User instructions

For patients

Version V2024-4

Telerevalidatie.nl

Content

Introduction and intended use

Telerevalidatie.nl is an online portal and app that allows you to work with your therapist on your recovery. Through this product you can work on assignments that your therapists have prepared for you from a distance. The product is intended for patients being treated in a hospital or a (geriatric) rehabilitation facility and is designed to be used together with a therapist. Therefore, you cannot use it if you are not in treatment with a healthcare organization.

Login

If you are using this product, you have received a message by E-mail or SMS allowing you to log in. You can then choose a new password yourself.

Home page

Logging in will take you to your home page. You can also return to the home page by clicking on the icon with the little house in the menu bar.

On the home page you see an overview of what you can do today. By clicking on one of the buttons you can see the activities waiting for you.

Treatment team

On the home page under `My Treatment Team` you will find a link to your therapists.

The button `View details` gives you an overview of your therapists. From the overview you can send a practitioner a message directly. Sent and received messages can be found in the menu bar under `Messages`.

Access for parents

As a parent/caregiver, it is sometimes helpful to be able to see along in your child's portal. For children up to 12 years old, you can ask your therapist to add a parent account to your child's portal. This allows you or your partner to receive information and view your child's account. All notifications sent to your child by email will also be sent to you in CC. This way you know exactly what is happening and you don't miss a thing.

If you are logged into your own account, you will see all accounts of linked children. By clicking on a name you switch from your own account to your child's account. When you are done, you can also switch back again. This can be done both in the portal and in the app.

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Treatment goals

During your treatment, you can set treatment goals for yourself or together with your therapist. On your home page you will find an overview of your treatment goals at the bottom.

How can I create a new goal?
You can create a new goal by clicking on the plus sign on the right hand side above the overview. A window appears where you can enter various information about your goal.

How can I change my goal?
You can change or adjust your goals yourself by clicking on your goal and then clicking `Modify`. In the window, you can modify the information previously specified.

How can I stop my goal?
If the goal is not achievable (at the moment) you can also stop the goal. You delete a goal by clicking on your goal and then clicking on `Stop goal`. A window appears where you can add a comment. The goal then disappears from the overview. Then you can create a new goal using the plus sign.

How can I mark my goal as achieved?
When you have achieved a goal, you can mark it. Click on the appropriate goal and then click on Mark as Achieved. A window appears where you can add a comment if you wish. Achieved goals remain visible in the overview.

Information

Through the home page and through the `Information` button in the menu bar, you can view the information items that your practitioner has prepared for you. Information that you have not yet read is marked as `New`. Information items that you have viewed are marked with a green check mark.

What does an information item contain?
An information item can contain information about your condition, treatment or about the center where you are being treated. An information item can consist of text, videos and images. In addition, some information items ask you to think about a question or a statement. You can then enter your answer in the

attached answer block. The content is automatically saved so you can review it later. A practitioner can also link certain exercises to an information item.

Your practitioner can link an information item to a particular goal. If this is the case, you will see this at the top of the information item.

Actions
When you click an information item, you can perform several actions. At the bottom of the information item you can add a note with the button `Add a note`. On the right side you can mark the information item as a favorite. In this way you can review the information item later and easily find it again. In the overview you can use the filter `Show only favorites` to display only your favorite information items.
You can also download the information item as a PDF file and print it out. You can also download a PDF file containing all information items currently in the overview.

Exercise

Via the home page and via the `Exercise` button in the menu bar, you can see the exercises your practitioner has prepared for you for today.

How do I do my exercises?
On the "Exercise" page you can see an overview of all the exercises your therapist has prepared for you. You can perform an exercise by clicking on the name of the exercise. A window will appear showing the exercise.

In general, the exercises consist of a video, an image or a sound clip demonstrating or explaining the exercise. To the right of the window you will find an explanatory text and possibly additional instructions from your practitioner. If you want to play a video automatically several times in a row, you can check the option "Keep replaying this video".

When you have finished the exercise, click on the button `Exercise completed`. The overview will show that you have completed this exercise.

When you have completed all exercises of a day, you will receive a notification. This will be indicated on your home page with a check mark.

You can download the exercise schedule and/or instructions of the exercises as a PDF file via the button `Download as pdf`. In the file you will find an overview of all exercises ready and/or a written out description of the exercise including QR code to the video.

Do I have to do all the exercises at once?
No, you can interrupt the exercise at any time and continue later. When you want to stop an exercise use the button `Stop training`.

Above exercises that have not (yet) been completed you will see `Still to do`. You can do these exercises at a later time.

If you want to skip an exercise, click on `Skip exercise` at the bottom of the window. A window will appear in which you can indicate why you want to skip the exercise.

You can find an overview of all the exercises you have completed by clicking on `History` in the menu on the right.

How do I add a note to an exercise?
You can insert a note by clicking on the heading `Notes` at an exercise. These notes are intended for yourself, but can also be viewed by your practitioner. your practitioner can also respond to the note.

Schedule

As part of your rehabilitation, your practitioner may ask you to temporarily keep track of your daily schedule. This information can give you and your practitioner insight into how you spend your time and how you feel during the day. If you complete the time table through this portal, your clinician will be able to see it with you.

How does the time table work?
To use the time table, click on 'time table' in the menu bar. This will take you to a page with a schedule view. If you haven't entered anything yet, it is probably empty.

If you want to fill it in, click on the time you started this activity in the calendar view. A window will appear where you can enter a short description of the activity and the start and end time. Your therapist may have set up additional response options. These are ratings you can give to activities. An example is whether the activity "takes energy" or "gives energy." In the calendar view, the ratings are indicated by different colors. In the legend on the right you can see what each color means.

Can I change or delete my registration?
When you click on a completed registration in the calendar view, a window appears. In this window you can make changes and save them via the 'Save' button.

To delete a registration, click on the activity in the calendar view. Then click on "Delete" in the top right corner of the window that appears. If you want to delete all activities currently visible in the calendar view you can click on Delete activities in the upper right corner under Actions.

Via the button Download as pdf you can download weekly summaries of your time schedule.

What is a dream week?
Via the button Switch to dream week you can view the calendar view of the dream week. In the dream week you can specify what the ideal day or week looks like for you. Here you can describe what your day or week would look like if everything went as you would like it to. Registering activities is done in the same way as in the current time format.

What is the Activity Weigher?
The Activity Scale encourages you to prioritize and plan meaningful activities.

Who is the Activity Scales for?
The Activity Weigher is appropriate for adolescents and adults who have difficulty dosing activities within their available load capacity.

Weighing activities and personal baseline
All activities are divided into four categories related to perceived intensity, namely relaxation, light, medium and heavy. Points are then attached to this weighting, making it possible to calculate a base level together with your occupational therapist. This provides a guideline for your own daily schedule.

Messages

You can contact your practitioner by sending a message. When you click on Messages in the menu bar, you will be taken to your messages page. Here you will find an overview of your received and sent messages.

You can only send messages to and receive messages from practitioners in your own treatment team.

How do I write a new message?
From your messages page, you can write a new message using the New message button. A window appears where you can indicate to whom you want to send the message and what title you want to give the message. For your message you can use different formatting options (such as bold, italic, underlined). You can make the text box bigger by dragging the bottom edge of the text box downwards. In your message you can also add a link.

You can also attach files. You can post the message by clicking Send.

You can attach different files to a message. It is possible to add images, videos and sound clips. These can then be viewed or listened to via the portal. It is also possible to attach PDF or Microsoft Office files.

There are two ways to attach a file to a message:

- You can click on Choose files above the text box. Then you can search for the appropriate file and open it.
- You can drag your files into the text box directly from explorer.

Once you have added your image in the text box, you can make your images larger and smaller by clicking on the image and then standing on one of the white squares in the corners of the image and dragging it. You can also indicate the size with a percentage in the menu bar below the selected image. In addition, you can also indicate in the menu bar below the selected images how the image should be aligned.

If you added a wrong file, you can remove it by clicking on the trash can below or behind the file.

Who can read my messages?
The messages you have sent are visible only to those you have selected as recipients. In the window you can indicate in the drop-down menu behind to whom you want to send the message.

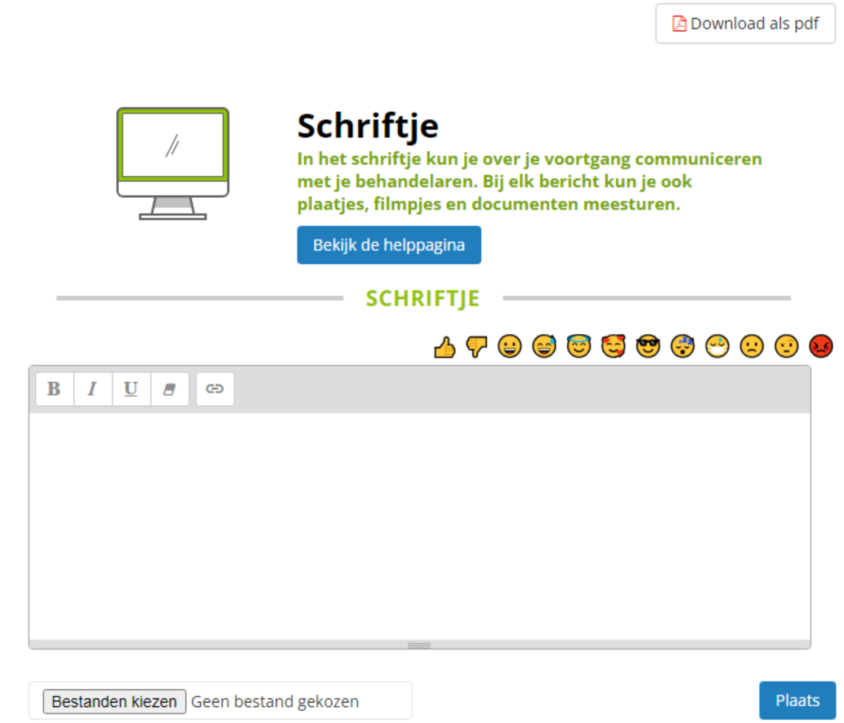
Will I be notified when I receive a new message?
When a clinician sends you a message, you will be notified. This is indicated in the menu bar next to Messages by a red ball that indicates the number of unread messages.

Where can I find my sent and received messages?
Through Messages you will find all your received and sent messages. By default, all received messages are shown. Unread messages are in bold. In the menu on the left you can use the button "Sent messages" to view your sent messages. By clicking on a message you can view the conversation. You can then reply by clicking on Reply.

Notepad

The notepad allows you to communicate about your progress with your therapists. By regularly posting in the notepad, you and your therapist will have a better understanding of your progress.

When you click on Script in the menu bar, you will see all the updates you have posted. You can also post new updates on this page.



How do I create a new update?
In the text box you can write a new message in the `Script`. Here you can use different formatting options (such as bold, italic, underlined) and emoticons. You can make the text box bigger by dragging the bottom edge of the text box downwards. In your update, you can also add a link. You can also add files to your message. You can post the update by clicking `Post`.

You can attach different files to an update. It is possible to add images, videos and sound clips. These can then be viewed or listened to via the portal. It is also possible to add PDF or Microsoft Office files.

There are two ways to attach a file to an update:
- You can click `Choose files` below the text box. Then you can search for the appropriate file and open it.
- You can drag your files directly from explorer into the text box.

If you add an image in the text box, you can make the images larger and smaller by clicking on the image and then standing on one of the white squares in the corners of the image and dragging it. You can also indicate the size with a percentage in the menu bar below the selected image. In addition, you can also indicate in the menu bar below the selected images how the image should be aligned.

If you added the wrong file, you can remove it by clicking on the trash can below the file.

If you want to respond to a previously posted update, you can click `Respond` in the overview below the appropriate post. Then you can write a message in the text box.

It is currently not possible to edit or delete existing messages.

Who can see my updates?
The updates you have sent are only visible to your own practitioners, to the administrator and to any third parties (e.g. caregivers or parents) you have added to your portal.

How can I see the updates?
Below the text box you can see the updates that have been posted. On the right above the overview, you can filter which posts you want to see. This allows you to view all messages, only

your own messages, or messages from a particular practitioner. In the menu on the left you can select a time period from which you want to view the updates. You can also download the notebook as a PDF file.

Logging out and delete account

After you have done all your work and no longer need the portal that day, you can log out. You do this by clicking on your name in the upper right corner and then choosing 'Logout'. You are then immediately logged out.

Logging out automatically
If you do not use the portal for a while, you are automatically logged out. This period can be adjusted by an application administrator and is by default 60 minutes.

Delete account
If you want to delete your account you can. You have the legal right to do so. If you want to delete your account, you can request this from your therapist. If this does not help you, you can contact support@telerevalidatie.nl. Always mention the care organization with which you have an account.

Settings

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Icons used and their meaning

No icons are used in the portal that differ from the way they are used on other websites. Next to an icon is a written out label and the icon itself is often decorative.

When to alert my therapist?

If you experience more than usual pain or do not feel that you can safely perform the exercises, we recommend that you do not proceed and contact your therapist first.

Risks of use

No product can be used without risks. The risks for this product include

- **Fall risk when performing the exercises**; If you cannot stand stably and you are performing exercises that your therapist prepares for you then you may fall. Therefore, make sure that you have good support in this case and that you are not alone while exercising.

- **Incorrect execution of the exercise**; If you perform your exercises without your therapist present then you may perform them incorrectly. Therefore, pay close attention to the video and the (spoken) instruction. This will reduce your risk of performing the exercise incorrectly.

Supplier information

	Manufacturer **Telerevalidatie.nl B.V.** Smientstraat 55 2492 PB Den Haag The Netherlands
REF	**Catalogue number** Telerevalidatie.nl
#	**Model number** V2024-4.0
	Date of manufacture 2024-09-26
CC	**Country of manufacture** The Netherlands
NON STERILE	**Sterile** This product is not sterile
	Patient information website For more information, see www.telerevalidatie.nl

MD	**Medical device** Category IIa (Not certified yet)
UDI	**UDI** **87208922757TREA**
	Regulatory body **This product is governed by the Dutch [Inspectie Gezondheid en Jeugd (IGJ)]**