A Program of Medical Education Institute, Inc.

Subscription Instructions

Welcome to KDQOL COMPLETE.   This manual explains how to use the KDQOL COMPLETE service.

There are 2 ways to subscribe to KDQOL COMPLETE.

1. If you have multiple clinics managed/owned by the same organization, you can subscribe as a group and receive a 20% discount. Please see http://www.kdqol-complete.org/discounts for information on how to get your discount.

2. If you are a single clinic, please subscribe online at http://www.kdqol-complete.org/plans

Subscribe/Register a New clinic and Activate your account

Each clinic needs to be registered, whether you are a single clinic or part of a group of clinics. The person who registers the clinic in KDQOL COMPLETE will become the **Administrator** on the clinic account. Administrators receive emails and invoices from KDQOL COMPLETE and determine who can have access to the clinic account by adding **Users**. Administrators *and* Users can enter and edit patient data.

After you complete all the info on this screen, click Subscribe.

You will immediately receive an ACTIVATION email. CLICK on the URL in the email to activate your account and set your PASSWORD.

After you activate your personal account, you will go directly into your clinic's KDQOL COMPLETE account.

If you need to subscribe multiple clinics, click on the clinic name for the drop down menu and select **Subscribe a new clinic**. This will place the additional clinic under your account.
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Definitions ---
Username: Assign yourself a username
Password: Assign yourself a password that is at least six characters long. It IS case sensitive.
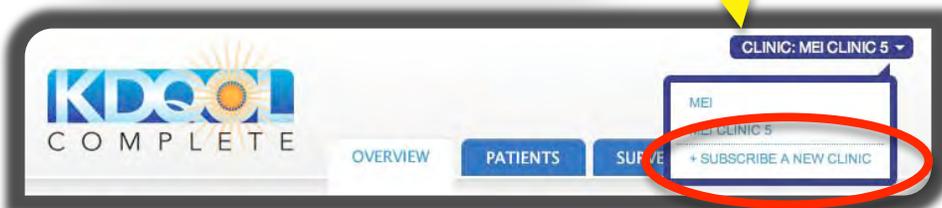
After you've **ACTIVATED** your account and set your password (by clicking on the URL in the activation email) you will go directly into your KDQOL COMPLETE account. If you are not part of a group who has pre-paid, you will have to pay your invoice before you can use KDQOL COMPLETE.

Click on the Invoice number.

From this window, you can **pay your invoice with a credit card** or **print the invoice and pay with a check.**

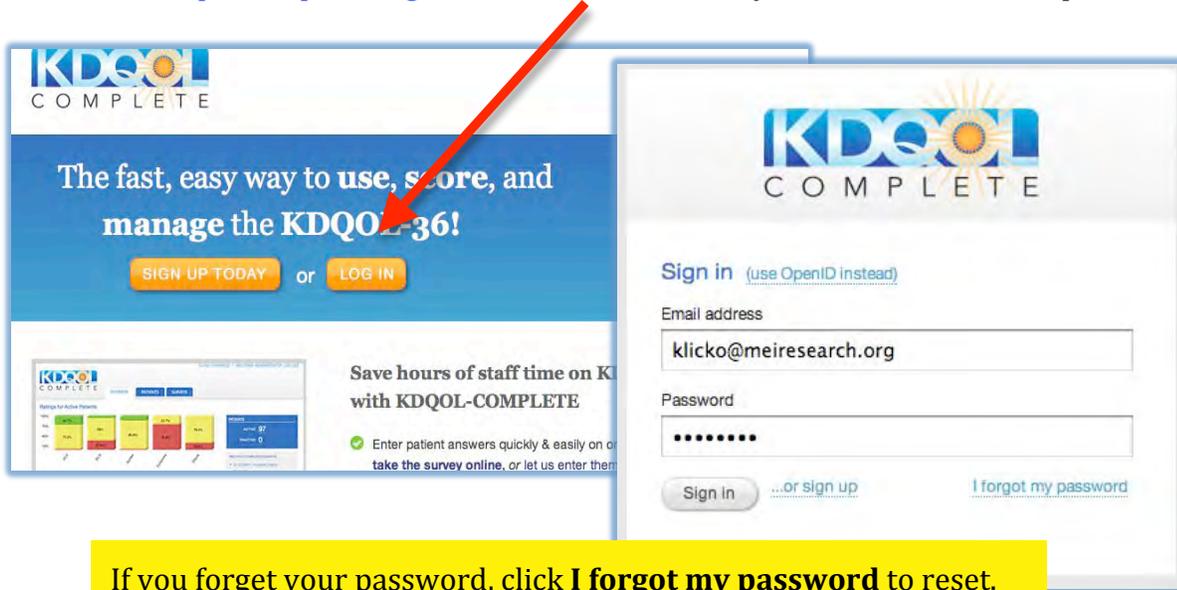Sample Invoice – Print version

LOG IN to KDQOL COMPLETE

This is how you log in to your KDQOL COMPLETE account after the initial activation.
Go to www.kdqol-complete.org and click LOG IN. Enter your email and secure password.

If you forget your password, click **I forgot my password** to reset.
As a security measure, your password will expire every 180 days.

Prior to using KDQOL COMPLETE, please watch the **Features Video** on how KDQOL COMPLETE works. The Features Video is located in 3 spots:
1. At the bottom of the Features section of the website http://www.kdqol-complete.org/features
2. On the OVERVIEW Tab when you first enter your KDQOL COMPLETE account. (It will go away from this Tab after you enter data.)
3. On the Forms Tab in your KDQOL COMPLETE account.   We will update this tutorial periodically when we add additional features to the service.

TABS
Overview – Displays a summary of your *active* patient data using bar graphs and pie charts
Patients –   Manage your patients and view, sort, or filter their data and scores
Surveys –   View survey data by patient with functions to add, sort and filter the list (there is a lot of overlap between the Patient and Survey tabs)
Forms –   A resource section containing the KDQOL-36 survey (in multiple languages), a tutorial, and other helpful items
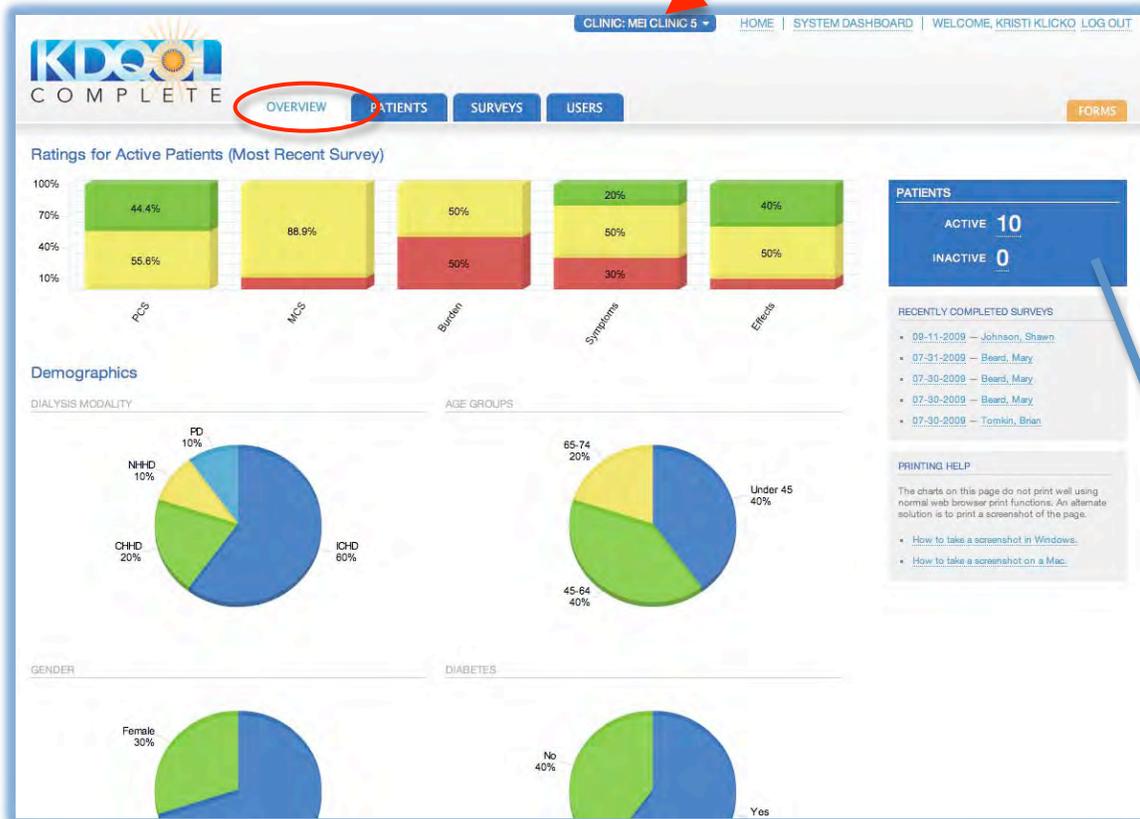
(Administrators only)
Users –   Add and delete users on your KDQOL COMPLETE clinic account
Invoices –   Manage your invoices from KDQOL COMPLETE
Plan –   Manage your KDQOL COMPLETE subscription plan

OVERVIEW TAB

If you have access to multiple clinics, click on your **Clinic Name** to view all your clinics in a drop down menu. Select the one you want to enter data into.

Forms Tab – Contains PDFs of the KDQOL-36 in multiple languages. The Features tutorial is also located here, PLEASE WATCH IT!

This is the number of ACTIVE and INACTIVE patients entered in your clinic account.

This is the **OVERVIEW** Tab. To move to a different page select a different tab.
Administrators have more tabs than Users – User, Group (if part of a group), and Invoice tab.

The OVERVIEW Tab provides the following information:
1. Ratings for active patients. Bar charts show the % of patients with scores **Above Average**, Average, or Below Average for each of the 5 subscales that make up the KDQOL -36. If you click on a section of the chart, it will take you to the names of patients who make up that category. For more information about the KDQOL -36™ survey and what the scores mean, go to www.kdqol-complete.org/about.

2. Demographics. Pie charts show the % of patients in each demographic category by: dialysis modality, age group, gender, and diabetes status.

3. Instructions on how to print this page are listed in the gray box on the right side of the page.