PEGASUS

Patient Reported Outcome (PRO)

Quick Start Guide - Version 2.6.1
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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).

Callouts
- Callouts have been used in images to indicate steps within a procedural task.
  For example, in Figure 3,
  - Numbered callouts represent procedural steps.
  - Alphabetical callouts have been used for providing supplemental information.

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

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

<table>
<thead>
<tr>
<th>Supported Web Browser</th>
<th>Version Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chrome</td>
<td>75.0 and 2 earlier versions</td>
</tr>
<tr>
<td>Mozilla</td>
<td>66.0 and 2 earlier versions</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>11.0 and 2 earlier versions</td>
</tr>
</tbody>
</table>
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 link in the Registry (Figure 4).
   The 2020 Pegasus dashboard opens in a new tab (Figure 5).

4. From the left navigation bar, select the PRO Dashboard icon . (Figure 6)
   The PRO page opens.

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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

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

![Figure 8: Set Filters](image)

### 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

![Figure 9: Consent Status](image)

<table>
<thead>
<tr>
<th>PATIENT NAME</th>
<th>MRN</th>
<th>CLINICIAN NAME</th>
<th>EMAIL ADDRESS STATUS</th>
<th>EAR</th>
<th>VISIT DATE</th>
<th>CONSENT STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Four</td>
<td>3515788703</td>
<td>DEMO CLINICIAN</td>
<td><a href="mailto:patientfour@gmail.com">patientfour@gmail.com</a></td>
<td>Bilateral</td>
<td>01/12/2020</td>
<td>Pending</td>
<td>+ ASSIGN PRO</td>
</tr>
<tr>
<td>Patient One</td>
<td>3515788814</td>
<td>DEMO CLINICIAN</td>
<td><a href="mailto:patientone@gmail.com">patientone@gmail.com</a></td>
<td>Bilateral</td>
<td>02/15/2020</td>
<td>Pending</td>
<td>+ ASSIGN PRO</td>
</tr>
</tbody>
</table>

![Figure 10: Manage Consent Page](image)

### 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.

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.
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).

**Key Notes**

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

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

Actions performed on this screen:
1. Select the checkbox next to the patient name (Figure 13).
2. 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 button:
- Assign PRO is enabled if the patient is eligible and PRO has not been assigned earlier.
- Assign PRO button is disabled -
  - if PRO is already sent
  - if Email Address is not available for the patient.

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

View Patient Profile
1. Click the relevant patient name record to view the patient profile.
2.1.3.2. Assign Bulk PRO

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

Key Notes

- **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.

![Figure 14: Assign Bulk PRO](image-url)
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.

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.

Figure 15: Manage Consent and Assign PRO
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).

**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.

Actions performed on this screen:

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

![Figure 17: Questionnaire Details]

**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.
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.

### 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.

### 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.

![Figure 20: PRO Progress Tracker]