NAVVIS CoreoView

User’s Guide

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Navvis & Company is a solutions firm assisting physicians and health networks with health management

Real Life.

Life Changing.

Changing Healthcare.

NAVVIS CoreoView user's guide release 1.00.

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Preface

Welcome to the release of the NAVVIS CoreoView user’s guide.

Purpose of this document

This guide is the primary source of information about Navvis CoreoView. It contains overviews, processes, and procedure to use the CoreoView application effectively.

Intended audience

This document is intended for the following people:

* Clinical staff and hospital administrators
* Employees, consultants, contractors or agents of the clinicians or patients who have been invited by the clinician or patient to access and use the service to participate in the care of the patient.
* Any other person or entity involved in the care of the patient including patient's care providers, patient's insurer or payer, or a social worker, or government agencies.

Organization of the Document

This document contains the following modules:

* Module 1, “User onboarding”
* Module 2, “Settings and user management”
* Module 3, “Bed view display and settings”
* Module 4, “Viewing modes”
* Module 5, “Accessing bed views”
* Module 6, “Patient summary”
* Module 7, “Move request”
* Module 8, “Automation events”
* Module 9, “Search function”
* Module 10, “Flagging patient”
* Module 11, “Prioritized view”
* Module 12, “Geo-map view”
* Module 13, “Reports”
* Appendix A, “……….”

Conventions

This document uses the following conventions:

| Convention | Item |
| --- | --- |
| **boldface** font | **Menu** items, **Tab** names, **Text** **box** names, **List** **box** names, **Button** names and **Navigation** paths |
| Text in blue | Hyperlinks |
| Note: | Notes contain helpful suggestions. A note will inform the reader about any deviation in the sequence of instructions or helps the reader save time in understanding why something is not working. |
| Tip: | The information will help the user solve a problem faster, or to perform an action in a different way. |
| Caution: | Caution alerts the reader to avoid doing something that could result in loss of data or any other damage. |

About Navvis CoreoView

NAVVIS CoreoView is a software platform which empowers the users to manage the status and the flow of patients through Acute Care (AC), Post-Acute Care (PAC) and home networks.

CoreoView is HIPAA (Health Insurance Portability and Accountability Act) compliant and is available as a SaaS (Software-as-a-Service) cloud solution enabling management of patients with real-time data. CoreoView is part of the Coreo ecosystem which allows cross-continuum care coordination and ensures seamless care transition.

About Navvis & Company

Navvis & Company provides counsel to health systems, hospitals and physician groups on the development of innovative, market-linked strategies to build future-ready health systems, cultivate tomorrow’s leaders and strengthen strategic performance.

User onboarding

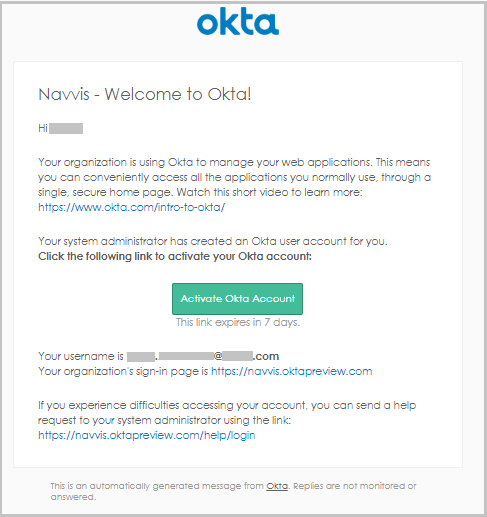
CoreoView is available on desktops, laptops, IOS devices and android tablets. A first-time user of CoreoView receives an email verification link from the Okta system administrator to activate the Okta account to use CoreoView.

Log into the application

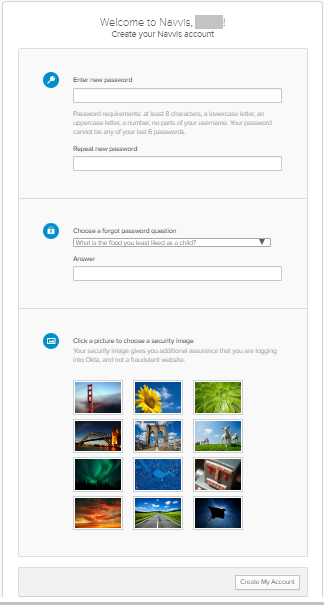
The users can access CoreoView through Okta, which provides a single secure home page to use the CoreoView application.

Follow these steps to activate the Okta account and to access CoreoView:

1. Open the email link sent to your email inbox by the Okta administrator.



1. Email Link
2. Select the **Activate Okta Account** link.
3. View the account creation screen.



1. Account Creation Screen
2. Enter the new password in **Enter new password**.
3. The password must be at least 8 characters long and a maximum of 25 characters.

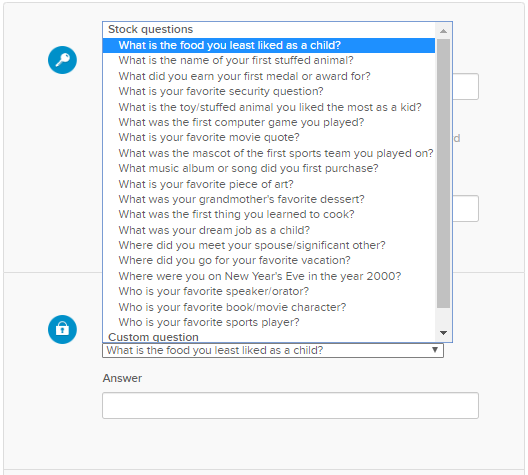
The password must be a combination of these following characters:

|  |  |
| --- | --- |
| Upper case characters | A-Z |
| Lower case characters | a-z |
| Digits | 0-9 |
| Special characters | ~ ! @ # $ % ^ & \* \_ - + = ` | \ () {} [] : ; " ' < > , . ? / |

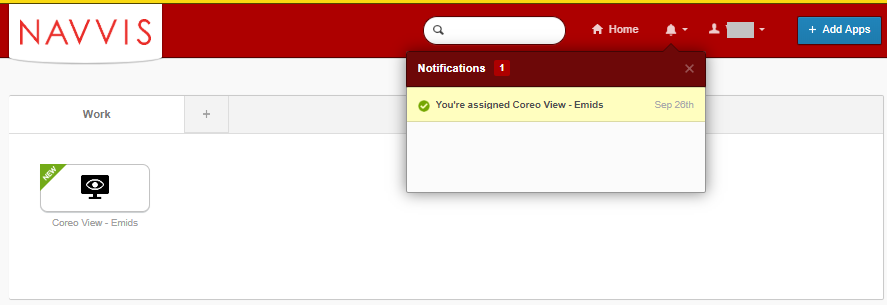
1. Reenter the password in the **Repeat new password** box.

The user can add a security question to reset a new password in the event of the user forgetting the password during the future use.

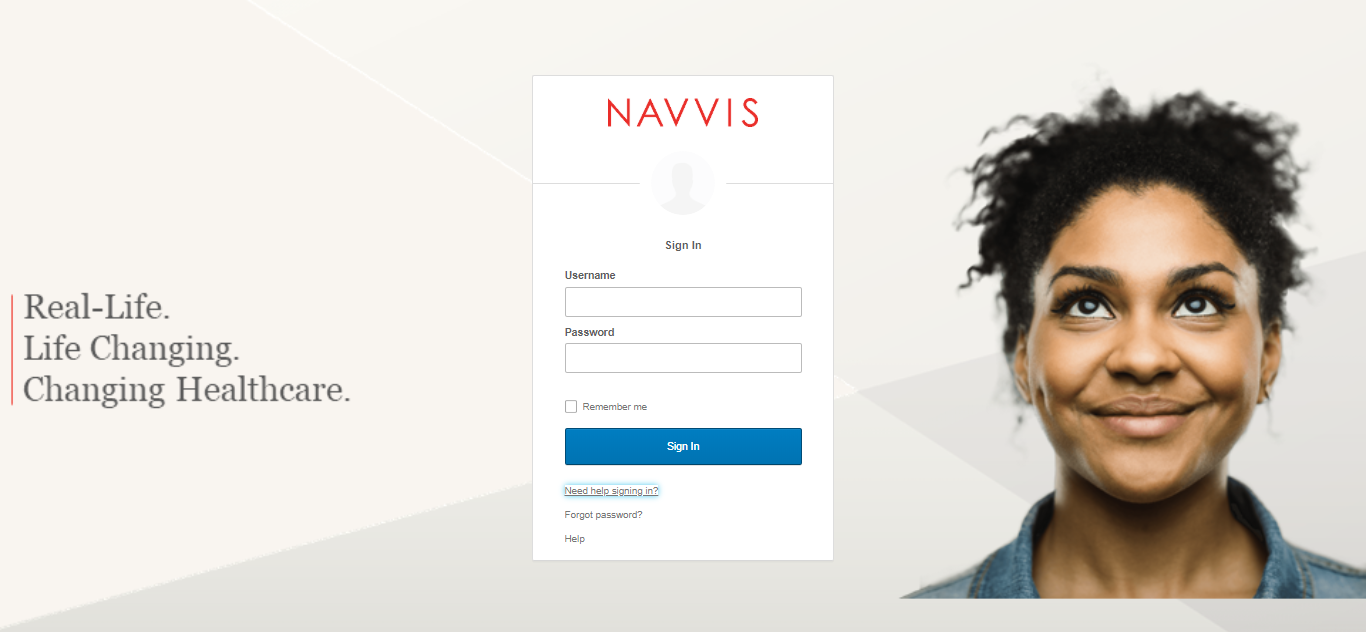
1. Under **Choose a forgot password** question, select the arrow to view the questions.



1. Choose a Forgot Password Question
2. Choose a security question from the list.
3. In the **Answer** box, enter the answer. You must remember this answer because it is used at a later date to reset a forgotten password.
4. Choose a picture as a security image and then select **Create My Account**. The landing screen is displayed.



1. Landing Screen
2. Select the **CoreoView** icon on the landing screen.
3. The **NAVVIS Sign in** page displays.

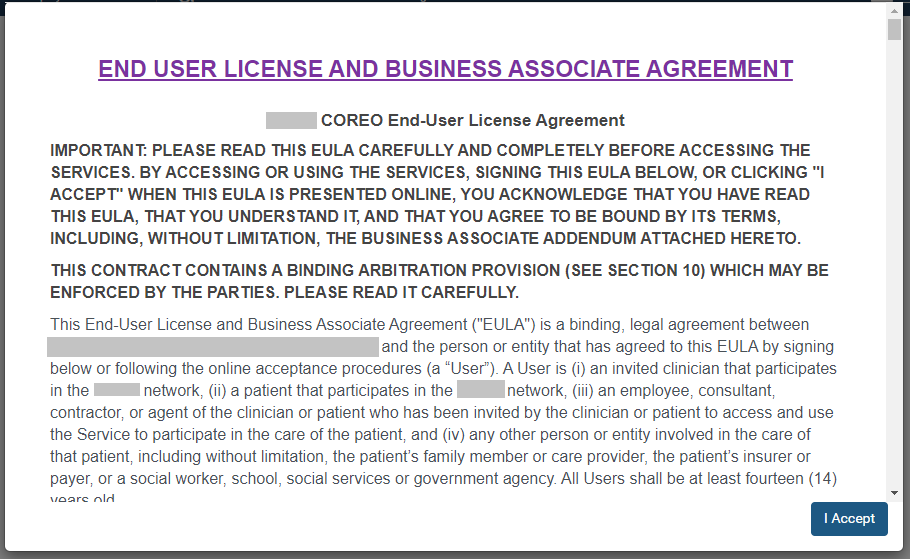


1. Sign In screen
2. Enter the user identification in the **Username** box on the **Navvis Sign in** page.
3. Enter the password in the **Password** box. The password must be at least 8 characters long and a maximum of 25 characters.

The password must be a combination of these following characters:

|  |  |
| --- | --- |
| Upper case characters | A-Z |
| Lower case characters | a-z |
| Digits | 0-9 |
| Special characters | ~ ! @ # $ % ^ & \* \_ - + = ` | \ () {} [] : ; " ' < > , . ? / |

1. Select **Sign In**.
2. The EULA screen displays for a first-time user of CoreoView. A first-time user of CoreoView is required to accept the EULA (End User License and Business Associate Agreement) before accessing CoreoView.



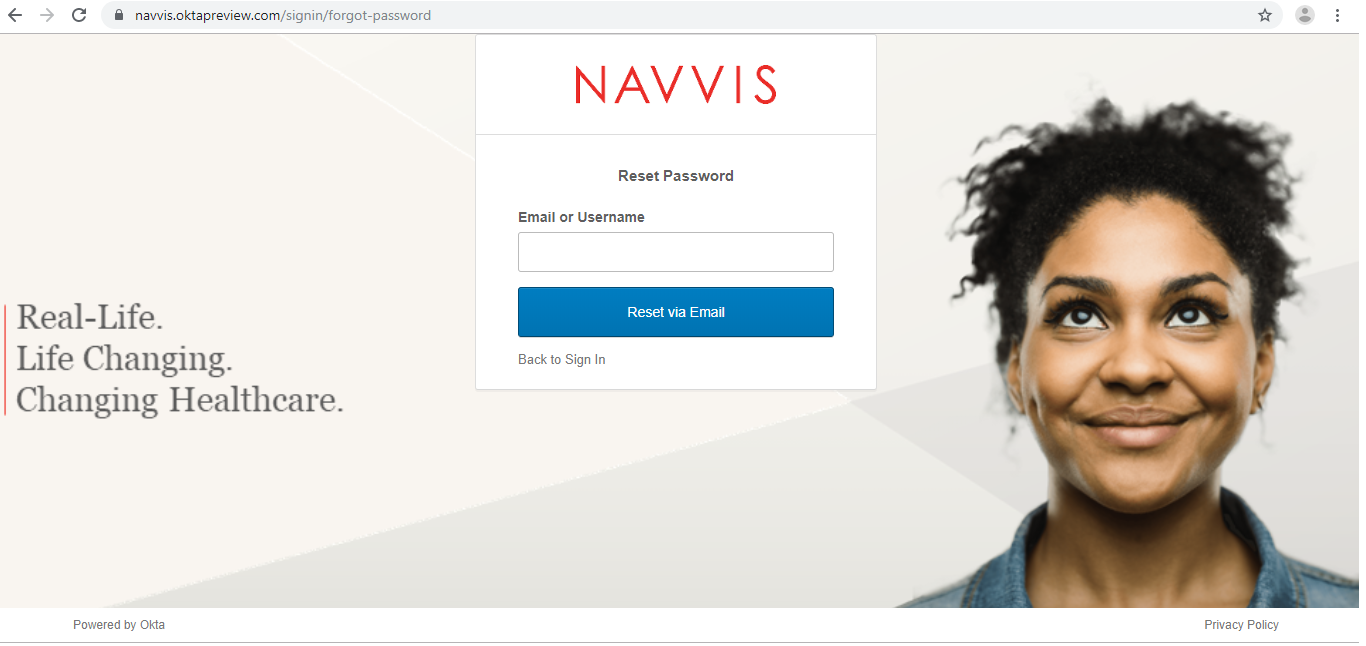
1. EULA Page
2. Read the terms and conditions and select the **I Accept** button. The NAVVIS home page displays.

How to reset a password

During successive logins, if the user forgets or has lost the password, CoreoView gives the provision to reset the username and the password.

Follow these steps to reset the password:

1. Select **Need help signing in?** on the **Navvis Sign in** page.
2. Select **Forgot password?** to open the **Reset** **Password** page.



1. Reset Password Page
2. Enter the e-mail or the user name in the **Email or Username** box.
3. Select **Reset via E-mail**. The user can reset the password using the link sent to the user’s email address.
4. Reset the password with the following considerations:

* The new password cannot be among the previous six passwords.
* The password expires after 60 days and the user must reset the password periodically.
* The user will be locked out of the application after five failed login attempts. The login attempts fail when the user enters an incorrect password. Contact the NAVVIS administrator to reset the password.

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Manage patient cohorts

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Create users

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Appendices

References section:

[www.bloomberg.com/profile/company/3553499Z:US](http://www.bloomberg.com/profile/company/3553499Z:US)

[www.navvishealthcare.com/](http://www.navvishealthcare.com/)

[www.linkedin.com/company/navvishealthcare](http://www.linkedin.com/company/navvishealthcare)

[www.pitchbook.com/profiles/company/88126-75](http://www.pitchbook.com/profiles/company/88126-75)

[www.crunchbase.com/organization/navvis-company](http://www.crunchbase.com/organization/navvis-company)

[www.healthcareitnews.com/blog/defining-population-health](http://www.healthcareitnews.com/blog/defining-population-health)

[Appendices are optional, and are used to provide additional detailed information that may help the end user manage the overall application. Examples could include references to standards (such as W3C standards), technical specifications required for regulatory compliance, checklists, or other information of a technical nature.]

Glossary

[Glossary term – Description]

[Glossary term – Description]

[Glossary term – Description]

[Glossary term – Description]

[Glossary term – Description]

……………………..

Index

[Depending on the size or complexity of the final document, insert an index to assist the user in locating specific information. Index entries correspond to tags or categories, and are useful in navigating long books.]

[Index term – *page number*]

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[Index term – *page number*]

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