' column and a '+ ASSIGN PRO' button in the 'ACTIONS' column.

| PATIENT NAME | MRN | CLINICIAN NAME | EMAIL ADDRESS STATUS | EAR | VISIT DATE | CONSENT STATUS | ACTIONS |
|---|------------|----------------|------------------------|-----------|------------|----------------|--------------|
| <input checked="" type="checkbox"/> Patient Four | 3515788793 | DEMO CLINICIAN | patientfour@gmail.com | Bilateral | 01/12/2020 | Accepted | + ASSIGN PRO |
| <input checked="" type="checkbox"/> Patient One | 3515788814 | DEMO CLINICIAN | patientone@gmail.com | Bilateral | 02/15/2020 | Accepted | + ASSIGN PRO |
| <input checked="" type="checkbox"/> Patient Three | 3515788886 | DEMO CLINICIAN | patientthree@gmail.com | Bilateral | 02/22/2020 | Accepted | + ASSIGN PRO |
| <input checked="" type="checkbox"/> Patient Two | 3515788801 | DEMO CLINICIAN | patienttwo@gmail.com | Bilateral | 03/25/2020 | Pending | + ASSIGN PRO |

Figure 14: Assign Bulk PRO

Key Notes

+ ASSIGN BULK PRO

Assign Bulk PRO button

- is disabled by default.
- is enabled when a patient is selected.
- applicable to the current page only.

- When the checkbox next to the **Patient Name** column is checked, all the eligible patients from the **current page** are autoselected.
- Navigate to the next page (if any) to assign bulk PRO for patients in the other pages.

Assign Bulk PRO

Out of selected patients below patients do not have consents.

- Patient Two - 3515788801

By clicking on accept, you are attesting that the patient has been informed about and consented to participate in this survey, including the release of their email address for communications.

Note:

- **Assign :** Assign PRO to consent accepted patients only.
- **Accept and assign :** Accept consent for all the patients listed above and assign PRO to them.

ASSIGN

ACCEPT AND ASSIGN

CANCEL

Figure 15: Manage Consent and Assign PRO

Actions performed on this screen:

1. Select the checkbox next to the **Patient Name** column (Figure 14).
2. Click **+ ASSIGN BULK PRO**.
3. Click **ASSIGN**, to assign PRO only for consent accepted patients (Figure 15).

OR

Click **ACCEPT AND ASSIGN**, to accept consent for all the selected patients and assign PRO to them.

For pending patients, the PRO consent is first accepted and then the PRO is assigned to these patients.

2.1.4. View Patient Profile

Select the relevant patient record to view the patient profile (Figure 14).

2.1.4.1. Patient Profile - Email address is Present

If email address is available, the Patient Profile page displays the profile details and questionnaire status of the patient (Figure 16).

The screenshot shows a 'Patient Profile' page. At the top, there is a back arrow and the title 'Patient Profile'. Below this, patient details are displayed: 'Patient Four', 'GENDER: F', 'EMAIL ADDRESS: patientfour@gmail.com', 'MRN: 3515788793', and 'DATE OF BIRTH: 12/12/1930'. A 'SURVEY' section is highlighted with a blue bar. Below the survey section is a table with the following columns: VISIT DATE, CLINICIAN NAME, QUESTIONNAIRE TYPE & STATUS, EXPIRES ON, EAR, and ACTIONS. The table contains one row of data: 02/02/2020, DEMO CLINICIAN, Hearing Loss (in a blue pill), 04/30/2020, Bilateral, and an eye icon in a square box. A blue bracket highlights the eye icon.

Figure 16: Patient Profile

Actions performed on this screen:

Click the **View** icon to open the questionnaire (Figure 16).

Key Notes

Displays the Patient Profile table with historical data.

Questionnaire Type and Status column:

Questionnaire icon displays the name within the icon. The icons are color-coded and indicate the status of the questionnaire.

- Grey - Not started
- Amber - In Progress
- Green - Completed
- Red - Expired

Expires In: Displays the days for the expiration of the questionnaire.

Questionnaire Details

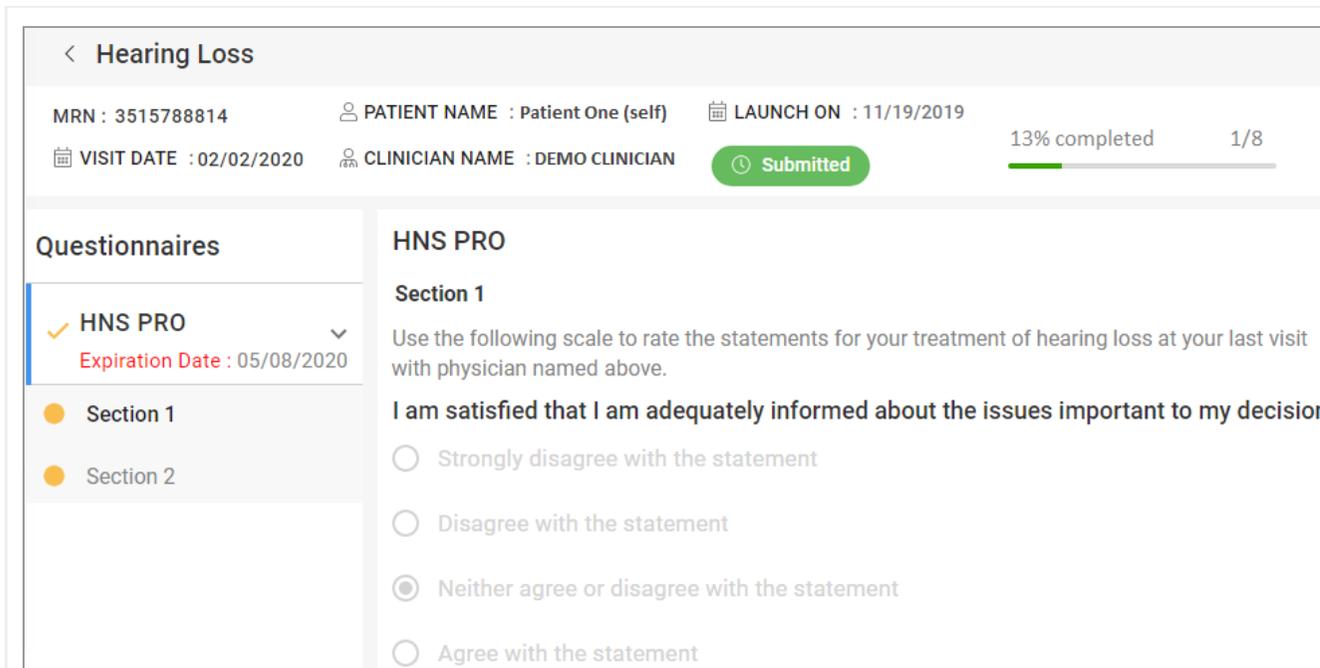


Figure 17: Questionnaire Details

 view the questionnaire details of the patient.

- Practice/Clinician can only view the questionnaire filled by the patient, but cannot edit/delete it (Figure 17).
- The progress bar shows the percentage of completion of the questionnaire.
- Scroll through and view all the sections within the questionnaire.

2.1.4.2. Patient Profile - Email address is not Present

If the email address is unavailable, the Patient Profile page displays only the profile details of the patient.

- Edit icon is available next to the email field to add the email address of the patient.
- Provider can add email address of the patient ONLY if it is unavailable in the system. Existing email cannot be edited.

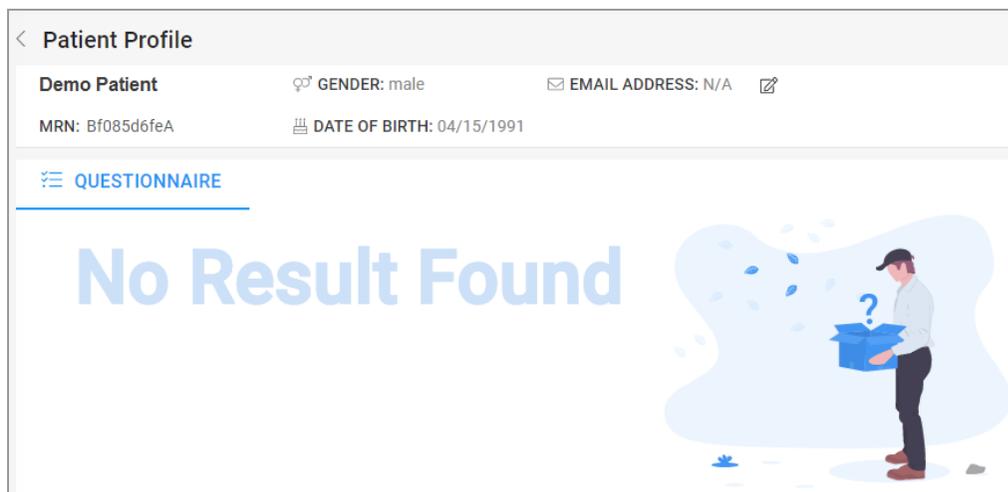


Figure 18: Patient Profile

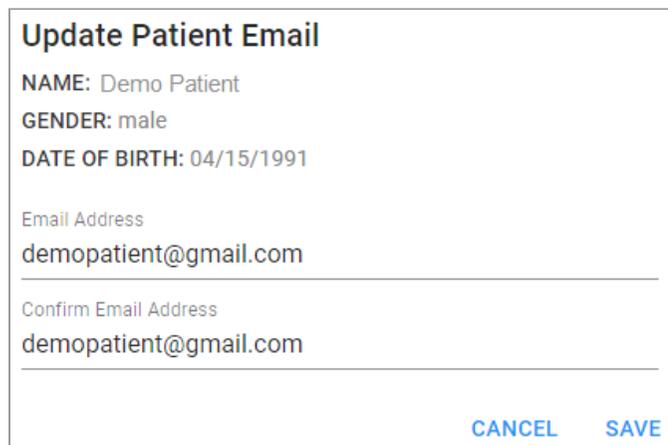


Figure 19: Questionnaire Details

1. Click the Edit icon  next to the email address to add the email address of the patient (Figure 18).
2. Enter the email address and confirm it (Figure 19).
3. Click **SAVE**.

2.2. PRO Tracker Tab

The PRO Tracker tab displays a list of patients who have been assigned a PRO.

| PATIENT NAME | MRN | CLINICIAN NAME | EMAIL | LATEST SURVEY | NOT STARTED | IN PROGRESS | COMPLETED | EXPIRED |
|---------------|--------------------------|----------------|------------------------|---------------|-------------|-------------|-----------|---------|
| Patient Four | 3515788793 02/02/2020 | DEMO CLINICIAN | patientfour@gmail.com | Hearing Loss | 1 | 0 | 0 | 0 |
| Patient One | 3515788814 02/02/2020 | DEMO CLINICIAN | patientone@gmail.com | Hearing Loss | 1 | 0 | 0 | 0 |
| Patient Three | 3515788886 02/02/2020 | DEMO CLINICIAN | patientthree@gmail.com | Hearing Loss | 1 | 0 | 0 | 0 |
| Patient Two | 3515788801 02/02/2020 | DEMO CLINICIAN | patienttwo@gmail.com | Hearing Loss | 1 | 0 | 0 | 0 |

Figure 20: PRO Progress Tracker

Actions performed on this screen:

[View Patient Profile](#)

1. Click the relevant patient name record to view the patient profile.

Note: Patients who have been assigned a PRO are removed from the **ASSIGN PRO** tab and moved to the **PRO TRACKER** tab.

Key Notes

Displays the status of the most recent questionnaire assigned to the patients (Figure 20).

Status:

- Grey - Not Started
 - Amber - In Progress
 - Green - Completed
 - Red - Expired
- The number in each column indicates the number of questionnaires in a particular status assigned to the patient till date.