



Mnemo Sales Rep Quick Reference.

Thank you for your interest in Mnemo. This reference outlines how to become a sales rep for Mnemo. It explains how to sign up, onboard your first care provider, view the commissions you have earned and more..



Welcome to Mnemo! As a Sales Rep, you'll want to be prepared to guide your care providers and answer any questions that arise. This quick reference can help. In order to fully register to be a Mnemo Sales rep, there are a few steps to follow.

Step 1: Sign the Commission Sales and Procurement Agreement.

Reps need to agree to our Commission Sales and Procurement terms before representing our service. This Agreement is available upon request.

Step 2: Sign up your first Care Provider.

We'll need you to introduce at least one Care Provider to Mnemo before you can register for our Rep Portal. Have your care provider visit <http://getmnemo.com/signup> and register. The provider will need to supply an email and password to create an account.

Step 3: Register for our Rep Portal.

The Rep Portal is where you can see all of your affiliated Care Providers, tally up earned commissions and request payments. But you'll need a Care Provider email to register. Once you have introduced at least one Provider to Mnemo, be sure to note down their email address. Then head to <http://getmnemo.com/rep> and fill out the following form:

Welcome to the Mnemo cloud.

In order to sign up as a sales rep, we will need the email of the care provider you are introducing to Mnemo. You'll also need to provide us with your email and a password for your new account.

Your credentials will be sent over a secure connection.



That should do it. Note that we will confirm each sales affiliation.

What reimbursement is your care Provider eligible for?

If a Care Provider spends 20 minutes viewing data that was collected remotely for a Medicare patient (while the patient is not in the office), they may bill for CPT code 99091. This code pays out approximately \$55.00 per patient/month. However this amount can vary regionally. These details can be found in the CMS Physical Fee Schedule located here: <https://www.cms.gov/apps/physician-fee-schedule/license-agreement.aspx>

How do I get my commission payment?

While We can send you a check by mail any time. Simply log in to the sales rep portal and find the Request Commission Payment button, which is at the bottom of the right panel:

The screenshot displays a user interface with two main panels. The left panel, titled 'My Affiliated Care Providers', lists three providers: Isaac Hippie (602-123-7654) with 4 affiliates and a 30% commission rate, affiliated since Jan 19 2020; Burgan Health Assoc. (876-5993) with 1 affiliate and a 30% commission rate, affiliated since May 21 2020; and Dr. Rogers (354-876-9002) with 1 affiliate and a 30% commission rate, affiliated since May 21 2020. The right panel, titled 'May Commission Summary', shows 'Commission earned: \$34.8', 'Balance: \$104.4', and 'Total commission, year to date: \$104.4'. A 'Request Commission Payment' button is visible at the bottom of the right panel, with a note 'joined Mnemo Jan 19 2020' below it.

Getting in Touch.

We are always available by email at inquiries@getmnemo.com. Don't hesitate to reach out!

