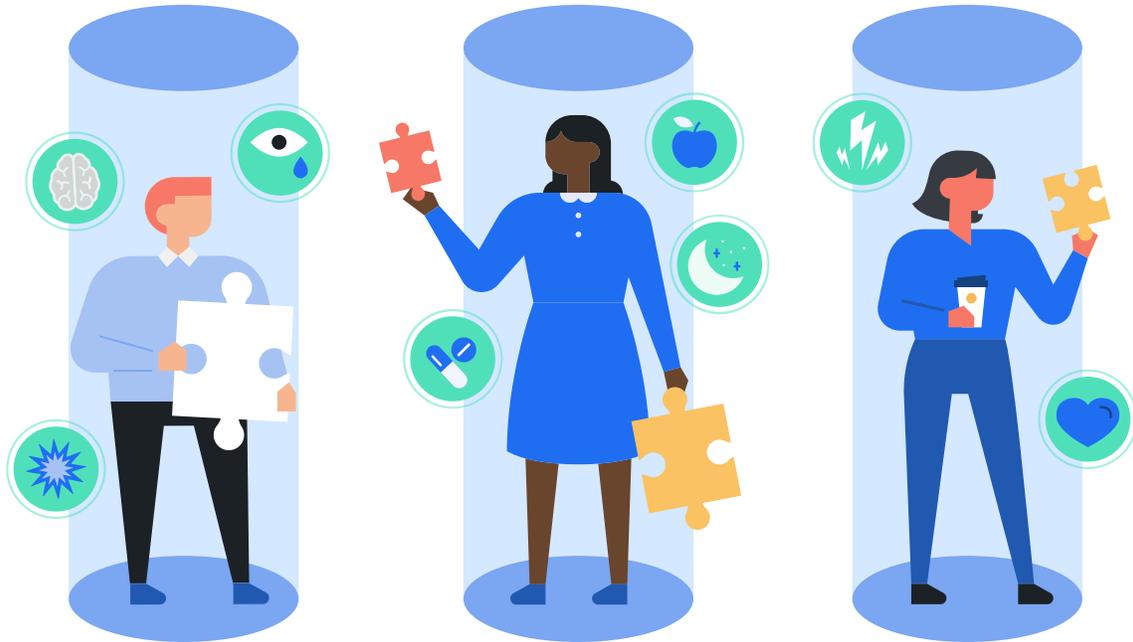


Celeri Health

Getting Started Guide



1. Getting Started

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1. Getting Started

Creating an Account

1. Visit celerihealth.com from your desktop computer and register
2. Once registration is complete, you will arrive at your Dashboard's home screen

Updating Your Logo and Syncing Dropbox & Google Drive

1. Select your profile name in the top right corner and select “**Your Settings**”
2. Use the left hand navigation and select “**Practices**”
3. Select the **gear icon** next to your name
4. Follow prompts to upload your practice's logo. Need help re-sizing it? Email team@celerihealth.com
5. Follow prompts to connect to Dropbox and link your HIPAA-compliant Dropbox® account
6. Follow prompts to connect to Google Drive and link your account
7. Select the Celéri Health logo in the upper left corner to get to your dashboard

Membership and Account Settings

1. Select your profile name in the top right corner and select “**Your Settings**”
2. Use the left hand navigation and select “**Practices**”
3. Use the left hand navigation to edit practice profile details, membership, and subscription details
 - Membership:** Add new members to your practice's account via email
 - Subscription:** You will not be charged until your 60-day free trial period expires.
4. Select the Celéri Health logo in the upper left corner to get to your dashboard

2. Your Dashboard

The [Dashboard](#) is mission control for your practice. Here you can do anything but administer assessments.

- **Appointments** – manage upcoming appointments (not available in all EHRs)
- **Devices** – add advanced implantable devices to patients. Track trials, implants and types of devices. Send assessments at fixed intervals after implant to track real world outcomes.
- **Patients** – create, search, and edit patients
- **Physicians** – manage physician credentials and accounts
- **Reports** – view and search reports



3. The Client

The [Client](#) is the patient-facing assessment platform. Staff can quickly and easily generate assessments by following these steps:

1. Turn on your tablet and follow prompts to set-up wifi
2. Sign in with your new credentials
3. Select “**New Patient,**” fill out patient details, and choose the assessment(s) you’d like to administer
4. Patient can immediately begin assessment via text message, email, or with the Celeri Health tablet
5. Enter your **4-digit passcode** to view, print, or download report once patient completes
6. To administer a new test to an existing or new patient, repeat steps 3 through 5

Reports are instantly pushed to your designated Dropbox® folder for review, EHR upload, and sharing with billing. The pdfs are labeled by medical record number and date of assessment for easy reference (ex. MRN1234-10_24_2018.pdf).

To learn how to change or add WiFi, see appendix at the end of this document.

4. Clinical Workflow Tips

- **Guided Access Mode** – this mode limits your device to a single app and lets you control which features are available. It is recommended to activate this mode when using tablets or other devices in your clinic. For instructions on guided access mode, screen pinning or assigned access follow these links: [iOS](#), [Android](#), and [Microsoft](#).
- **Whitelist Browser** – restrict your tablet browser to only client.celerihealth.com – this can be accomplished by following these instructions for [Safari](#) or [Chrome](#).
- **Assess in the Room** – administer assessments to patients when they are roomed and waiting for the clinician. It is a simple way to ensure compliance and keep track of tablets.



5. Configure your HIPAA-compliant Dropbox® Account:

Celéri Health, Inc. is committed to the highest quality data security for its subscribers and signs a business associate agreement with its subscribers and data providers. For instant access and archiving of reports, subscribers are encouraged to link to a HIPAA-compliant Dropbox® account.

If you have not set up a Business Associate Agreement with Dropbox® already, please follow these steps:

1. Sign in to [Dropbox®](#) with your admin account
2. Open the “Admin Console”
3. Select “Settings”
4. Select “Team profile”
5. Under **Advanced**, select “Set up BAA”
6. Review and complete the agreement

See [Getting Started with HIPAA Information](#) for more information

Appendix

Changing or editing WiFi settings on your client tablet:

1. Reveal the menu in the upper right corner of your screen (the three dots next to the home icon)
2. Enter the default password “9753”
3. Select “Connectivity”
4. Select “Internet”
5. Select “WiFi”
6. Select the new WiFi network you’d like to connect to or manually add a new network if it does not automatically connect by selecting “Add network”
7. Use the back buttons in the upper left corner of your screen to return to your setting’s home page and then select the home icon or celeri symbol to return to your dashboard.

