ACCUTE
Clinician User Guide
for Release 1.0.0
v1, 2017-05-04
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## Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2017-05-04</td>
<td>Initial publication for Release 1.0.0.</td>
</tr>
</tbody>
</table>
Overview of the System
This User Guide is intended for clinicians who will conduct the ACCUTE clinical research trial using the Mytrus direct-to-patient virtual clinical trial system, also called Mytrus engage™.

How Clinicians Use the System
Clinicians can use the system to countersign the patient's consent form (signed by the patient’s Legally Authorized Representative [LAR]), edit a participant’s information, make notes about a patient, and print consent forms.

Web Site Address
The system's web site can be reached at the following address:

https://accute.mytrus.com

System Requirements
The system's web site supports the most recently available versions of the following browsers running on desktop or laptop computers (Mac OS X or Windows):

- Apple Safari
- Google Chrome
- Mozilla Firefox

On Windows computers, the system also supports Internet Explorer 11 or later

Other mobile devices (e.g., iPhone and Android phones and tablets) and browsers may function with the system but are not officially supported.

Technical Support
Technical support for site staff is available as follows:

Clinician Help Desk (Phone): (844) 288-6144

Clinician Help Desk (Email): accute@mytrus.com
Using the Participant Listing
When you log in to the system as a clinician, the system displays the Participant Listing with a list of participants whose LARs have registered and signed the ACCUTE consent forms.

The following table provides a description of each icon that can appear next to the LAR’s name on the Participant Listing

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>The participant has signed the consent form, but it has not been countersigned.</td>
</tr>
<tr>
<td>✓</td>
<td>Once the participant’s form has been countersigned, the Complete status icon appears.</td>
</tr>
</tbody>
</table>

Signing Out
To sign out, click the icon in the upper right portion of the page, and select Sign Out from the menu options.
Understanding the Participant Details Page

To view the participant’s details click the Details link that appears in the row displaying that participant on the Participant Listing.

The Participant Details page appears:
Understanding the Status Icons
The status icons to the left of the forms indicate the status of the form:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Orange Circle]</td>
<td>Needs Countersignature. The participant has signed the current consent form, but the form still requires countersignature.</td>
</tr>
<tr>
<td>![Green Checkmark]</td>
<td>Complete. The participant’s current consent form has all required signatures.</td>
</tr>
</tbody>
</table>

Editing a Participant’s Information
To edit the information of the participant you are currently viewing, click Edit at the top-right of the page.
The participant's information is displayed on the View Profile page.
To return to the Participant Details page, click the link with the participant’s name at the upper left of the page.

To edit the participant’s information, click Edit.

The participant’s information is displayed in Edit Mode.
This page allows you to change the participant’s information.

To save your changes, click UPDATE at the bottom of the page.

To cancel your changes, click CANCEL at the bottom of the page.

Note: if you change a participant’s email address, he or she will receive an email notification of the change.

**Entering Notes about a Participant**

To enter notes about the participant, click Notes at the top-right of the Participant Details page.
A modal window with a field for entering notes appears.
After entering notes in the space provided, click ADD NOTE to add the note to the participant’s records or click Close to cancel the note.

The first time you enter notes here, there will not be a list of notes – the page will say No Notes.

When you click ADD NOTE, the note appears in a list of notes, which includes the date on which the notes were entered and the person by whom they were entered. The most recent note appears at the top.
Printing a Participant’s Forms
To print the participant’s forms, click Print on the Participant Details page.

The participant’s consent form appears in a new window as a PDF document for you to download or print.

Countersigning a Participant’s Consent Form
To countersign the participant’s consent form, click the COUNTERSIGN button in the row with the Needs Countersignature status icon on the Participant Details page.
The page with the countersignature box appears.
The countersignature box floats at the bottom above the text of the consent form. You can scroll up and down to see the text of the entire consent form behind the box. Note that the status of the consent form is NEEDS COUNTERSIGNATURE.

To countersign, click the COUNTERSIGN button in the Countersignature box. The countersignature modal appears.
If you choose not to sign at this time, click CANCEL.

To countersign the form, enter your email and password and then click SIGN.

After you have countersigned the participant’s consent form, the Complete status icon will appear in the list of Consent Documents on the Participant Details page, indicating that the consent form has been signed and countersigned.
To print the consent form for the participant, click the Print icon.

The participant's signed and countersigned consent form appears in a new window as a PDF document for you to download or print.

The LAR can also print the document remotely by logging back in once the Informed Consent form has been countersigned.

To return to the Participant Details page, click the participant's name in the links at the top left of the page.

To return to the Participant Listing, click the CMF Bone Stimulation Study link.
Completing Countersignature
After you have countersigned the participant’s consent form, the participant’s status will no longer say NEW on the Participant Listing, indicating that it has been signed and countersigned.
## Participant Listing

<table>
<thead>
<tr>
<th>Legally Authorized Representative</th>
<th>LAR's Date of Birth</th>
<th>Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, Test</td>
<td>DOB: January 01, 1990</td>
<td>Participant, Study</td>
</tr>
</tbody>
</table>

- **Subject, Sally**
  - Subject Number: 4-590a46
  - DOB: January 01, 1972
  - Subject, Seth

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**Atox Bio ACCUTE Study**

- **Atox Bio engage.**
  - Powered by Mytrus.