



# SomnoScribe

*Polysomnography Interpretation Assistant*

**Version 1.2**

## User Guide

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# GETTING STARTED

## Overview

The SomnoScribe Polysomnography Interpretation Assistant enables the user to rapidly create a physician interpretation for an overnight sleep study. Using point-and-click technology, the user moves through a series of input forms, each of which deals with a specific set of study parameters. The final interpretation is generated as a Microsoft Word® document which may be modified, saved and printed.

## System Requirements

- PC-compatible Intel Pentium or AMD System
- Windows XP, Windows 2000, Windows NT 4.0, Windows Millennium Edition, or Windows 98
- 32 MB RAM minimum
- 30 MB free disk space
- Microsoft Word 97 or higher

## Installing SomnoScribe

Insert the SomnoScribe installation CD into your CD drive and follow the instructions that appear on the screen. The setup program should run automatically, but if it does not:

1. Click **Start** on the taskbar.
  2. Point to **Settings** and then select **Control Panel**.
  3. Double-click **Add/Remove Programs**.
  4. On the Install/Uninstall tab, click **Install**.
- or-
1. Click **Add New Programs** and then click the **CD or Floppy** button.
  2. Follow the instructions that appear on the screen.
    - Then:
    - You may set up SomnoScribe as either a stand-alone or client/server application (see **Stand-alone versus Client/Server Installation** section below).
1. Start SomnoScribe.
  2. Log in as the Administrator (see [Administrator Account](#))
  3. Point to **File**, then **Administration**, then click **User Manager**.
  4. Create an account for each user (see [Adding a User Account](#)).
  5. Set the SomnoScribe options (see Setting Options)

1. Set the list members for the SomnoScribe list boxes. Point to **Tools**, then **List Manager** (or click the List Manager icon)(see [List and Template Managers](#)).
2. Set the defaults for each of the SomnoScribe study types. Point to **Tools**, then **Template Manager** (or click the Template Manager icon)(see [Template Manager](#)).
3. Point to **File**, then **Sign Off** to log off or **Exit** to exit SomnoScribe.

### **Stand-alone versus Client/Server Installation**

SomnoScribe can be set up to use a local database, or several workstations may share a common database located on a server.

#### **Setting up SomnoScribe as a Stand-alone Application**

1. SomnoScribe will install as a stand-alone application by default.
2. If you have accepted the default install location the database (SomnoScribeDB.mdb) will be located in C:\Program Files\SomnoScribe\database\.

#### **Setting up SomnoScribe as a Client/Server Application**

1. Install SomnoScribe as a Stand-alone application.
2. Create a new directory on the server called SomnoScribe and place the SomnoScribeDB.mdb file into this directory. Make sure this directory is set up as a shared directory with all necessary permissions in place.

On each client computer, edit the line found in the SomnoScribe.dat file (located in the main SomnoScribe directory) to indicate the fully-qualified name of the new database location (e.g., `\\computername\sharedfolder\SomnoScribeDB.mdb`).

## **USER MANAGER**

The User Manager contains the user accounts and option settings.

### **User Accounts**

SomnoScribe uses user names and passwords to control access and to attach users to reports.

#### **Administrator Account**

SomnoScribe contains a single administrator account. This account is used to create the other user accounts (see [Adding a User Account](#)) and to set options. The user name for the administrator account is *admin*, and the default password is *ssadmin*. It is recommended that you change the administrator password.

## Adding a User Account

A user account will need to be created for anyone who accesses SomnoScribe.

- Log in to SomnoScribe using the administrator account.
- Point to **File**, then **Administration**, then click **User Manager**.
- When the User Manager appears, point to **Maintenance**, then **Users**, then click **Add User**.
- Enter the user's last name, first name, middle initial and suffix. You may select the suffix from the dropdown list or enter another suffix up to 5 characters in length.
- Enter the user's degree such as MD. You should enter the degree as you would like it to be printed, e.g., MD or M.D.
- If desired, enter the user's affiliation up to 75 characters in length. The affiliation will be printed below the user's name in a SomnoScribe report such as:

John Smith, M.D.  
Diplomat, American Board of Sleep Medicine

- Enter a unique user name and a password. The user name and password may each be up to 25 characters in length. Enter the password again in the confirm field.
- Select a directory for storing this user's reports (see [Setting Options](#)).
- Click **Apply**.
- Click **OK** to exit the User Manager.

## Editing a User Account

To edit an existing account, the user may log in either as that user or as the administrator. The user may edit only the information for that account whereas the administrator may edit any account.

- Log into SomnoScribe.
- Point to **File**, then **Administration**, then click **User Manager**.
- From the User Manager, click the account you wish to edit, perform the desired edits, and then click **Apply** to save.
- Click **OK** to exit the User Manager.

## Removing a User Account

- Log in to SomnoScribe as the Administrator.
- Point to **File**, then **Administration**, then click **User Manager**.
- From the User Manager, point to **Maintenance**, then **Users**, then **Remove User**.

*Note: A user that has attached to an existing study may not be removed.*

- Click **OK** to exit the User Manager.

## Setting Options

- Log in to SomnoScribe as the Administrator.
- Point to **File**, then **Administration**, then **User Manager**.
- From the User Manager, select **Options** from the **Maintenance** menu.
- Select your preferences from the following options:
  - Report Interval: This option allows you to set the default number of days between the study date and report. For example, if your center performs studies on Friday, but the report is typically created on Monday select 3 for Monday. Therefore, on a Monday when a report is being created the study date will default to the previous Friday.
  - Units: Select your preferred units of measurement to display patient height and weight.
  - File Locations:
    - Database: Specify the location for the SomnoScribe database (SomnoScribeDB.mdb). Only the Administrator may change this location. The path may be entered or selected by clicking **Modify**. The new location may be entered either as a mapped drive, e.g., F:\SomnoScribe\reports or by using the machine name in the path, e.g., \\My Server Name\SomnoScribe\reports\.
    - Reports: Specify where this user's SomnoScribe reports will be stored. The path may be entered or selected by clicking **Modify**

## PATIENT MANAGER

The SomnoScribe Patient Manager displays the patient list and associated studies. The patient list is displayed alphabetically by last name with the chart ID to the right in parenthesis, e.g., John Smith (2002231JS). Clicking on the patient name will expand or collapse the list of studies associated with that patient.

### Adding a New Patient

- Point to **File**, then click **New Patient** or click the New Patient icon. The basic information screen will appear.
- Enter the requested information. This information will be the default information when a new study is entered.  
*Note:* The date fields utilize a special control (see [Using the Date Control](#)).

## Editing Basic Patient Information

- Right-click on the patient name from the Patient Manager.
- Click **Edit Patient [Patient Name]**.

## Removing a Patient

- Right-click on the patient name from the Patient Manager.
- Click **Remove Patient [Patient Name]**.

## Patient Studies

Using the Patient Manager, the user may add, edit, or remove patient studies.

### Report Template

The report template (SSReport.doc) can be found in the subdirectory Templates. You should change the header to print the name of your sleep center or lab. If you wish, you may insert a bitmap such as a logo into the header as well.

***Warning:*** It is very important that no changes be made in the body of the report template. Changes will result in a report with inaccurate content.

### Ordering Lists

Select an item in a list, right-click on the item and select **Move Up** or **Move Down**. The items will be printed in the report as ordered in the list. To view only selected items, select **View Selected** from the pop-up menu. To restore all list members, select **View All**.


*Note:* Although anything in the list can be moved, only selected items appear in the report. When an existing study is loaded, non-selected items appear after the selected items in alphabetical order.

### Navigating the Input Forms


Click **Back** to move to the previous form or **Next** to move to the next form. You may also click the form name listed on the navigation menu at the left-hand side of each form to jump directly to that form.

#### Study Status

- A white icon will indicate that the basic patient information for this patient has been entered, but no studies have been entered.

 A yellow icon will indicate that the report is not yet complete for this study. If any reports for this patient are incomplete, the yellow icon will also be displayed next to the patient name.

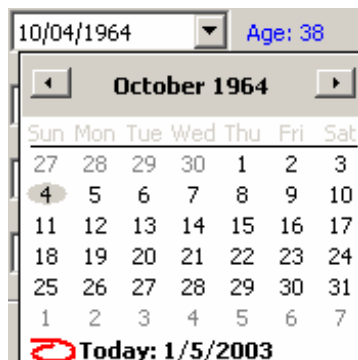
*Note: A study is considered complete once recommendations have been selected for that study.*

 A green icon will indicate that the report is complete for this study.

## Using the Date Control

The SomnoScribe date fields utilize a special date control. This provides a quick way to select a date.

1. Click the day, month or year section of the date field. Use the up or down arrows to scroll.  
-or-
2. Click on the dropdown arrow. A calendar will appear as seen below. You may click directly on the date to select it, use the left and right arrows to scroll months, or click on the year to scroll years.



## Adding Text

Click **Add Text** to add additional comments up to 250 characters. These comments will be inserted at the appropriate point in the report.

## Editing a Patient Study

- Double-click the study from the Patient Manager.
- Navigate to the desired input screen and perform your desired edits.

## Removing a Patient Study

- Right-click the study from the Patient Manager.
- Select **Remove [Study]**.

## Adding a Patient Study

- Right mouse-click on a patient from the Patient Manager.
- Then click **New Study for [Patient Name]**. You will then see a series of screens for entering the details of the patient study.

### Patient Information

Some of these fields will be automatically loaded from the previously entered basic patient information. Enter the balance of the requested information. Select the referring physician and admitting diagnosis. If the drop-down list does not have the desired choice, click **Add** to add the item. These additions may also be made via the List Manager (see [List and Template Manager](#)s). List members may be moved up or down in the list to order the items by priority (see Ordering Lists).

*Note: On this and several other forms certain lines appear in blue. These represent parameters that are automatically computed such as age, Body Mass Index (BMI), and indexes for apneas and Periodic Limb Movements of Sleep (PLMS). Also note that the patient's referring physician and admitting diagnoses from the most recent study within 30 days will be used as the default. If no studies have been performed within that time, the normal diagnosis defaults will be used.*

### Symptoms, General Medical History, and Medications

On this form, select the appropriate symptoms, medical history and medication information.

*Note: The patient's symptoms, medical history, and medication information from the most recent study within 30 days will be used as defaults. If no studies have been performed within that time, the normal defaults will be used.*

### Sleep Parameters

Enter the total study time, total sleep time, oxygen saturation and pulse information.

### **Respiratory Information**

Enter the totals for apneas, hypopneas, and respiratory event-related arousals. If applicable, select snoring frequency and intensity. Enter any CPAP and supplementary oxygen settings.

### **Supplementary Respiratory Information**

Select any of the various statements that apply.

### **Movement and ECG Information**

Enter the PLMS totals and select the appropriate ECG choices.

### **Impression and Diagnosis**

Select the appropriate impressions and diagnoses for this study.

### **Recommendations**

Select any recommendations and the attending physician.

*Note: The current user will be the default attending physician.*

- From the Recommendations form, click **Report**. After a few seconds, the SomnoScribe report for this study will appear. The report will automatically be saved as a Word document under the user's report folder (see Setting Options) with the patient's name, study type and study date as the report's filename, e.g., John Smith (night 1 baseline on 28-Dec-2002).doc.
- Close Word to return to SomnoScribe.

## **LIST AND TEMPLATE MANAGERS**

This section deals with managing SomnoScribe lists such as symptoms and diagnoses.

### **Adding a List Member**

- Open the List Manager by pointing to **Tools** then **List Manager**, or click the **List Manager** icon.
- Select the desired list from the left pane, then click **Add**.
- Add the new list member.
- Click **Apply**.
- *Click OK when done.*

### **Editing a List Member**

- Open the List Manager by pointing to **Tools** then **List Manager**, or click the **List Manager** icon.
- Select the list from the left pane.
- Select the list member from the right pane.
- Click **Edit**.

- Perform your edit.
- Click **Apply**.
- Click **OK** when done.

*Warning: Certain list members have embedded fields such as {effective CPAP}. These members should not be edited.*

### Removing a List Member

- Open the List Manager by pointing to **Tools** then **List Manager**, or click the **List Manager** icon.
- Select the desired list from the left pane, list member from the right pane, and then click **Remove**.

*Note: A list member that is used in an existing study may not be removed.*

- Click **OK** when done.

*Warning: Certain list members have embedded fields such as {effective CPAP}. These members should not be removed.*

### Template Manager

The Template Manager allows the user to set the default selected list members for each study type.

1. Open the Template Manager by pointing to **Tools** then **Template Manager**, or click the **Template Manager** icon.
2. Select the desired list members for each list.
3. Click **OK** when done

### Ordering Lists

Select a list member, right-click on the member and click **Move Up** or **Move Down**. The selected members will be printed in the report as ordered in the list. To view only selected members, select **View Selected** from the pop-up menu. To restore all list members, select **View All**. *Note: Although anything in the list can be moved, only selected members appear in the report. When an existing study is loaded, non-selected members appear after the selected items in alphabetical order.*

### Report Template

The report template (SSReport\_In-Home.doc) can be found in the subdirectory Templates. You should change the header to print the name of your sleep center or lab. If you wish, you may insert a bitmap such as a logo into the header as well.

*Warning: It is very important that no changes be made in the body of the report template. Changes will result in a report with inaccurate content.*

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