



# Mnemo Care Provider Quick Reference.

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Thank you for using Mnemo. This reference is here to provide answers to basic questions about using our service. It explains how to sign up, how to onboard your first patients, find their data records, identify remote-patient month records, and more.



## Getting Started

The first step when getting started with Mnemo is to create an account with us. Head over to <http://getmnemo.com/signup> and you'll see the following form:

**Welcome to the Mnemo cloud.**  
**Please provide an email and password to sign up.**

Your credentials will be sent over a secure connection.

All that is needed is an email and password. This is the contact that will be used for billing and product related messages.

## How it Works

Mnemo is offered to patients in the clinic. All that is required of the physician or nurse is to present the patient with a QR code, as shown below.



The patient should scan this QR with their phone (just as would be done to view a menu at a restaurant) and then follow the prompts.

## Viewing Patients

The following shows an example Care Provider home view, which is found at <http://getmneo.com/login>

The screenshot displays two main panels. The left panel, titled 'Patients', lists five patients with their MRN, invitation token, phone number, and a 'quick glance' meter. The right panel, titled 'Remote Data Months', lists four data submissions with their ID, patient MRN, and date, each with a 'Mark Reviewed' button.

MRN	Invitation Token	Phone Number	Mean Blood Glucose	Data Submissions
78 (bc8e)	2044551041	128 / 53	Yellow	30bf (5038587939) - Jul 20
428 (bfd2)	2121372957	170 / 53	Red	dd5d (9510618865) - Aug 09
7292 (9324)	8831871578	105 / 53	Green	dd5d (9510618865) - Jul 09
227 (856f)	7355681338	129 / 53	Yellow	dd5d (9510618865) - Jun 08
(1722)	6827451906	131 / 53	Yellow	95bc (9859767322) - Jul 19

Each patient listing displays the patient's MRN (if present), invitation token and phone number. The "gauge" numbers below indicate the patient's reported mean blood glucose and the number of data submissions reported. Finally, a "quick glance" meter indicates how the patient's glycemic status compares to others in your population.

## Adding Clinicians

To add other clinicians to your panel and click it.

The form is titled 'Add Clinician or Invoicer' and contains the following fields and options:

- Email input field
- Phone number input field
- Invoicer (billing person)?

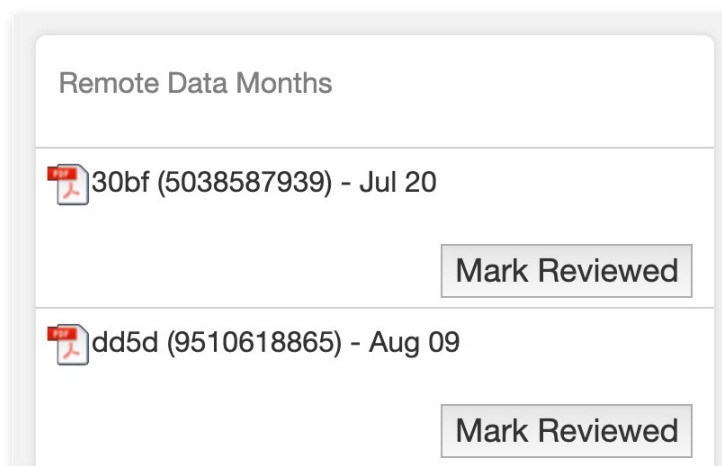
Click on the left navigation panel and click it. The form is shown below:



This form will add a new clinician (Doctor or nurse) to your Mnemo portal. They will receive an invitation to join (and set up a password) at the email address provided. Check the **Invoicer** box if this person is responsible for billing (see below).

## Reviewing Remote Data Months

Center for Medicare and Medicaid (CMS) allow physicians to be reimbursed via CPT 99091 if at least 20 minutes is spent reviewing remotely collected diabetic patient data while the patient is not in the office. Using Mnemo allows a physician to be eligible for this. In the Home View of the Care Provider Portal there is a section on the right titled "Remote Data Months". A Remote Data Month is a summary of a given patient's glycemic status which is automatically created each month. You will be notified by email when it is available for review.



The summary is presented in PDF format and can be downloaded. Once it has been reviewed, clicking **Mark Reviewed** (shown above) will automatically notify a billing person so they may



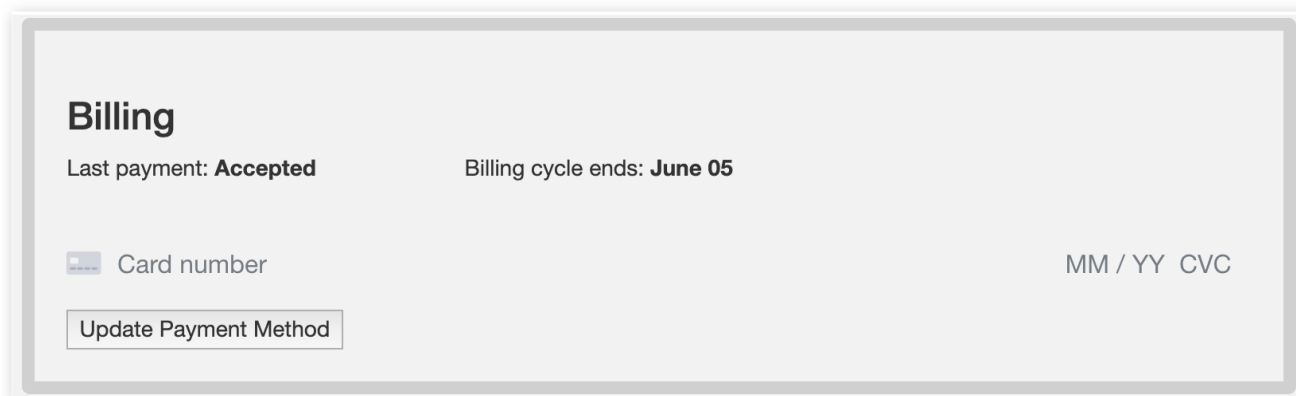
proceed with billing CMS (this is the purpose of designating certain accounts as Invoicers, see above).

## Marking a Remote Patient Month as Billed

An Invoicer (see above) will be notified by email when a Remote Patient Month has been marked as reviewed. This signals to the Invoicer that its time to bill CMS. Mnemo does not offer a means of billing - this should be done using your existing billing tools. Mnemo will, however, help track what gets billed. To mark a Remote Patient Month as billed, the Invoicer should simply click "Mark as Invoiced" in the RPM months panel.

## Subscribing to Mnemo

We bill on a per patient/month basis, on the first day of each month. The first days leading up to the start of the billing cycle of free for any new patient (this means that if a patient joined on, say, March 10 - the bill for this patient would not be charged until May 1. Payment would be due for April, but no charge for March). Mnemo accepts payment via payment cards (Visa, Mastercard, Discover and American Express). The following panel under Settings can be used to subscribe:



The image shows a 'Billing' settings panel. At the top left, the word 'Billing' is displayed in a bold, dark font. Below it, there are two status indicators: 'Last payment: Accepted' and 'Billing cycle ends: June 05'. The main area of the panel contains a form for entering payment card information. It features a card icon followed by the text 'Card number' and a placeholder for the card number. To the right of the card number field, there are placeholders for 'MM / YY' and 'CVC'. At the bottom left of the panel, there is a button labeled 'Update Payment Method'.

If it is not possible pay with a payment card, please let us know and we can arrange an alternate means of payment.

