

# DPNCheck® Reporter

## Configuration Questionnaire

### Reporter version 2.3

This document is intended to help us understand how you would like to use the DPNCheck Reporter application and provide us with key details so we can help ensure it is configured and installed in a way that will work best for your organization. Please answer the following questions as completely as possible; you may need input from multiple individuals within your organization. Please contact your NeuroMetrix representative if you have questions.

## Section 1: Contacts

### Contacts

Please provide the primary contacts for your organization below, including name and preferred method of contact (email, phone number).

Description	Response
Primary Contact for DPNCheck program (Clinical Implementation):	
Primary Contact for IT:	
Additional Contacts You Wish to Provide:	

# Section 2: Settings and Workflow

## Primary Settings

Please let us know how you would like the Reporter settings configured. Defaults are indicated on the left of the Response column. If you are unsure how any of the settings work, please refer to the DPNCheck Reporter User Manual or contact your NeuroMetrix representative.

Setting Description	Setting Selection (Please Indicate)	
	Default	Alternative Options
<p><b>Normal Limits Setting:</b> Used to calculate normal limit for comparison to patient result. (Section 8.5 of User Manual)</p>	<input type="checkbox"/> Age and Height adjusted* normal limits from monograph	<input type="checkbox"/> Age-only adjusted normal limits from monograph** <input type="checkbox"/> Standardized normal limits, 5µv, 41m/s <input type="checkbox"/> Custom normal limits*** <input type="checkbox"/> Do not use normal limits
	<p><i>*Requires entry of Birth Date and Height into Reporter</i>  <i>**Requires entry of Birth Date into Reporter</i>  <i>***Entry of Birth Date and/or Age dependent up on parameters entered</i></p>	
<p><b>Report Settings:</b> Selection of settings that affect the PDF Report for patient results. (Section 8.10 of User Manual)</p>	<p><i>Measurement Units</i></p> <input type="checkbox"/> US <span style="margin-left: 200px;"><input type="checkbox"/> Metric</span>	
	<p><i>Interpretation Graphic Shown</i></p> <input type="checkbox"/> Interpretation Guide <span style="margin-left: 100px;"><input type="checkbox"/> Severity Scale</span>	
	<p><i>Enable Practice Entry</i></p> <input type="checkbox"/> On <span style="margin-left: 150px;"><input type="checkbox"/> Off (Recommended if practice information is not required for patient PDF Report.)</span>	
	<p><i>Include Technician Name on Report</i></p> <input type="checkbox"/> Off <span style="margin-left: 150px;"><input type="checkbox"/> On (Recommended if Technician Name should be shown on patient PDF Report.)</span>	

**Primary Settings (continued)**

Setting Description	Setting Selection (Please Indicate)	
	Default	Alternative Options
<b>Datastore Settings:</b> Settings that determine where study data and output files are stored. (Section 8.4 of User Manual)	<i>Private Folder (may be configured to any folder desired)</i>	
	<input type="checkbox"/> C:\DPNCheck	<input type="checkbox"/> Other Local folder <input type="checkbox"/> Network folder
	<i>Share Folder Set and Report and/or Exports set to Share*</i>	
	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	* If enabled, Share Folder feature saves PDF Report and/or Export files into a common location for all PCs instead of Private Path. Only recommended for organizations that require PDF Reports and/or Exports to be saved in a single folder across endpoints. Note: Share only available if using "Export to File" Destination below.	
<b>EHR Settings:</b> Settings related to HL7 export for EHR. (Section 8.11 of User Manual)	<i>Export Destination</i>	
	<input type="checkbox"/> Export to HL7 File	<input type="checkbox"/> Export to EHR*, Relaymed  If selected, Are you an existing Relaymed Customer? <input type="checkbox"/> Yes <input type="checkbox"/> No Please list EHR(s) used:  *If you are using Relaymed and want the Interpretation (Normal, Mild, Moderate, Severe PN) sent to the EHR, an Interpretation must be selected within Reporter.
	<i>Export when Completing Study</i>	
	<input type="checkbox"/> Off	<input type="checkbox"/> On (Recommended if Export functionality is used.)
<b>Security Settings:</b> Settings related to password login and locking of select settings from end-point user modification. (Section 9 of User Manual)	<i>User Login Security</i>	
	<input type="checkbox"/> Off	<input type="checkbox"/> On
	<i>Lock Local User (only available if using Remote Installation)</i>	
	<input type="checkbox"/> Off	<input type="checkbox"/> On
<b>Cloud Settings:</b> For use of the Cloud database for viewing aggregated testing results. (Section 8.12 of User Manual)	<i>Upload to Cloud</i>	
	<input type="checkbox"/> Off	<input type="checkbox"/> On  If selected, your NeuroMetrix account representative will ask you to complete a separate questionnaire for use of this feature.

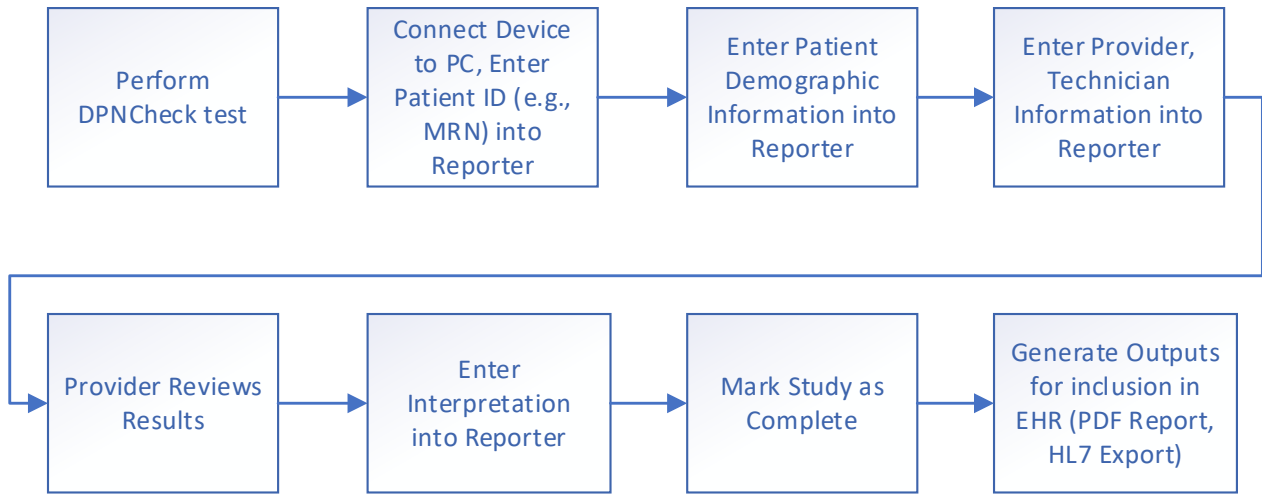
**Primary Settings (continued)**

Description	Response
<p><b>Physicians/Technicians Lists:</b> Do you plan to use the Physician and/or Technician List functionality?                      If Yes (1), will you have multiple lists among endpoints (i.e., different lists for different sites).                      If Yes (2), describe how often you believe you may need to modify the lists (for personnel changes).                      If Yes (3), do you intend to designate a Default Physician/Technician?                      (Section 8.7, 8.8 of User Manual)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No                      If Yes,                      1)                      2)                      3)</p>
<p><b>Interpretation Notes Lists</b> Do you plan to use the Interpretation Notes List functionality?                      If Yes (1), will you have multiple lists among endpoints (i.e., different lists for different sites).                      If Yes (2), describe how often you believe you may need to modify the lists.                      (Section 8.9 of User Manual)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No                      If Yes:                      1) <input type="checkbox"/> Yes <input type="checkbox"/> No                      2)</p>
<p><b>For Existing Customers only:</b> do you have concerns about uniformity of settings being used across those sites that need to be addressed with this upgrade?</p>	

# Workflow

To best assist you with integrating DPNCheck into your practice, we would like to understand your intended workflow for use of Reporter. Details of your workflow may depend on the settings you have chosen.

Our generally recommended workflow is as follows:



Description		Response
Please indicate if you are already using Reporter or Communicator.		<input type="checkbox"/> New Customer <input type="checkbox"/> Existing Customer using Reporter <input type="checkbox"/> Existing Customer using Communicator
Please list the roles of individuals who perform various functions in the workflow.	Who performs the DPNCheck Test (e.g., Medical Assistant):	
	Who uploads the test to Reporter:	
	Who enters Patient, Provider, Technician Information into Reporter:	
	Who generate Outputs for EHR and/or is responsible for ensuring outputs are properly generated:	

**Workflow (continued)**

Description	Response
<p>When in the process will the provider review the results? What format do they review (e.g., in Reporter, PDF)?</p>	
<p>How will results be included in the EHR (e.g., Relaymed, manual result input, PDF import via electronic file or scan)? If you are an existing customer, with Reporter 2.3, are you incorporating changes to your previous method?</p>	
<p>If your planned (or existing) workflow differs from the workflow shown in the flowchart above, please describe.</p>	
<p>Do you have workflow questions or concerns that you would like to discuss with us?</p>	

# Section 3: PC Installation and Application Monitoring

## Reporter Environment

**Note: The Reporter application is compatible with Microsoft Windows versions 10 and 11.**

Description	Response
Number of PCs that will use Reporter. (Can be approximate)	
Number of locations/sites where Reporter will be used. (Can be approximate)	
Version(s) of Windows on the PCs using Reporter.	
Existing customers only: what version(s) of Reporter and/or Communicator are currently in use?	
Where do you want your Reporter data (i.e., DPNCheck test data), to be stored (local or network drive)? Will you use a common network drive location for multiple PCs? Note: Reporter will require read/write to location used to store data.	
If you are storing Reporter data on a network drive, are there any restrictions that could affect the Quality of Service between the Reporter client and networked server? Note: Reporter will require read/write to location used to store data.	
Do you have restrictions for data storage that we should be aware of (e.g., restrictions for storing data locally)?	

### Reporter Environment (continued)

Description	Response
<p>Do you allow your PCs to access the internet? Reporter requires internet access from the PC endpoints for access to User Manual and use of the Cloud feature.</p> <p>Note: You may wish to review your anti-virus rules to ensure that the Reporter installation process will not be blocked by existing rules preventing internet access.</p>	
<p>Is Reporter ever used off-site, i.e., not directly connected to the network?</p>	
<p>Please select which model(s) of DPNCheck device you are using or plan to use.</p>	<p><input type="checkbox"/> DPNCheck first generation</p> <p><input type="checkbox"/> DPNCheck 2.0</p>



# Logging

By default, Reporter will save de-identified log events locally to the PC. The logfile location, inclusion of PII, and integration with Microsoft Eventlog may be customized to suit your IT support organization. See the DPNCheck Reporter User Manual (section 9.10) for further information regarding logging.

Monitoring of the event logging provided by Reporter is strongly recommended, particularly if any of the following features are used:

- Upload to Cloud
- Export to EHR (Relaymed)
- Setting Private Folder and/or Share Folder to a network path

Log monitoring can assist in verifying performance, as well as in problem detection and resolution.

Description	Response
Does your organization wish to customize the logging functionality of Reporter (see description above, logfile location and integration with Microsoft Eventlog)?	
Will your IT organization be using custom or 3 <sup>rd</sup> party log consolidation tools locally on Reporter endpoint PCs, or forwarding event log messages to a central server for downstream processing?	
What network management tools does your organization use to monitor and manage endpoints or application performance on endpoints?	
Existing customers only: How do you currently make use of Reporter logging functionality?	

# Installation

See the DPNCheck Reporter User Manual section 7 for details on installation methods; the Remote Installation process allows you to push a standard configuration of Reporter to multiple endpoints (no end-point interaction required). Use of the Remote Installation process also provides the ability to lock a selection of the configuration settings to modification by the end user.

Description	Response
Does your organization plan to use Remote Installation to install Reporter on multiple PCs?	
Please describe your basic rollout plan (phased, initial pilot, etc.)	
If using the Upload to Cloud functionality, will you need to make updates to the endpoint PCs to allow for internet access (e.g., firewall changes)?	