

# TryCycle Clinician Quick Reference Guide

#### **Table of Content**



SECTIONS	PAGE(S)
1. Account Set Up Email	3
2. Logging In	4
4. Navigation	5
5. Clinician Settings	6
6. Adding New Patients	7
7. Assigning PROMs & Setting Reminders	8
8. Editing Patient Profile	9 - 10
9. Patient List & Current Mood Levels	11
10 Drill Down to PROMs Results	12
11. Full Results for Selected Encounter	13
12. Checking In with Patient	14

#### Account Set Up Email



#### TRYCYCLE

We're excited to have you join us.

Your TryCycle Clinician's account has been created, and getting started involves two simple steps:

 Click the 'Magic Link' button to open the Portal in your browser. This will let us know that it is you. But don't wait too long, your Magic Link will expire in 1 hour – after that you will have to ask for another one.

#### Magic Link

After the Portal successfully opens, you will be asked to create your own password. You might want to think about it now.

We require that your password be at least 14 characters in length.

This is an automated message (from sender: <u>accounts@trycycledata.com</u>) to each **clinician**, confirming that a TryCycle account has been created and steps to create a password.

Subject line: Welcome to TryCycle!

If you have any questions, please contact us at support@trycycledata.com.

## Logging In

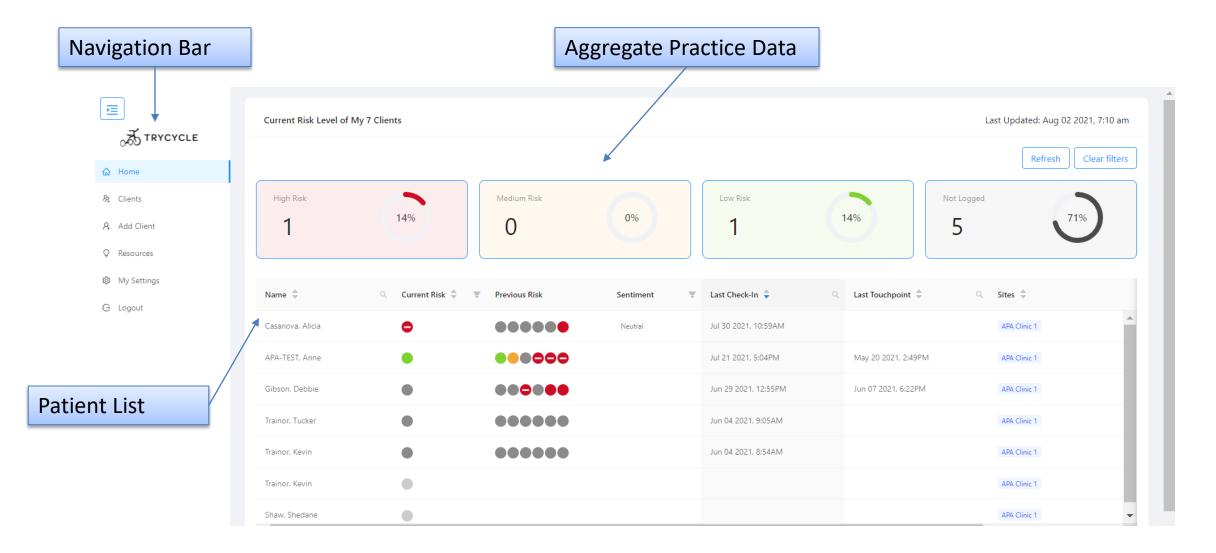


- Each practice will receive a unique login URL set up by APA staff
- Once your practice is set up, you will receive your URL and a temporary password. You will be prompted to set up a permanent password.

← → C		☆ 🛛 🞯 🗭 🚺 (Update 🔅)
Unique Practice URL	TRYCYCLE D A T A SYSTEMS	
	Welcome back. Please sign in to access your list of TryCycle clients.	
	dgibson@psych.org	
	Password 🙍	
	Remember me Forgot password?	
	LOGIN	
	Don't have an account? <u>Contact us</u>	
	Privacy and Terms of Use About Us	

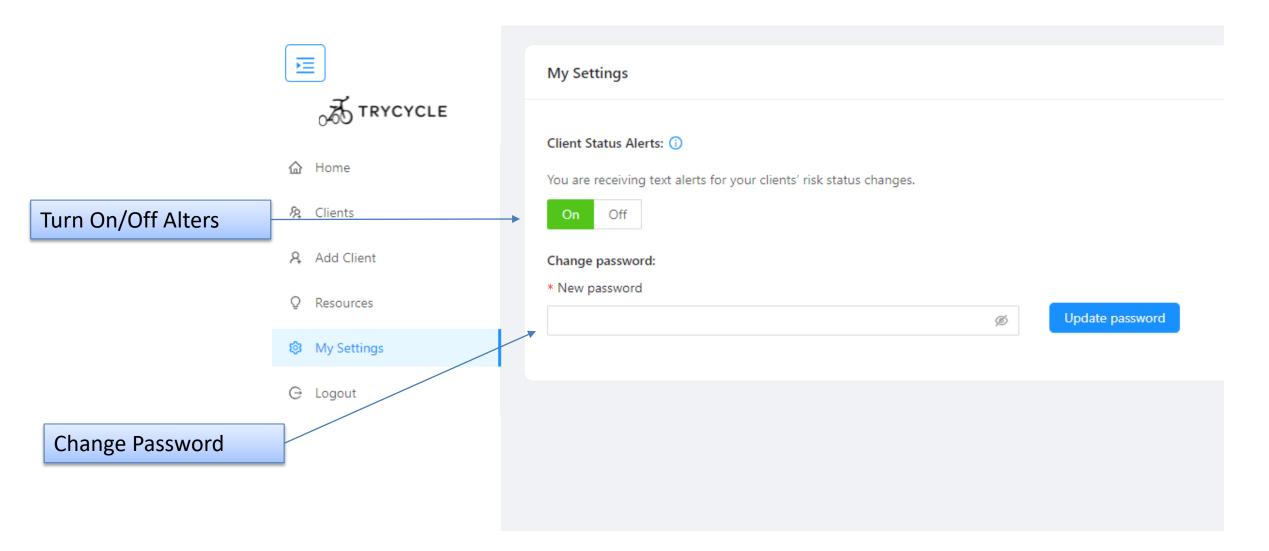
#### Navigation





### **Clinician Settings**





#### **Adding New Patients**



≡	* Email	Phone Number	* Address		
TRYCYCLE	Email Add New Patient	Phone Number	Address		
	* Country * City		* State / Province	* Zip/Postal Code	
☆ Home	United States V City		Select a State / Province	✓ Zip/Postal Code	
祭 Clients	* Gender	* Marital Status		*Required Fields	
Add Client	Select a gender V	Select a marital status	$\vee$	Select a race	$\sim$
Q Resources	* Site Assignment	* Product Assignment		* Clinician Assignment	
🕸 My Settings	Select client sites $\vee$	Select client products	$\vee$	Select client clinicians	$\sim$
G Logout	Primary Diagnosis	Secondary Diagnosis		Tertiary Diagnosis	
	Select primary diagnosis V	Select secondary diagnosis	$\vee$	Select tertiary diagnosis	$\sim$
	Reminder Assignment			1	
	No Reminders set.	Set Temp	orary Password		
	no termació seu			1	
	* Temporary Password				
	B Password				
	Add Client				

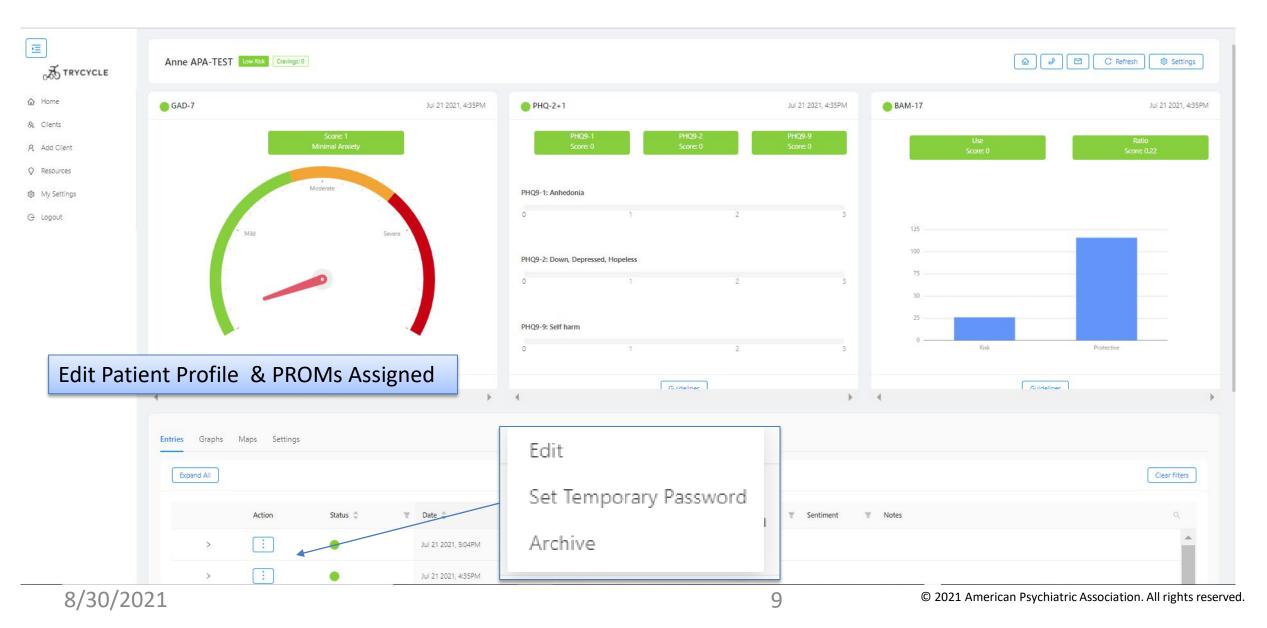
### Assigning PROMs & Setting Reminders



Email			Phone Number		Address		
Country		• City		State / Province			* Zip/Postal Code
United States	×	City		Select a State / P	ovince	~	Zip/Postal Code
* Gender			Marital Status	Assign P	ROMs	ce	
Select a gender		×	Select a marital status		Y	Select a race	
* Site Assignment			* Product Assignment			* Clinician Assignm	ent
Set Patient Reminders		$\sim$	Select client products		٩	Select client clini	cians
Ptimary Diagnosis Stlect primary diagno Reminder Assignme Add Reminder	Set Reminders	.v.	Brief Addiction Monitor (BAM-17) General Anxiety Disorder (GAD-7) Patient Health Questionnaire Sho	)		Tertiary Diagnosis	
8/30/2021	Cancel	ок		8	© 2	2021 American Psy	chiatric Association. All rights reserved.

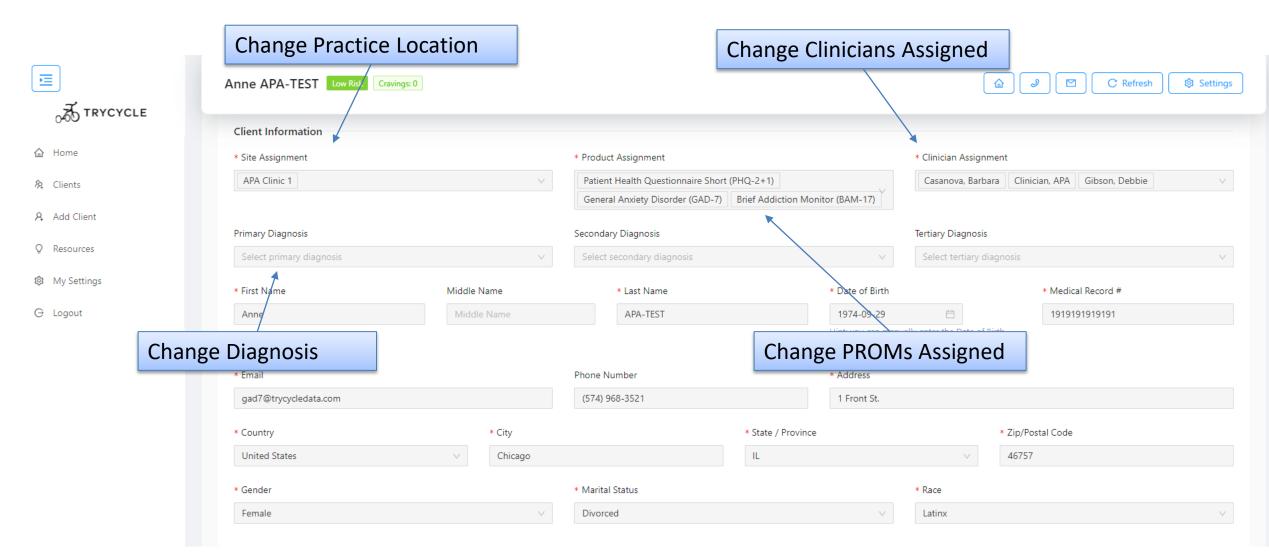
#### **Editing Patient Profile**





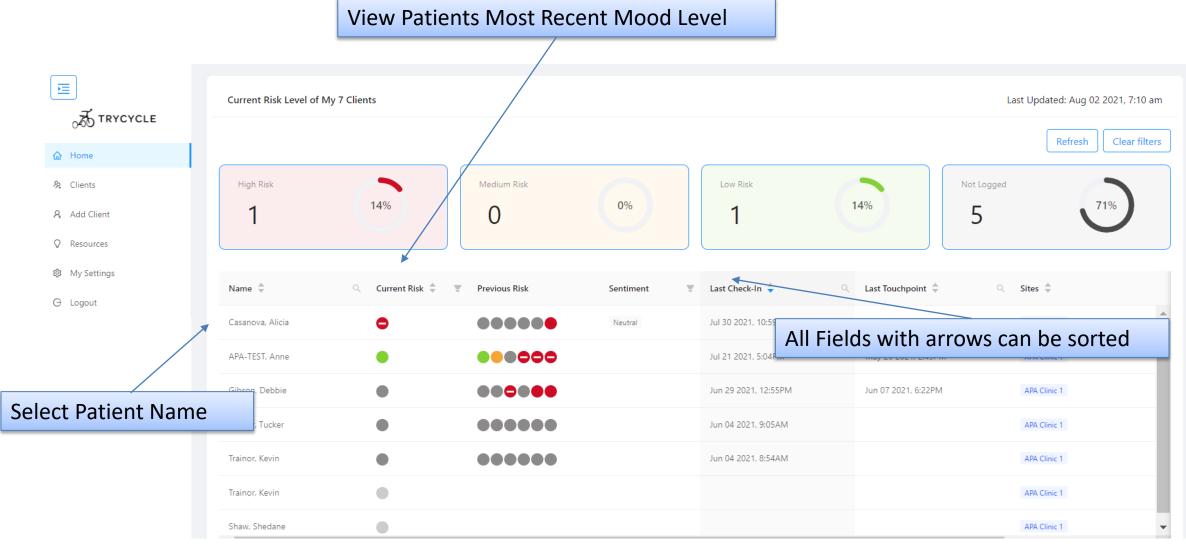
### **Editing Patient Profile**





#### Patient List & Current Mood Level





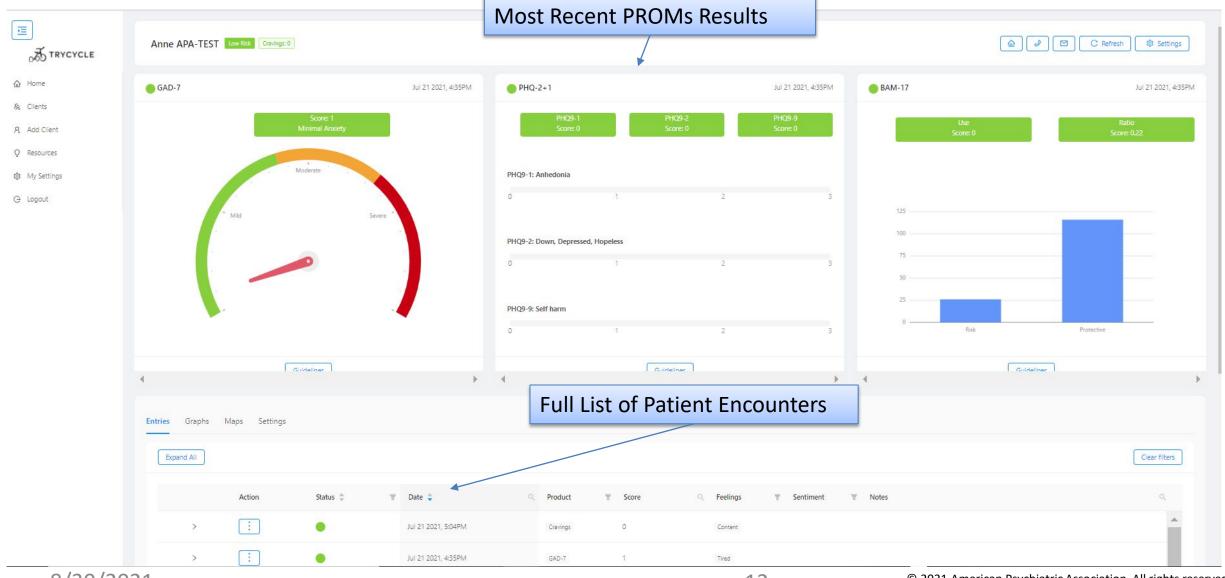
8/30/2021

11

© 2021 American Psychiatric Association. All rights reserved.

### Drill Down to PROMs Results





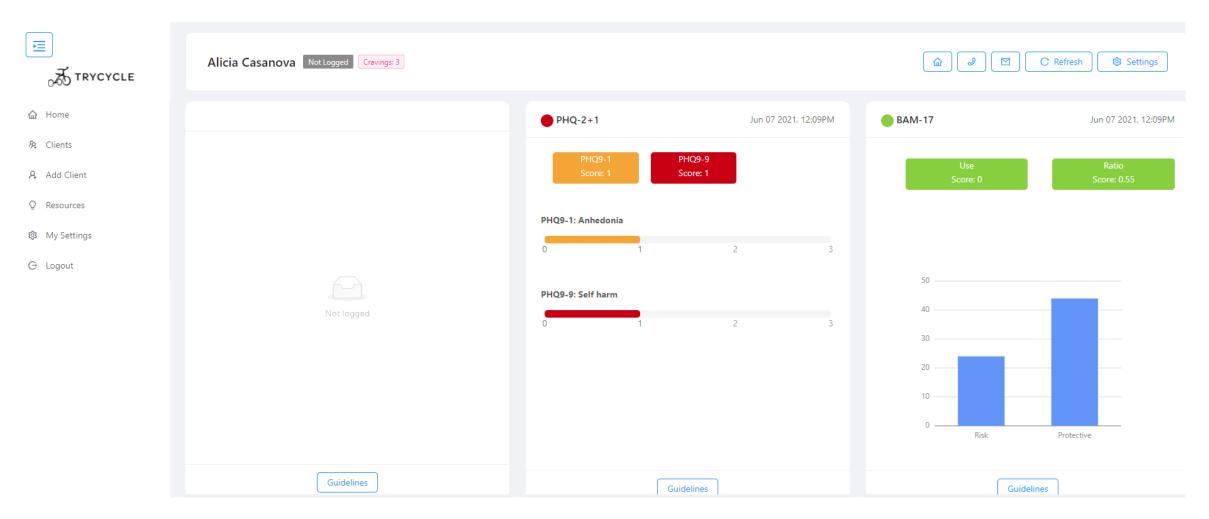
8/30/2021

12

© 2021 American Psychiatric Association. All rights reserved.

#### **Full Results for Selected Encounter**





### **Checking In with Patient**



Alicia Casanova Not Logged	Cravings: 3			C Refresh 🕸 Setti	
Guidelin	Alicia Casanova	х	4	Guidelines	
<b>Entries</b> Graphs Maps Se	Send Feedback Intervention Is this accurate?				
Expand All	* Choose your emoji Select Emoji			Clear filter	
Action	Custom message to your client (optional) Maximum 170 characters. Do not include any private or pe	rsonal information.	Notes	Feedback Pop-Up wi	ll Open
		0 / 170			
> / : :		Cancel	Bored		
	Jul 05 2021, 12:09PM				
Click Action next to entry to res	spond Jul 05 2021, 12:09PM				
	Jun 21 2021, 12:09PM			$\odot$	