Inspire®

SleepSync™ Guide for Clinicians

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Chapter 1: Introduction

Inspire SleepSync™

Inspire SleepSync is a cloud-based system for managing Inspire patients. Inspire SleepSync allows clinicians to monitor and communicate with Inspire patients. Inspire patients include patients being evaluated for an Inspire system (evaluation patients) and patients implanted with an Inspire system (therapy patients).

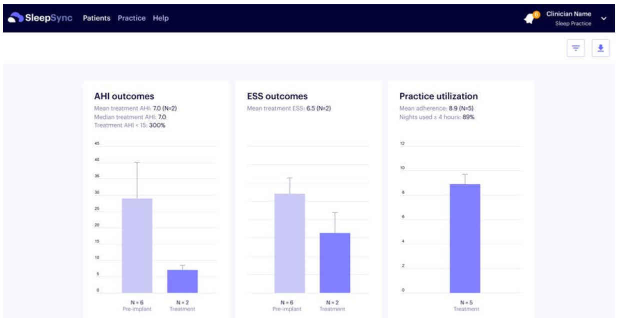
Clinicians access Inspire SleepSync using a browser or the Inspire Cloud Desktop Client. Patients share data with Inspire SleepSync using the Inspire Sleep App on a smartphone. For patients who are unable to upload data to Inspire SleepSync, see the Inspire Sleep App guide for instructions to manually upload patient data from their remote during an office visit.

- Clinician access to Inspire SleepSync
  - Inspire SleepSync— Accessed through a browser
    - View patient profiles for evaluation and therapy patients
    - Submit Prior Authorization requests
    - Monitor therapy usage data (sleep data) for therapy patients
    - Send communications to and receive communications from evaluation and therapy patients with an Inspire Sleep App on a smartphone
    - Share patients with other practices on the patient's care team
  - Inspire Cloud Desktop Client — A dedicated client installed on a desktop computer
    - View patient profiles for evaluation and therapy patients
    - Monitor therapy usage data for therapy patients
    - Upload programming data from a Model 2740 Inspire Programmer
    - Upload patient information and therapy usage data directly from a USB cable connected to an Inspire Sleep Remote Model 2500
    - Share patients with other practices on the patient's care team
- Patient access to Inspire SleepSync — Inspire Sleep App on a smartphone
  - Allows anyone to view educational videos and articles about obstructive sleep apnea and Inspire therapy
  - Allows evaluation and therapy patients to receive and respond to communications (e.g., virtual check-ins and surveys)
  - Allows therapy patients using an Inspire Sleep Remote Model 2580 to upload therapy usage data and track their progress toward their sleep goal

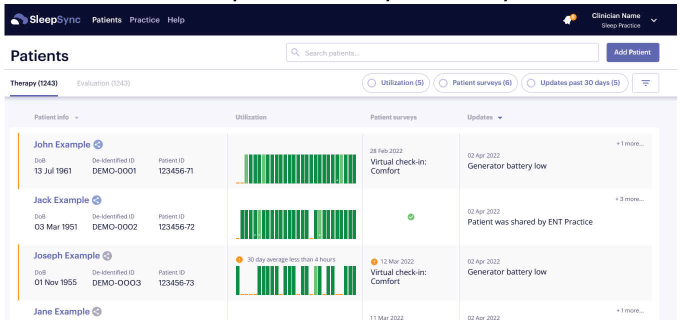
Ensodata now integrates with SleepSync to improve office efficiency by sharing interpreted sleep study results and automatically recording patient outcomes. Powered by artificial intelligence (AI), Ensodata provides clinicians with one cloud-based platform for viewing, scoring, editing and reporting of PSGs and HSATs.

Inspire SleepSync

Note: The screen images in this manual are representative and may not exactly match your screens.



Practice tab



Patients tab

Access Inspire SleepSync through a browser. Microsoft Internet Explorer is not a supported browser of SleepSync, for expected performance please use Microsoft Edge. The Inspire SleepSync is not optimized for phone viewing.

Inspire SleepSync displays screens for one Inspire SleepSync practice at a time. The practice displayed is the active practice. An Inspire SleepSync practice is an individual practice or a network. If a you are part of multiple Inspire SleepSync practices, you can change which practice displays in Inspire SleepSync.

Patient Profiles

The Patients tab allows you to view patient profiles for evaluation and therapy patients. Patient profiles include Inspire therapy usage data and can include information uploaded from other sources (e.g., Epworth Sleepiness Scale (ESS) scores, AHI reports, office visit notes).

If a patient uses the Inspire Sleep App on a smartphone, you can also view the patient's therapy education progress and send communications, (e.g., virtual check-ins and surveys).

If a patient has an Inspire Sleep Remote Model 2580 connected to the Inspire Sleep App, the patient can upload therapy usage data to Inspire SleepSync. You can then monitor the patient's up-to-date therapy usage data, identify patients with low therapy use, and identify patients who report discomfort on a sleep log.

You can also share patients with other practices. When a patient is shared with a practice, the clinicians in that practice have access to the full patient profile and the shared practice displays on the patient's Inspire Sleep App.

Practice-level Statistics

The **Practice** tab is the first screen displayed when you sign into Inspire SleepSync. The Practice tab displays practice-level statistics for the active practice.

Practice Administrator Settings

If you are the practice administrator, the **Practice Settings** tab displays on the title bar. The Practice Settings tab allows the practice administrator to set practice-level default settings for some Inspire SleepSync viewing options, survey scheduling options, and email notifications. Clinicians can override some practice-level default settings for their accounts. Practice administrators can also add users to their SleepSync account. The can do this by visiting **access.inspiresleep.net**.

Prior Authorizations

The **Prior Authorizations** tab allows you to submit a Prior Authorization request.

Signing in to Inspire SleepSync

Inspire worked with your system administrator to set up your Inspire SleepSync account. Inspire provided you with a link to Inspire SleepSync and instructions for signing in. If you were previously set up with an Inspire Cloud account, your log in information will remain the same.

When signing in, the **Sign in** name field is the email address that Inspire has associated with your Inspire SleepSync account.

Note: Multi-factor authentication (also known as, two-step authentication) is necessary to sign in to Inspire SleepSync.

Your system administrator can help with adding clinicians to, or removing them from, your practice.

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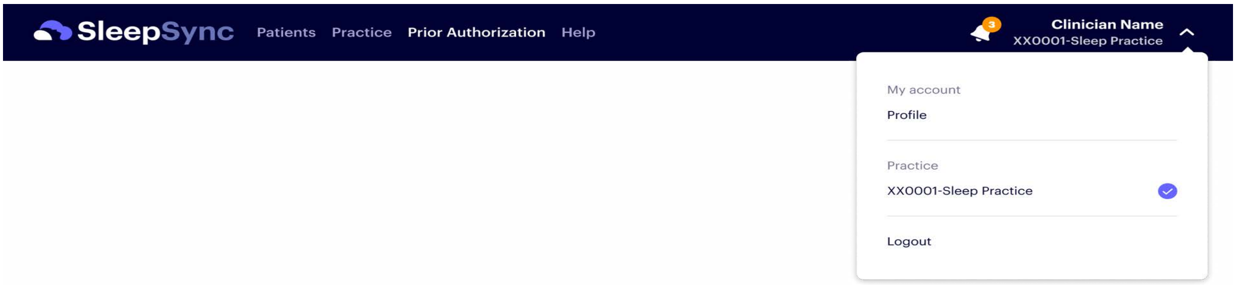
Chapter 2: Title Bar



The Inspire SleepSync title bar gives access to:

- **Patients** — Therapy and evaluation patient lists for the active practice
  - Therapy patients— Patients implanted with an Inspire system
  - Evaluation patients— Patients being evaluated for an Inspire system
- **Practice** — Practice-level statistics for the active practice
- **Prior Authorization** — Allows clinics to submit a Prior Authorization request to Inspire.
- **Help** — Inspire Technical Support phone number; links to Inspire physician and patient manuals, Inspire professional resources, the Inspire SleepSync terms of service agreement, and the Inspire privacy policy
- **Linking suggestion tray** — Displays when Inspire SleepSync identifies potentially duplicate patient profiles
- **Notifications** — View and respond to notifications; depending on your account settings, new notifications may or may not trigger a daily email
- **Your name**
- **Active Practice** — Patients for this practice display in the patient lists; a practice can be an individual practice or a network
- **Down arrow**
  - **Profile** — Change your password, override default settings for when email notifications are sent and attention icons display (overrides apply to all practices in your account)
  - **Practice** — Change the active practice; determines which patients display in the patient lists
  - **Logout** — Log out of Inspire SleepSync

Resolving Duplicate Patient Profiles

The Linking suggestion tray icon displays when Inspire SleepSync identifies potentially duplicate patient profiles in the active practice. A duplicate patient profile may be created when a clinician adds a patient or another practice shares a patient. If you mistakenly merge patient profiles, contact Inspire.

See “Matching Patients with EnsoData” on page 14 for merging SleepSync patients with EnsoData patients.

To manually search for potentially duplicate patient profiles, see “Chapter 3 Manually Merging Patient Profiles” on page 13.

To resolve the Linking suggestion tray icon:

1. Select the **Linking suggestion tray** icon
2. Select a patient from the drop-down list
3. Follow the on-screen instructions:
    - To merge the patient profiles, select the preferred information, preview the merged patient profile, then **Merge patients**
    - To keep both patient profiles and resolve the Linking suggestion tray icon, select **Reject**
    - To keep both patient profiles and not resolve Linking suggestion tray icon, select **Cancel**

Clearing Notifications

Notifications are informational messages. The Notification icon displays the number of uncleared notifications. The notification list displays 30 days of notifications, with the uncleared notifications at the top.

Notification examples:

- Clinician shares a patient, test, or note
- Clinician or patient makes a change to a patient’s care team
- Patient completed an event

To clear a notification:

1. Select **Notification** . A drop-down list of messages displays, with the uncleared notifications at the top.

    Note: A blue dot displays after uncleared notifications.
2. Select a notification.
    - If a notification displays Accept or Decline, select **Accept** or **Decline**
    - If a notification does not display Accept or Decline:
        - Select the notification, the appropriate screen to review or clear the notification displays
        - Review the update or complete the actions needed to clear the notification

Changing the Active Practice

The active practice displays below your name.

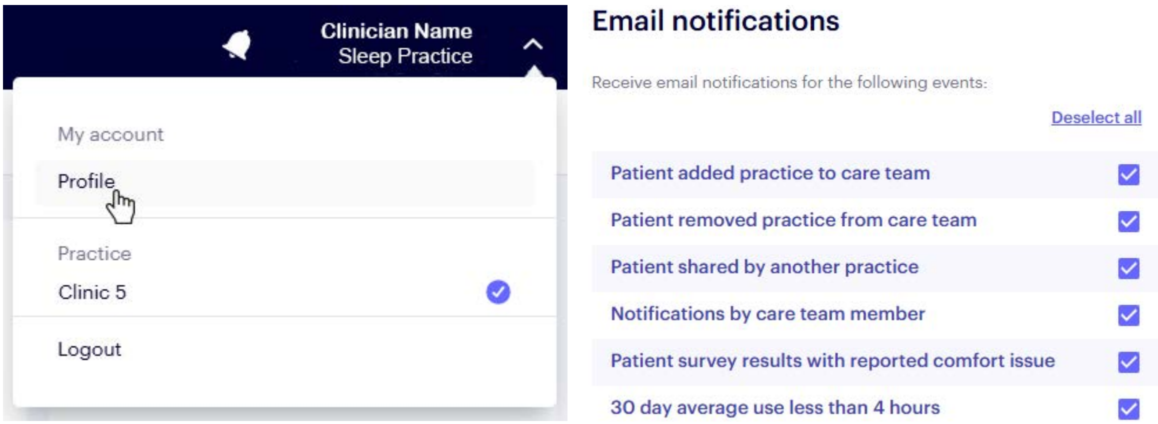
The Inspire SleepSync displays screens for one Inspire SleepSync practice at a time. The practice displayed is the active practice. An Inspire SleepSync practice is an individual practice or a network. If a you are part of multiple Inspire SleepSync practices, you can change which practice displays on Inspire SleepSync.

When you sign in to Inspire SleepSync, the active practice is the practice viewed during the last session.

To change the active practice:

1. Select the arrow after your name
2. Select a practice name
   Note: If needed, select **More** to view more practices.

Changing When Email Notifications Are Sent



Clinicians receive a daily email listing which of their practices received new notifications or have patients with new attention items.

The practice administrator sets the defaults for which notifications and attention items trigger a daily email. You can override which notifications and attention items trigger a daily email for your account, which changes the settings for all practices in your account. If no email notification or attention item triggers are selected, an email is not sent.

To change which items trigger a daily email:

1. Select the arrow next to your name
2. Select **Profile**
3. Under Email notifications, select or deselect which notifications trigger a daily email
4. Select **Save changes**

Note: See “Practice Settings Tab” on page 53 for details on when to enable each email trigger.

Changing When Attention Icons Display

Attention icons display for attention events (e.g., a patient has not uploaded therapy usage data for 7 days).

The practice administrator sets the defaults for which issues trigger attention icons for that practice.

Clinicians can override which issues trigger attention items in their account, which changes the settings for all practices in their account.

To change which issues trigger an attention icon to display:

1. Select the arrow next to your name
2. Select **Profile**
3. Under Attention, select or deselect which issues trigger an attention icon
4. Select **Save changes**

Note: See “Practice Settings Tab” on page 53 for details on when to enable each attention icon.

Changing Your Account Password

To change your account password:

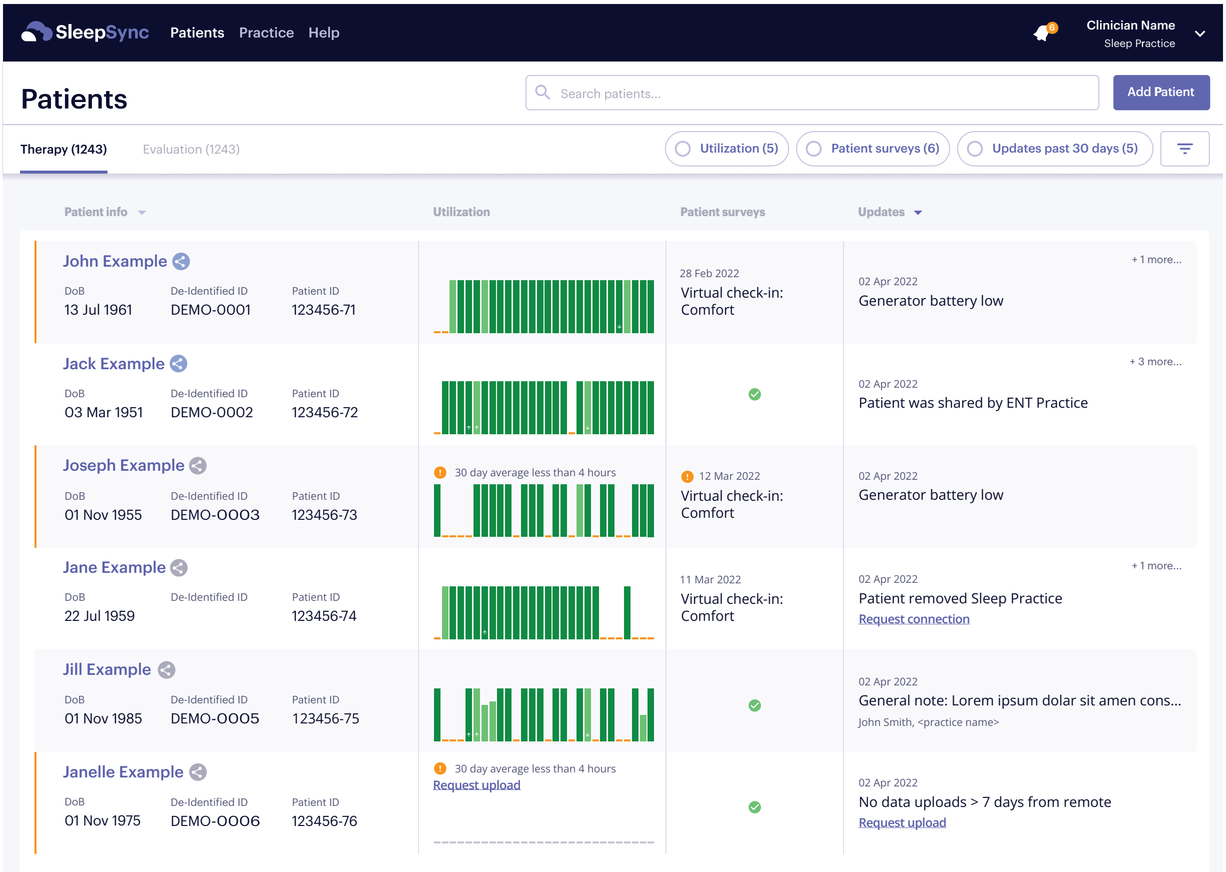
1. Select the arrow next to your name
2. Select **Profile**
3. Select **Change password**
4. Follow the on-screen instructions to change your account password

Logging Out

To log out of SleepSync:

1. Select the arrow next to your name
2. Select **Logout**

Chapter 3: Patients Tab



The Patients tab displays the therapy and evaluations patient lists for the active practice. For information on changing the active practice, see “Changing the Active Practice” on page 7.

The Patients tab displays:

- **Therapy tab**— Patients implanted with an Inspire system

  Note: Patients uploaded from the Inspire SleepSync Desktop Client import with an implanted status and display in the Therapy tab.
- **Evaluation tab**— Patients being evaluated for an Inspire system

Note: Clinics opting to participate in Inspire’s Advisor Care Program (ACP) will see patients added to their Evaluation List through the program with an ACP flag next to their name.

To access the Patients tab, select the **Patients** tab.

Searching for a Patient

Searches include all patients in both the therapy and evaluation patient lists.

To search for a patient:

1. In the **Search patients...** field, enter all or part of a patient's first name, last name, date of birth (dd Mmm YYYY format), de-identified ID, generator serial number, or patient ID
2. Select **Search**
3. If the correct patient does not display:
   - To return to the full patient list, select **Cancel**
   - To clear the **Search patients...** field, select **X**

Adding a Patient

Adding a patient creates a new patient profile and adds the profile to the evaluation patient list. To move a patient to the therapy patient list, mark the implant event complete. See "Marking an Event Complete" on page 47.

For the patient to connect to Inspire SleepSync, the patient email address *must* match the email address the patient will use to log into the Inspire Sleep App. The email address and phone number can be edited until the patient accepts or declines a connection request. To change the email address after the patient accepts or declines a connection request, add a new patient, then merge or delete the incorrect patient profile.

To add a patient:

1. Select **Add Patient**
2. Complete the patient identification and contact information:
   - Name — First and last name
   - Patient ID — Patient identifier assigned by the active practice, such as a medical record number
   - DoB — Date of birth
   - De-identified ID — Anonymous patient identifier assigned by Inspire SleepSync
   - Physician — Optional field
   - Phone number — Phone number for the patient's Inspire Sleep App phone; cannot be changed after the patient accepts or declines a connection request
   - Email address — Email address the patient uses to log into the Inspire Sleep App; cannot be changed after the patient accepts or declines a connection request
   - Pre-implant OSA therapy history — Optional field
   - Comorbid conditions — Optional field
3. Select **Add patient**

Removing a Patient

Removing a patient also removes the patient's associated data from the active practice within 24 hours. If the patient's Inspire Sleep App is connected to the active practice, the active practice is deleted from the patient's care team.

To remove a patient from the patient list:

1. Select a patient from the Therapy or Evaluation patient list
2. In the patient profile, select the dropdown **Action** ⋮ > **button**
3. Select **Edit patient**
4. Select **Remove patient**
5. Confirm that you want to delete the patient from the active practice

Sharing a Patient with Another Care Team

Shared patients can be automatically accepted. Once accepted, the practice has access to the full patient profile. Information in the patient profile includes patient information, ESS scores, AHI reports, office visit notes, and therapy usage data.

Patients can be shared with a practice that subscribes to or does not subscribe to Inspire SleepSync.

- If a patient is shared with a practice that subscribes to Inspire SleepSync, the patient profile is added to the evaluation or therapy patient list
- If a patient is shared with a practice that does not subscribe to Inspire SleepSync, an invitation to subscribe is sent

If the patient is connected to Inspire SleepSync through the Inspire Sleep App, the new practice displays in the patient's care team.

To share a patient with a practice that subscribes to Inspire SleepSync:

1. Select a patient from the Evaluation tab or the Therapy tab
2. Select **share** , which is located near the top on the right hand side of the screen
3. Select one or more practices
4. Select **Share**

To share a patient with a practice that does not use Inspire SleepSync:

1. Select the patient from the Evaluation tab or the Therapy tab
2. Select **share** , which is located near the top on the right hand side of the screen
3. Select **Invite**
4. Enter the clinician's email address
5. Select **Share**, the practice receives an invitation to join Inspire SleepSync

To share a patient with a practice that subscribes to Inspire SleepSync but you have not connected with yet:

1. Select the patient from the Evaluation tab or the Therapy tab
2. Select **share** , which is located near the top on the right hand side of the screen
3. Select **Invite**
4. Enter the clinician's email address
5. Once SleepSync finds the practice they are associated with, select the practice
6. Select **Share**

Manually Merging Patient Profiles

A duplicate patient profile may be created when a clinician adds or shares a patient who already has a patient profile in the active practice. If you think a patient may have duplicate patient profiles, you can review potentially duplicate patient profiles, then decide whether to merge the patient profiles. If you mistakenly merge patient profiles, contact Inspire.

Note: The Linking suggestion tray icon displays in the title bar when Inspire SleepSync identifies potentially duplicate patient profiles in the active practice. For information on clearing the Linking suggestion tray icon, see “Chapter 2 Resolving Duplicate Patient Profiles” on page 6.

Note: When merging a patient profile that has been matched with EnsoData. You will need to first unmatch that profile. To unmatch, See “Matching Patients with EnsoData” on page 14.

Note: ACP Patients can be merged, just as other patients in SleepSync. There may be suggested merges displayed in the title bar. Alternatively, a merge can be manually initiated by following the steps outlined below. Please note that the ACP badge will only continue to be displayed if both patients you are merging were added by the ACP.

To compare patient information for potentially duplicate files:

1. Select a patient with potentially duplicate patient profiles
2. In the patient profile, select the dropdown **Action** button
3. Select Edit patient
4. Select **Merge patients**
5. Select a second patient from the patient list

   Note: To filter the patient list, enter all or part of a patient’s first name, last name, date of birth (dd Mmm YYYY format), de-identified ID, or patient ID in the Search field
6. Select **Next**
7. Merge or cancel the patient profile merge:
   - To merge the patient profiles, select the preferred information, preview the merged patient profile, then **Merge patients**
   - To keep both patient profiles, select **Cancel**

Matching Patients with EnsoData

To match patients with EnsoData, you need to do the following:

Connect your SleepSync and EnsoData accounts:

1. Select the arrow after your name then select **Profile**
2. In the integration sections select **Connect**

Ensure each patient profile contains Patient First Name, Last Name, and Date of Birth.

By default, the Required personal information needed for improved patient matching (i.e. First Name, Last Name, DoB) is selected in Practice settings.

- If this is selected, the Patient's First Name, Last Name and Date of Birth are required before you can add a patient or save changes when editing existing patients
- If this is not selected, you can still add or edit existing patients, however; if the First Name, Last Name, and Date of Birth is not provided, matching will not occur for that patient

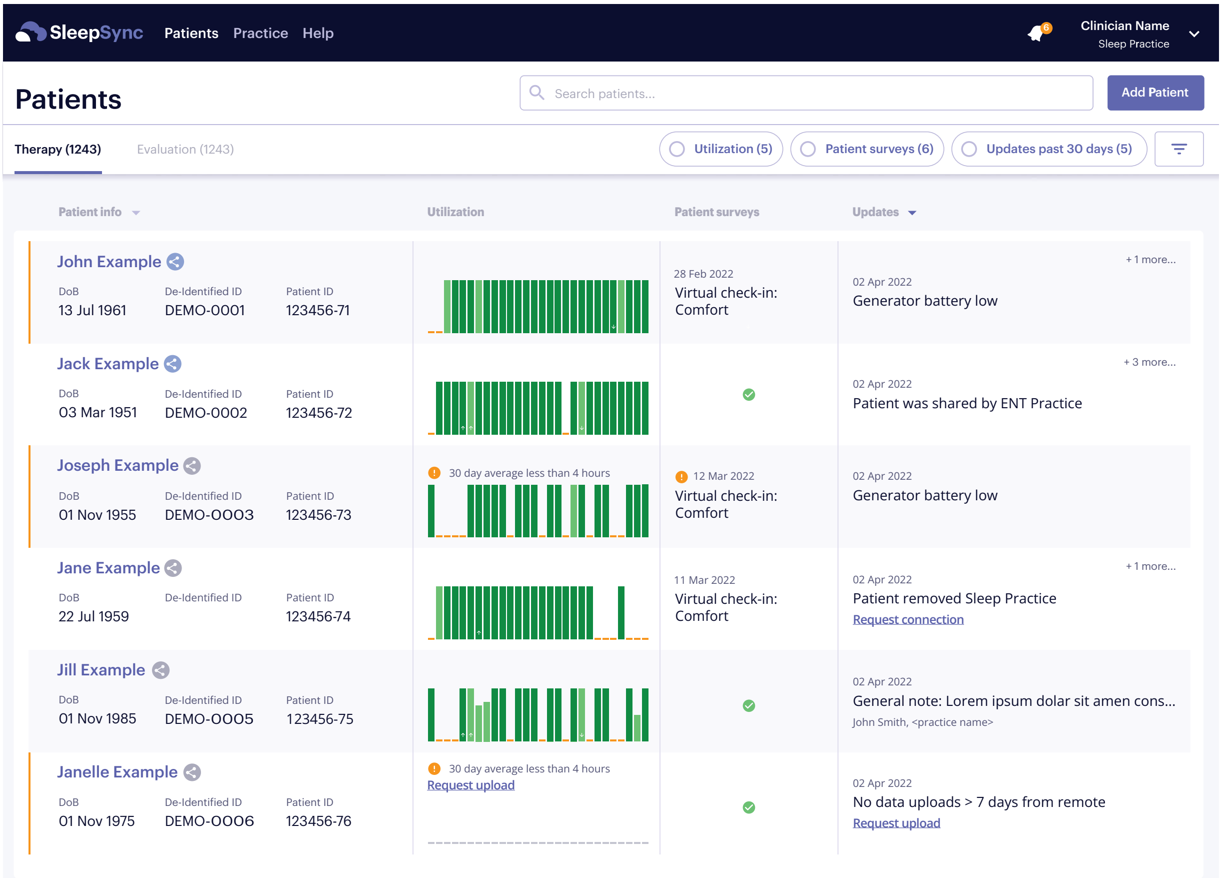
Patient matching automatically initiates when your accounts are connected and all required patient information (First Name, Last Name, and Date of Birth) is provided.

To unmatch patients from EnsoData:

1. Select the patient you want to unmatch
2. Select **Edit patient**
3. Select the EnsoData dropdown icon
4. Select Unmatch from EnsoData
5. Select Yes, unmatch patient

Note: After a patient has been unmatched, all sleep studies imported from EnsoData will be removed from that patients profile.

Therapy Tab



The Therapy tab displays patients implanted with an Inspire system. The Therapy tab includes all therapy patients added to and shared with the active practice.

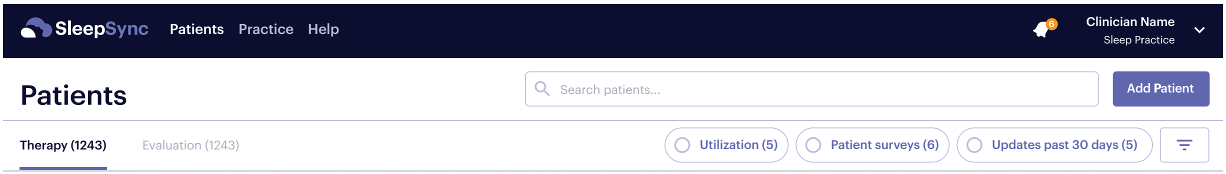
Attention bars and attention icons ! display for patients who have therapy use or patient survey attention items.

The Therapy tab displays:

- Patient info — Basic patient information and attention bar for patients who may need attention
- Utilization — Therapy use graphs and attention items
- Patient surveys — Virtual check-in and ESS attention items
- Updates — Events added to or updated on the patient's timeline (e.g., office visit overdue, virtual check-in scheduled, or ESS score added); some events include a link to send the patient a reminder or request to upload data

To access the Therapy tab, select **Patients** tab > **Therapy** tab.

Filtering the Patient List

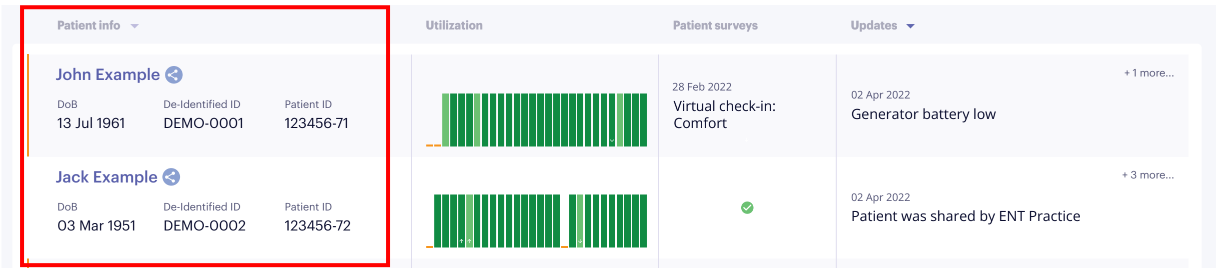


To filter the Therapy tab patient list, select one or more filters:

Note: When multiple filters are selected, all results for all filters display (e.g., applying Utilization and Patient survey filters displays all Utilization search results and all Patient survey results).

- Utilization — Patients who have therapy use attention items (e.g., the patient has not uploaded data for 7 days, or the patient has not turned therapy on for 7 days)
- Patient survey — Patients who have patient survey attention items (e.g., virtual check-in or ESS survey is overdue, or patient reported a comfort issue on a virtual check-in or sleep log)
- Updates past 30 days — Patients with updates in the last 30 days
- Care team — Patients share with a particular practice
- BMI — Patients filtered based on Body Mass Index *(calculated measure of a person's body weight, in kilograms, divided by the square of their height, in meters)* category (e.g., BMI below 35 or BMI 35 and above, as defined by available patient BMI data)
- Therapy AHI — If treatment AHI is known, it is used for the filter; if treatment AHI is not known, total AHI is used
- Remote type

Patient Info



The Patient info column displays patient identification information. If the patient has one or more unresolved attention items in the Utilization, Patient survey, or Updates column, an orange attention bar displays before the patient name.

The Patient info column displays:

- Attention bar — An orange vertical bar displays when a patient has an unresolved attention item
- First and last name
- DoB — Date of birth
- De-identified ID — Anonymous patient identifier assigned by Inspire SleepSync
- Patient ID — Patient identifier assigned by the active practice, such as a medical record number
- Pre-implant AHI
- Treatment AHI

Sorting the patient list by last name

To sort the patient list by last name:

1. Select the **down arrow** after Patient info
2. Select **Sort by last name A – Z** or **Z – A**

Resolving an attention bar

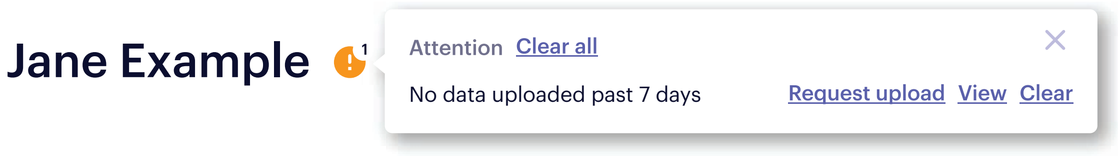
If the patient has one or more unresolved attention items, an orange attention bar displays before the patient name.

To resolve attention items:

Note: After an attention item is resolved, attention icons do not display for that event type for that patient for 30 days.

1. Select the patient name next to the orange attention bar; the patient screen displays
2. Select the attention icon next to the patient's name; the unresolved attention items display

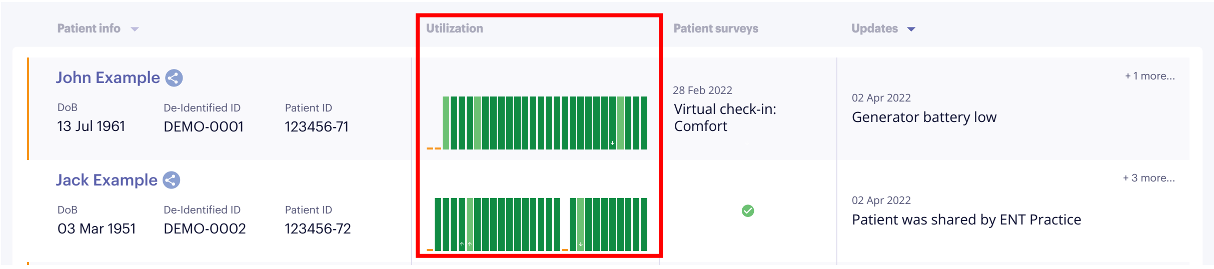
   Note: If a number displays on the attention icon, the patient has more than one unresolved attention items.



3. Select **View** or **Clear** to resolve each attention item, or select **Clear All**

   Note: Attention items will be cleared by SleepSync if they no longer apply after a therapy data upload or new survey result.

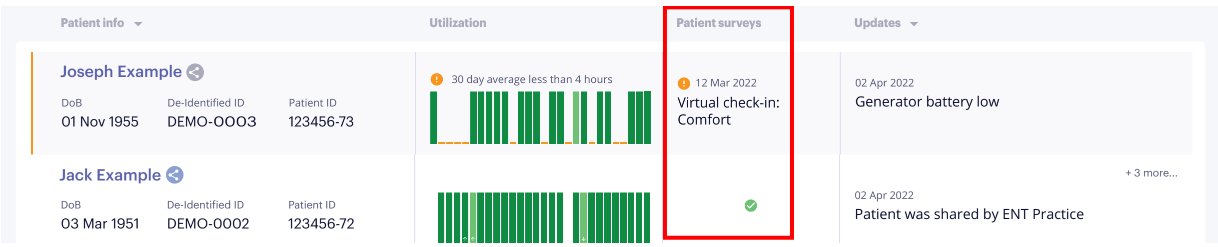
Utilization



The utilization graph displays the patient's therapy use for the last 30 nights.

- A vertical bar or a dash displays for each night:
  - Dark green bar — Therapy on for 4 or more hours
  - Light green bar — Therapy on for less than 4 hours
  - Orange dash — Therapy off
  - Gray dash — No data
- An attention icon ! and message displays if the patient has:
  - Not uploaded therapy usage data for more than 7 days; to send the patient an upload data request, select the upload data message or the graph
  - Not turned on therapy for 7 nights (Sleep remote must be connected to the Inspire Sleep App and therapy usage data must be uploading for this message to display.)
  - Averaged less than 4 hours of therapy use per night in the last 30 days
- To see if the patient changed the amplitude on a given night, hover over the vertical bar for that night

Patient Surveys



The Patient Survey column displays attention icons and virtual check-in, sleep log, and ESS messages.

The Patient Surveys column displays:

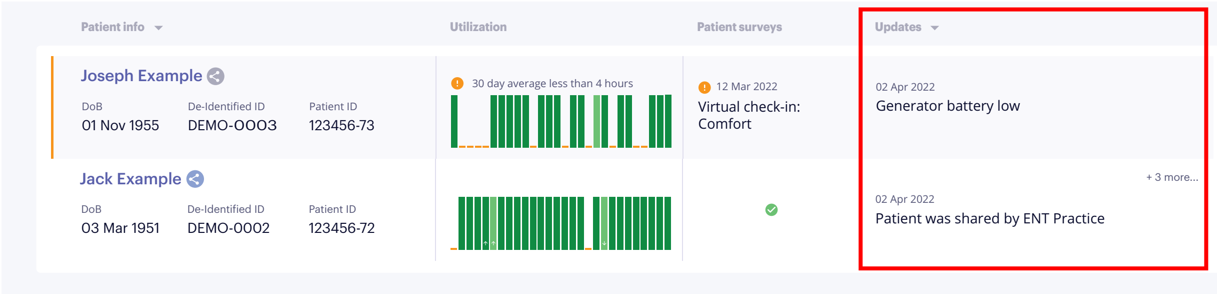
- Empty — No survey or sleep log data was uploaded in the last 30 days
- ✓ OK— Survey or sleep log data has been uploaded in the last 30 days with no issues
- Virtual check-in

  ! Comfort — Patient reported comfort issue in the virtual check-in

  ! Usage — With Inspire Sleep Remote Model 2500 or 3032 the patient reported not using therapy through the night
- ! Sleep Log — In a sleep log entry, the patient selected Tired and Inspire wakes me up twice within 7 days

  Note: Sleep Log attention items aren't automatically cleared by SleepSync.
- ESS — Most recent ESS score

Updates



When a qualifying event occurs in the previous 30 days, an update displays in the Updates column. If the patient has more than one update in the previous 30 days, the update with the highest priority displays first, and the number of additional updates displays.

If the patient has more than one update, the updates display in the following priority:

1. Generator battery low or in critical generator status
2. No therapy usage data uploaded for more than 7 days
3. Change made to the care team
4. Note added by a member of the care team
5. Event added or updated
6. Overdue virtual check-in
7. Overdue ESS

Sorting patient list by the most recent update

When the patient list is sorted, the patient with the most recent update displays first, followed by patients in descending order of most recent update.

To sort the patient list, select the down arrow after Update.

Viewing update details

To view update details:

1. Select an update in the Update column; the Timeline tab displays
2. If the updated item is in the Care team or Patient education sections, review the update
3. If the updated item displays in the Patient timeline, hover over an event

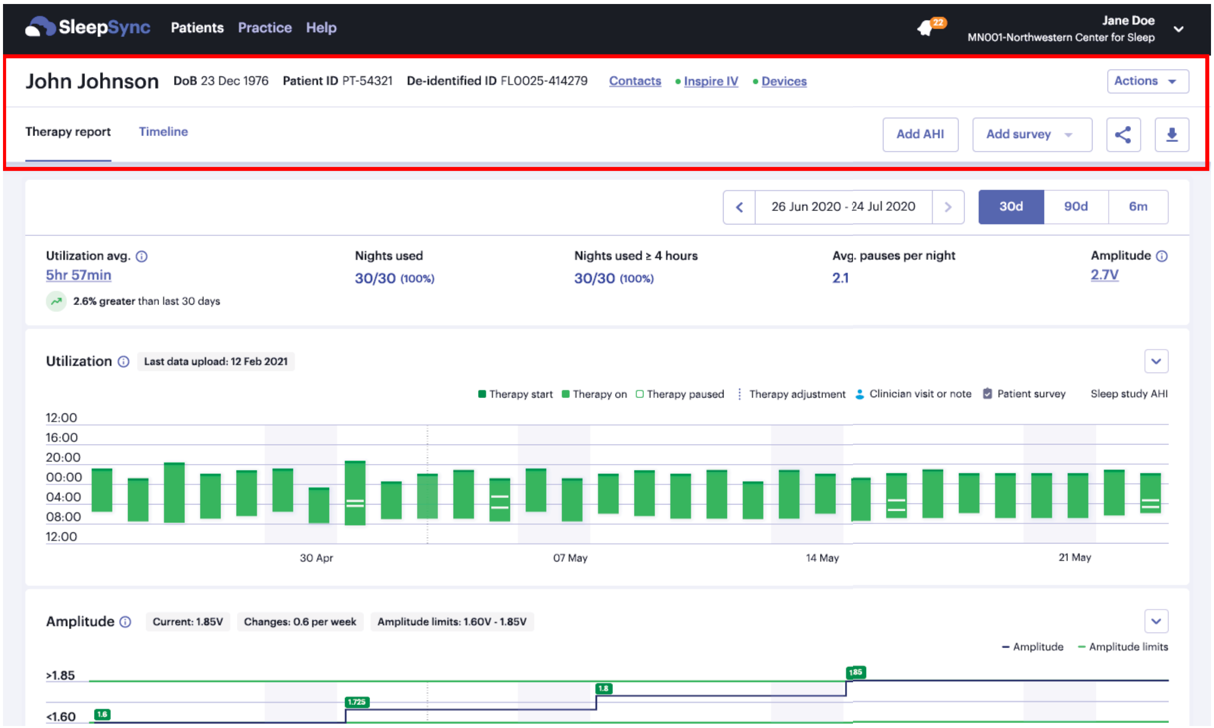
   A button displays to the right of the event:

   - If View displays, the event can be viewed
   - If Add details or Modify series displays, the event can be edited; the edits allowed depend on the event

   Note: For information on editing events, see “Patient Evaluation Timeline Events” on page 45.

   Note: If the item does not display in the Patient timeline, select **Show all > Activity log**.

Therapy Tab Patient Screen



The Therapy tab patient screen summarizes and graphs the patient's therapy usage data.

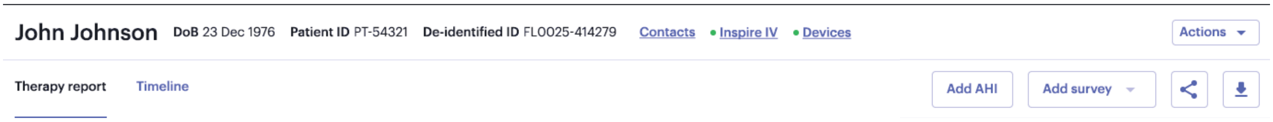
The information and buttons at the top of the screen are available when either the Therapy report or the Timeline tab display.

The Therapy tab patient screen displays:

- Patient information
  - Attention icon — Displays if patient has one or more attention items
  - Basic patient information
- Common task buttons — Buttons available in all Therapy tab patient screens
- Therapy report tab — Patient therapy usage data: Utilization, outcomes, therapy adjustments, waveform graphs, and system component summary
- Timeline tab — List of care team practices, patient education progress, and events

To access the Therapy tab patient screen, select **Patients** tab> **Therapy** tab > patient name.

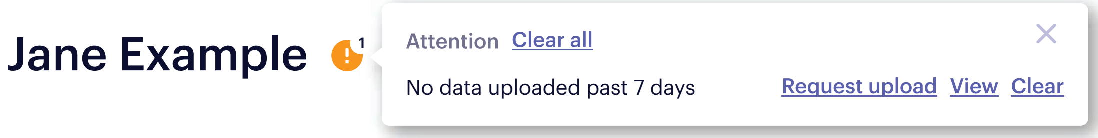
Patient information and common task buttons



The patient information section displays:

- First and last name
- Attention icon — Displays if patient has one or more attention items
- DoB — Date of birth
- Patient ID — Patient identifier assigned by the active practice, such as a medical record number
- De-identified ID — Anonymous patient identifier assigned by Inspire SleepSync
- Contacts
  - Email
  - Phone
- Generator Model Name
  - Generator serial number
  - Battery status - Implanted generator battery status (Good, Low, Depleted)
- Devices
  - App Linked — If the patient is connected to Inspire SleepSync through the Inspire Sleep App
    - Yes — Patient is connected
    - No — Patient is not connected
    - Declined — Patient declined a connection request
    - Pending — Clinician requested a connection that has not been accepted or declined
  - Remote type
    - Bluetooth — Patient has an Inspire Sleep Remote Model 2580 connected to the Inspire Sleep App
    - USB — Patient has an Inspire Sleep Remote Model 2500 or Model 3032
    - “ — ” — Patient sleep remote model unknown
- Actions button
  - Edit patient
    - Edit patient identification and contact information
    - Remove a patient from the patient list
    - Merge potentially duplicate patient profiles
    - Change patient’s implanted or explanted status
  - Customize therapy report — Edit your therapy report expand/collapse settings
- Add AHI button — Add an AHI report
- Add survey button
  - Add an ESS score
  - If the patient’s Inspire Sleep App is connected to the active practice, schedule an ESS survey or virtual check-in
- Share — Share a patient with another practice
- Export — Depending on which tab is displayed, export a therapy report or a patient timeline

Resolving attention items



If a patient has an unresolved item, an attention icon displays after the patient name. If the patient has multiple attention items, the number of unresolved attention items displays.

Attention items include no therapy usage data uploaded for 7 days, no therapy use for the past 7 nights, or the patient responded to a survey with a response that requires attention.

To resolve attention items:

1. Select the **attention icon** ; the unresolved attention items display
2. Select **View** or **Clear** to resolve each attention item, or select **Clear All**

   Note: Attention items will be cleared by SleepSync if they no longer apply after a therapy data upload or new survey result.

Adding an AHI report

Adding an apnea-hypopnea index (AHI) report, adds an event to the patient's timeline. For information on patient timelines, see "Patient Timeline" on page 41.

To add an AHI report:

1. Select **Add AHI**
2. Type in the date or select the **calendar icon** to choose dates from the drop down menus
3. Select the **study type**
4. Enter the AHI values
   - If a pre-implant study type is selected, enter the AHI
   - If a therapy study type is selected enter total and treatment AHI, as applicable
5. Optionally select which AASM hypopnea scoring rule was used to calculate AHI
6. Optionally attach files and add notes
7. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Scheduling a virtual check-in or virtual check-in series

When a virtual check-in is scheduled, the virtual check-in is available on the patient's Inspire Sleep App at midnight on the day scheduled. A notification is sent to the patient's Inspire app at the time scheduled.

Adding a virtual check-in or virtual check-in series adds an event to the patient's timeline. For information on patient timelines, see "Patient Timeline" on page 41.

To schedule a virtual check-in or virtual check-in series:

1. Select **Add survey**
2. Select **Virtual check-in**

   Note: If virtual check-in does not display, make sure the patient does not have an outstanding virtual check-in series scheduled. For information, see "Viewing or Editing an Event" on page 47.
3. Enter the date you want the first (or only) virtual check-in to be available to the patient
4. Select the number of weeks between virtual check-ins
5. Select the number of virtual check-ins
6. Select the time of day (clinician's time zone) to send a notification to the patient's Inspire Sleep App
7. Select **Save**

Adding an ESS score

Adding an ESS score, adds an event to the patient's timeline. For information on patient timelines, see "Patient Timeline" on page 41.

To add an ESS score:

1. Select **Add survey**
2. Select **ESS**
3. Enter the ESS survey date and ESS score
4. Optionally attach files and add notes
5. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Scheduling an ESS survey

When an ESS survey is scheduled, the ESS survey is available on the patient's Inspire Sleep App at midnight on the day scheduled. A notification is sent to the patient's Inspire app at the time scheduled.

Adding an ESS survey, adds an event to the patient's timeline. For information on patient timelines, see "Patient Timeline" on page 41.

To schedule an ESS survey:

1. Select **Add survey**
2. Select **Schedule ESS**

   Note: If the Schedule ESS tab is disabled, the patient has an outstanding ESS survey.
3. Enter the date you want the survey to be available to the patient
4. Select the time of day (clinician's time zone) to send a notification to the patient's Inspire Sleep App
5. Select **Save**

Editing patient information

To edit patient information:

1. Select **Actions**
2. Select **Edit patient**
3. Edit the patient information:
   - Name — First and last name
   - Patient ID — Patient identifier assigned by the active practice, such as a medical record number
   - DoB — Date of birth
   - De-identified ID — Anonymous patient identifier assigned by Inspire SleepSync
   - Physician — Optional field
   - Phone number — Phone number for the patient's Inspire Sleep App phone; cannot be changed after the patient accepts or declines a connection request
   - Email address — Email address the patient uses to log into the Inspire Sleep App; cannot be changed after the patient accepts or declines a connection request
   - Stimulation lead — Model number, serial number, and location
   - Sensor lead — Model number, serial number, and location
   - Pre-implant OSA therapy history — Optional field
   - Comorbid conditions — Optional field
4. Select **Save**

Changing a patient's status to explanted

Patients with an explanted status display in the therapy patient list.

To change a patient's status to explanted:

1. Select **Edit patient**
2. Select **Explanted**
3. Select **Save**; the patient remains in the therapy patient list with an explanted status

Exporting a therapy report

To export a therapy report with 30 days, 90 days or 6 months of therapy usage data:

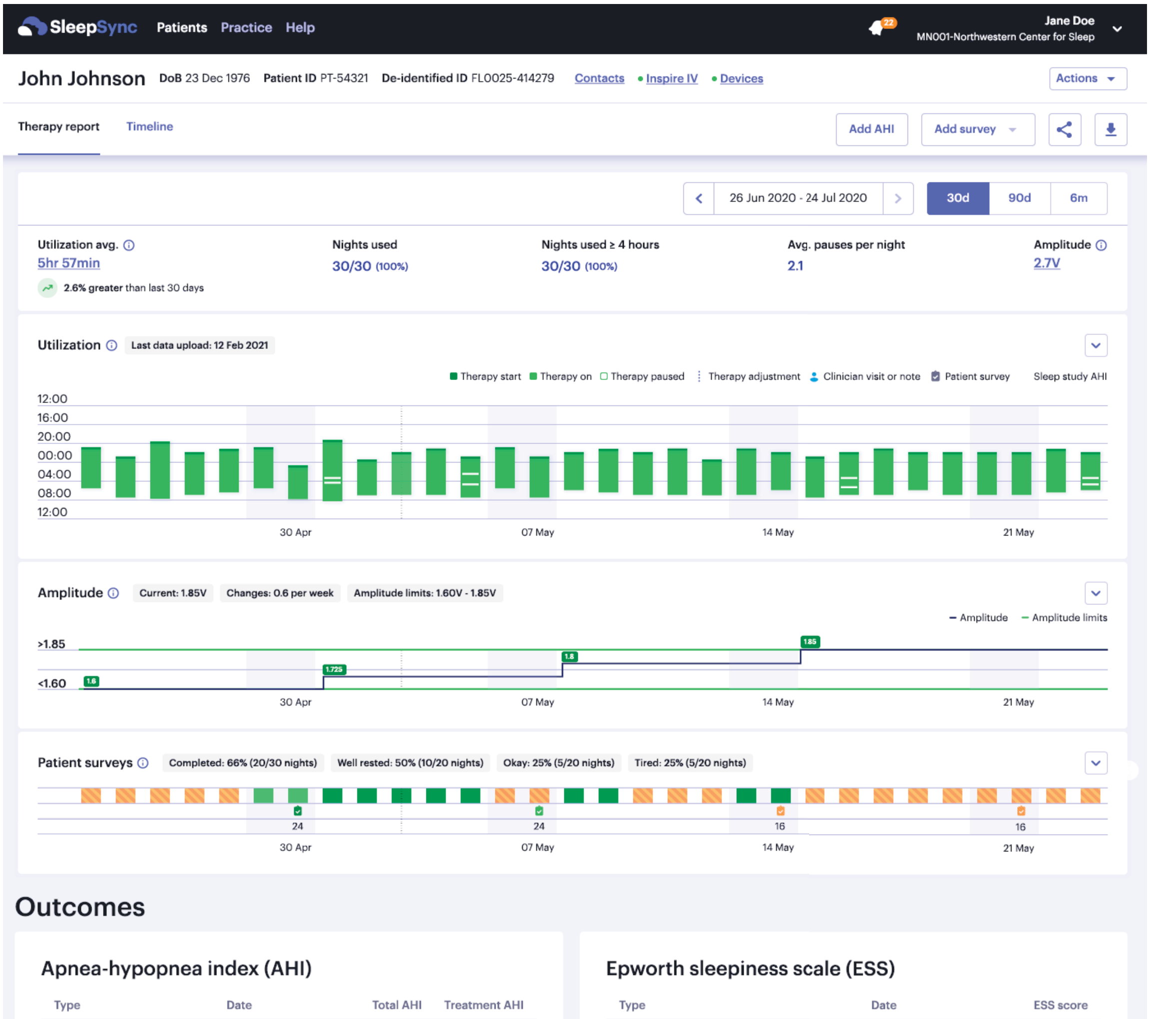
1. Select the **Therapy report** tab
2. Select the date range or the arrows on either side of the date range to select the utilization graph start date
3. Select the utilization graph date range (**30d, 90d,** or **6m**); the default date range is 30 days
4. Select **Export as PDF**
5. Enter the report parameters
6. Select **Export PDF**

Exporting a patient timeline

To export a patient timeline with events for the last 3 months, 6 months, 1 year, or all dates:

1. Select the **Timeline** tab
2. Select **Export as PDF**
3. Enter the report parameters
4. Select **Export PDF**

Therapy report tab



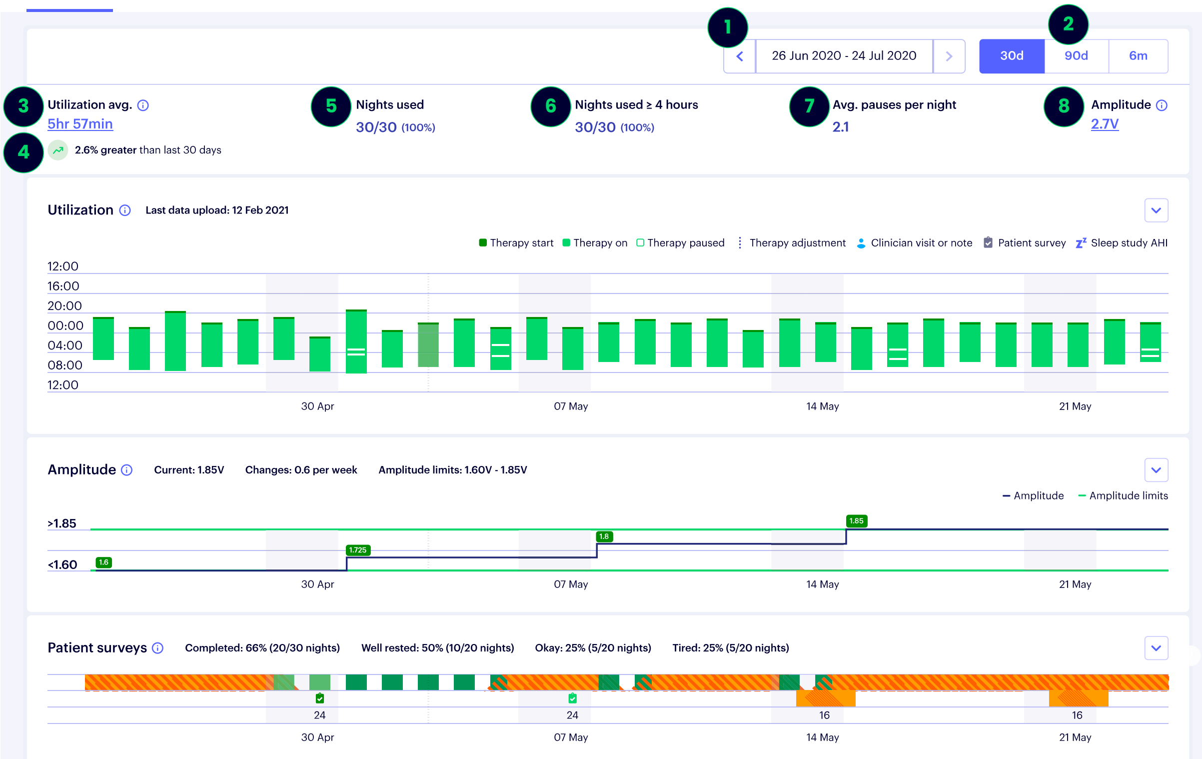
The Therapy report tab summarizes and graphs a patient's detailed therapy usage data. Scroll down to see all the Therapy report sections.

The Therapy report tab displays:

- Utilization
  - Graphs the patient's therapy usage data and survey responses
  - Event icons display and link to the event details
- Outcomes — Lists the patient's total and treatment apnea-hypopnea index (AHI) and Epworth sleepiness scale (ESS) types, dates, and scores
- Therapy Adjustments — Displays the incoming and most recent sensing setting, stimulation setting, and stimulation levels for each office visit
- Waveforms — Displays the waveforms saved during programming sessions
- System overview
  - Implanted component model number, serial number, and location
  - Generator battery status

To access the Therapy report tab, select **Patients** tab> **Therapy** tab > patient name > **Therapy report** tab.

Utilization



The Utilization screen displays graphs of the patient's therapy usage data and survey responses.

1. Use the right and left arrows to display therapy use summaries over the time period displayed
2. Select the length of time displayed, 30 days, 90 days, or 6 months
3. Utilization average — Hover over the average value to display more data (Utilization average, Max, Min and Average utilization difference)
4. Utilization trend — Shows underneath the Utilization Average if there is enough data; the percent change in utilization from the last 30, 90, or 180 days
5. Nights used — Number of nights the patient used therapy
6. Nights used ≥ 4 hours — Number of nights the patient used therapy for ≥ 4 hours
7. Avg pauses per night — Average number of times the patient paused therapy per night
8. Amplitude — The most recent amplitude within the summary period (after Avg. pauses per night)

Note: Total sleep time starts the moment the patient presses the start button on their remote and continues until they turn it off. Total sleep time for a calendar night is calculated from noon to noon.

Total sleep time includes one pause and one start delay. If the patient pauses or starts therapy more than one time, any pauses or starts after the first time are not included in their total sleep therapy time.

- Utilization — displays a graph with color-coded vertical bars for each night of therapy that was on for at least 15 minutes
  - Dark green section — therapy is on, and Start Delay is on
  - Light green section — therapy is on, and stimulation is on
  - White section — therapy paused
  - Dark purple section — unknown state
  - Icons for events associated with that night display above the vertical bar and link to the event details; event icons are defined below the graph
  - Select or hover over a vertical bar to:
    - View a one-night summary
  - Select a vertical bar to:
    - Create a note
- Amplitude — Displays a graph of amplitude changes for each night
- Patient surveys
  - Summarizes the patient's survey responses
  - Displays an attention icon ! if the patient has an unresolved attention item

Note: Each section has a chevron icon to minimize or maximize data

Changing the utilization graph start date

To change the utilization graph start date, select the date range or the arrows on either side of the date range.

Viewing a 30-day, 90-day, or 6-month graph

To view a 30-day, 90-day, or 6-month utilization graph, select **30d**, **90d**, or **6m** after the utilization graph date range.

Viewing a one-night therapy summary

To view a one-night therapy use summary, select the vertical bar for that night.

Adding a note from the vertical bar

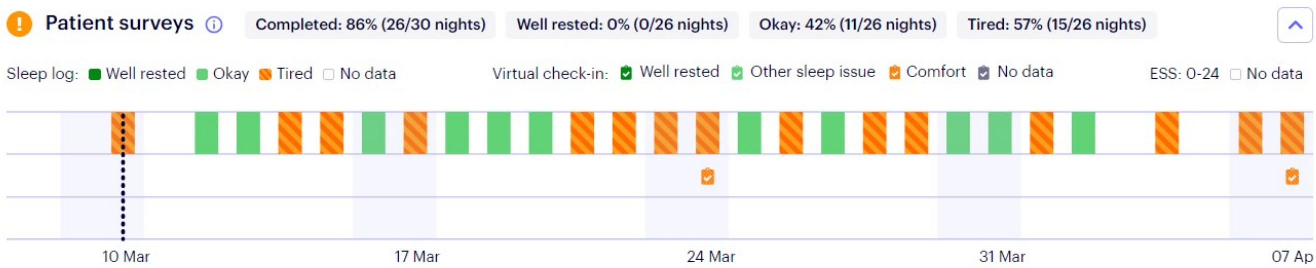
To add a note:

1. Select the vertical bar for a specific night
2. Select **Add a note**
3. Enter note text
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Understanding event icons and viewing event details

An event icon displays above the vertical bar when an event is associated with that date. The event icons are defined below the Nightly utilization graph. Events details display in the patient timeline. For information on the patient timeline, see "Patient Timeline" on page 41.

Patient surveys



Patient survey graphs include the patient's responses on sleep logs, virtual check-ins and ESS.

Resolving patient survey attention items

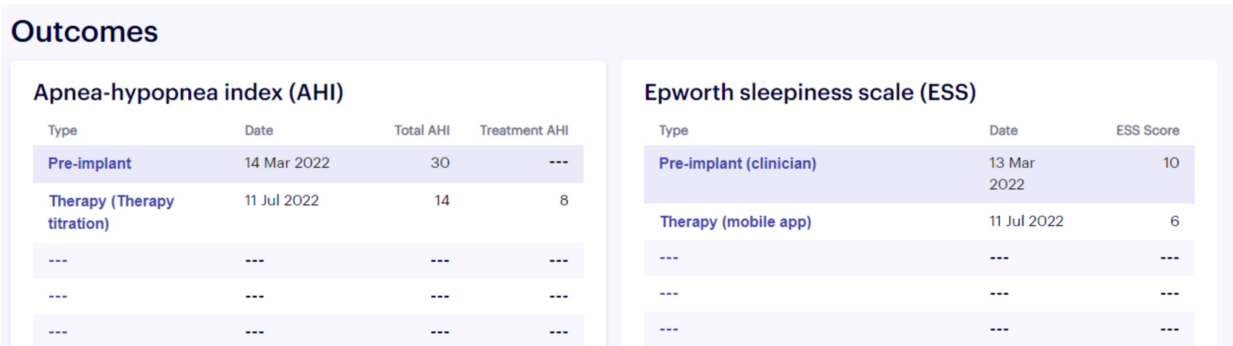
If a patient has an unresolved survey attention item (e.g., overdue virtual check-ins and sleep log entries that may need attention), an attention icon ! displays after Patient surveys.

To resolve a patient survey attention item:

1. Select the attention icon !. The unresolved items display
2. Select **View** or **Clear** to resolve each attention item, or select **Clear All**

   Note: After an attention item is resolved, attention icons do not display for that event type for that patient for 30 days.

Outcomes



Outcomes

Apnea-hypopnea index (AHI)

Type	Date	Total AHI	Treatment AHI
Pre-implant	14 Mar 2022	30	---
Therapy (Therapy titration)	11 Jul 2022	14	8
---	---	---	---
---	---	---	---
---	---	---	---

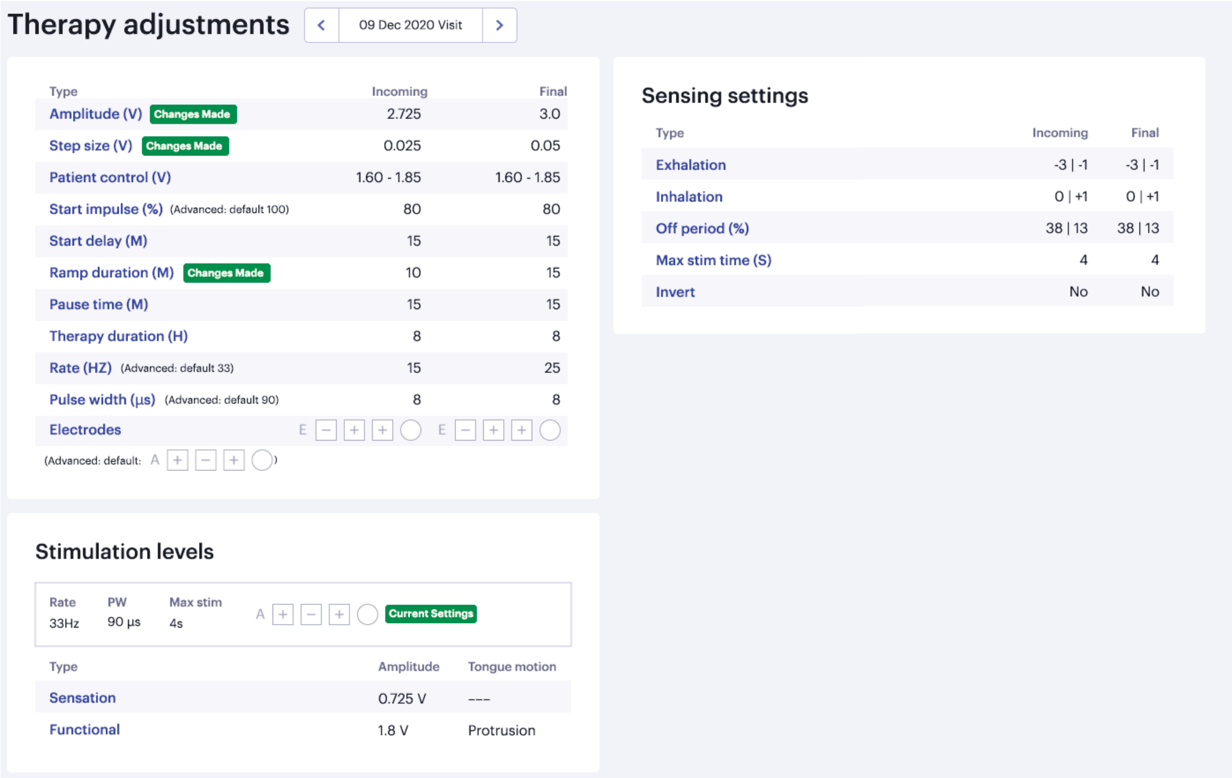
Epworth sleepiness scale (ESS)

Type	Date	ESS Score
Pre-implant (clinician)	13 Mar 2022	10
Therapy (mobile app)	11 Jul 2022	6
---	---	---
---	---	---
---	---	---

The Outcomes section lists the patient's total and treatment apnea-hypopnea index (AHI) and Epworth sleepiness scale (ESS) types, dates, and scores.

If the patient has more AHI reports and ESS scores than those displayed, see the patient's timeline for additional AHI reports and ESS scores. For information, see "Patient Timeline" on page 41.

Therapy adjustments



Therapy adjustments

09 Dec 2020 Visit

Type	Incoming	Final
Amplitude (V) Changes Made	2.725	3.0
Step size (V) Changes Made	0.025	0.05
Patient control (V)	1.60 - 1.85	1.60 - 1.85
Start impulse (%) (Advanced: default 100)	80	80
Start delay (M)	15	15
Ramp duration (M) Changes Made	10	15
Pause time (M)	15	15
Therapy duration (H)	8	8
Rate (HZ) (Advanced: default 33)	15	25
Pulse width (µs) (Advanced: default 90)	8	8
Electrodes	E − + + ○	E − + + ○

(Advanced: default: A + − + ○)

Sensing settings

Type	Incoming	Final
Exhalation	-3 | -1	-3 | -1
Inhalation	0 | +1	0 | +1
Off period (%)	38 | 13	38 | 13
Max stim time (S)	4	4
Invert	No	No

Stimulation levels

Rate	PW	Max stim	
33Hz	90 µs	4s	A + − + ○ Current Settings

Type	Amplitude	Tongue motion
Sensation	0.725 V	---
Functional	1.8 V	Protrusion

The Therapy adjustments section displays the incoming and most recent sensing setting, stimulation setting, and stimulation levels on the office visit date displayed.

If a setting has changed during the office visit, a green comment box displays:

- Changes Made — Incoming and most recent settings for the office visit
- Current Settings — Most recent setting for the office visit after a change is made

To change the visit date, select the arrows on either side of the date range.

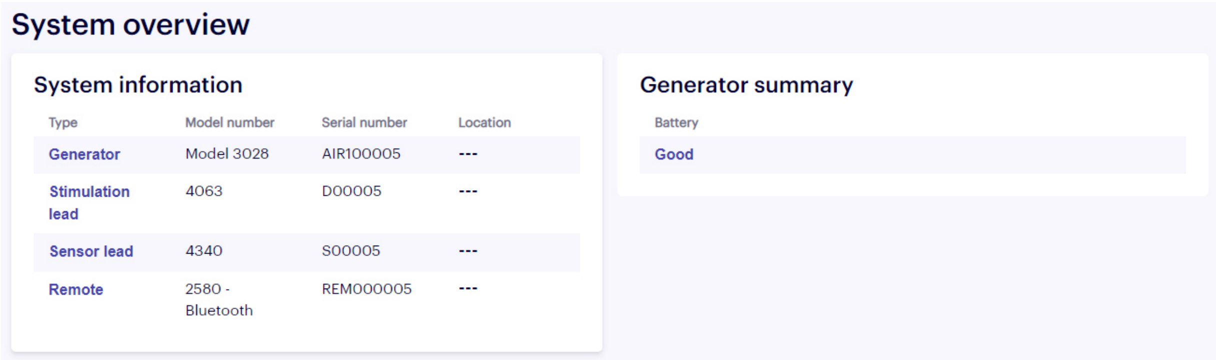
For information on programming therapy settings, see the *Inspire Programmer Manual.*

Waveforms

The waveforms section displays the waveforms saved during the office visit displayed in the Therapy adjustments section. For waveform information, see the *Inspire Programmer Manual*.

Note: The peak pressure is displayed as "---" when a peak pressure value is not taken.

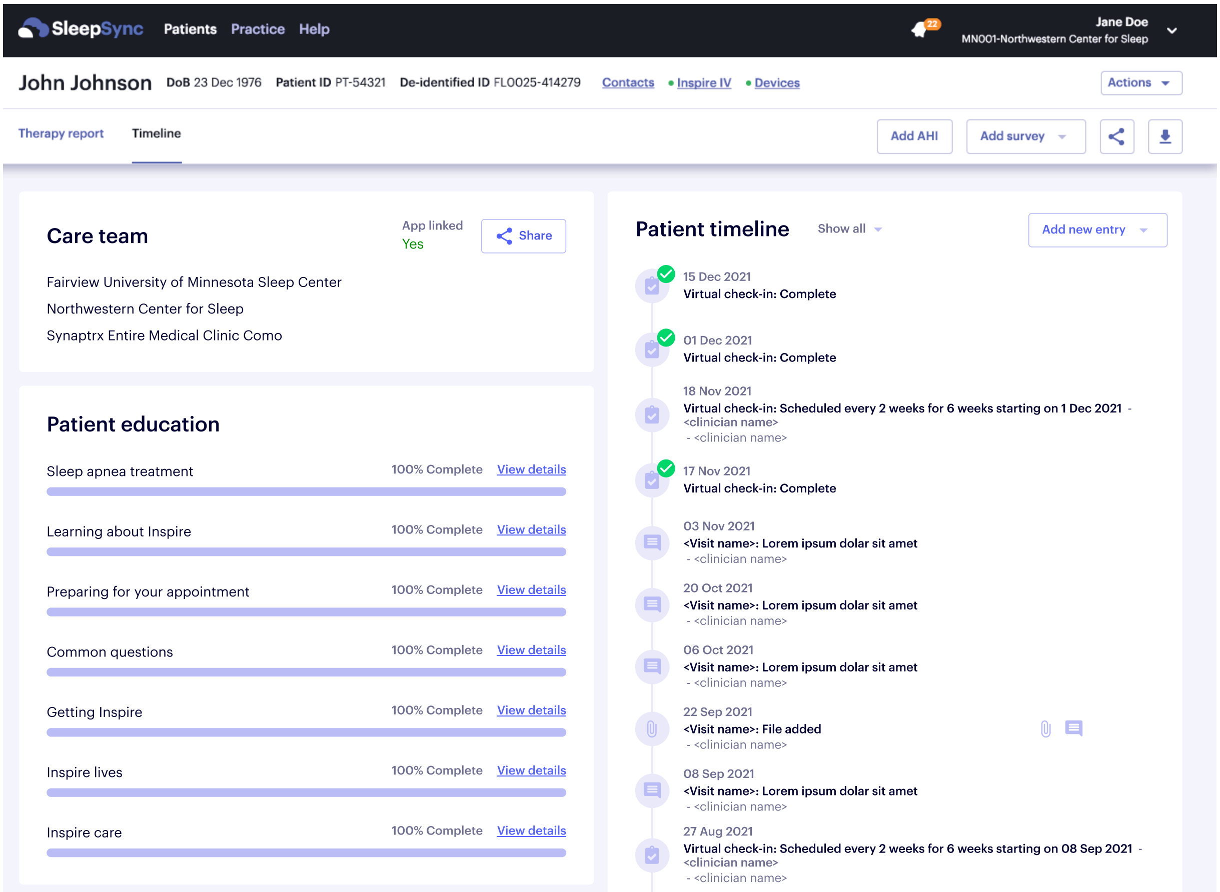
System overview



The System overview section displays the patient’s Inspire system information:

- System information — Component type, model number, serial number, and implant location information, if applicable, is uploaded through the Inspire Cloud Desktop Client or the Inspire Sleep App.
- Generator summary — Generator battery status uploaded through the Inspire Sleep App or the Inspire Cloud Desktop Client

Timeline tab



The Timeline tab displays the practices in the patient's care team, how much patient educational content the patient watched and read, and the patient's timeline.

To access the Timeline tab, select **Patients** tab> **Therapy** tab > patient name > **Timeline** tab.

Care team

The patient's care team practices display in the Care team section and on the patient's Inspire Sleep App.

Note: When a patient removes a practice on the Inspire Sleep App, an update displays, and the practice is deleted from the care team list.

The Care team section displays:

- Care team — Practices in the patient's care team
- App Linked — If the patient is connected to Inspire SleepSync through the Inspire Sleep App
  - Yes — Patient is connected to Inspire SleepSync through the Inspire Sleep App
  - No — Patient is not connected to Inspire SleepSync through the Inspire Sleep App
  - Declined — Patient declined a connection request
  - Pending — Clinician requested a connection that has not been accepted or declined
- Share — Share a patient with another practice

Patient education

The patient education section displays how many educational articles and videos the patient has viewed on the Inspire Sleep App. Inspire adds articles and videos regularly.

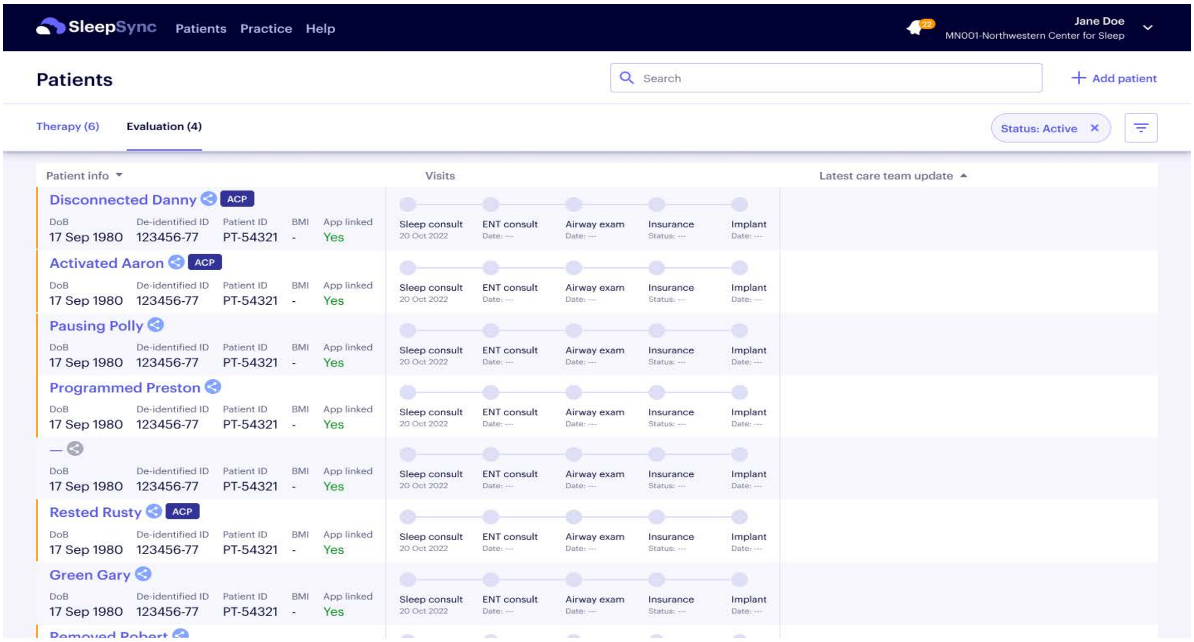
To view the patient's education progress:

1. Select the **Timeline** tab
2. In the patient education section, in a line listing a video or article, select **View details**

Patient timeline

For information on patient timelines, see "Patient Timeline" on page 41.

Evaluation Tab



The Evaluation tab displays patients being evaluated for an Inspire system. The Evaluation tab includes all evaluation patients added to and shared with the active practice.

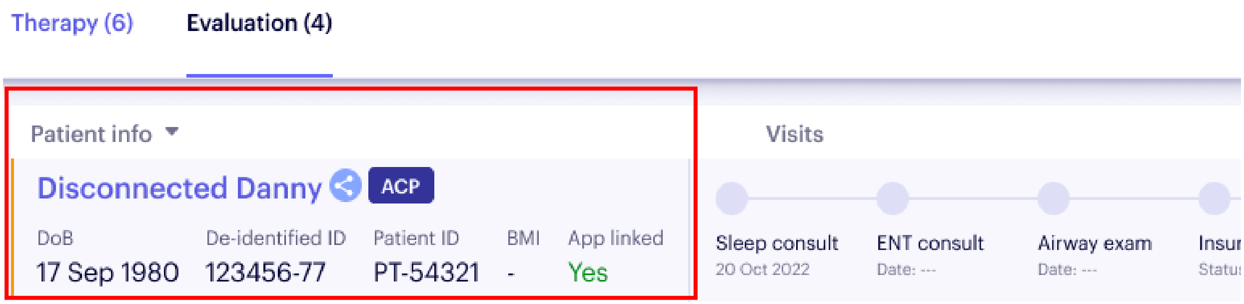
The Evaluation tab displays:

- Patient info — Basic patient information and attention bar for patients who may need attention
- Visits — Status of visits typically used to evaluate a patient for an Inspire system along with the dates of the visits

  Note: Selecting a visit event will activate a pop-up that shows more details about the visit
- Latest care team update

To access the Evaluation tab, select **Patients** tab> **Evaluation** tab.

Patient Information



The Patient info column displays patient identification information. An orange attention bar displays when a patient has an overdue event, (e.g., overdue visit).

The Patient info column displays:

- Attention bar — An orange vertical bar displays when a patient has an overdue event
- First and last name
- DoB — Date of birth
- De-identified ID — Anonymous patient identifier assigned by Inspire SleepSync
- Patient ID — Patient identifier assigned by the active practice, such as a medical record number
- BMI
- App Linked — If the patient is connected to Inspire SleepSync through the Inspire Sleep App
  - Yes — Patient is connected to Inspire SleepSync through the Inspire Sleep App
  - No — Patient is not connected to Inspire SleepSync through the Inspire Sleep App
  - Declined — Patient declined a connection request
  - Pending — Clinician requested a connection that has not been accepted or declined
- ACP flag — The ACP flag displays if a patient was added to the Evaluation List by the Advisor Care Program (ACP)

Sorting patient list by last name

To sort the patient list by last name:

1. Select the down arrow after Patient info
2. Sort by last name, select **A – Z** or **Z – A**

Resolving an attention bar

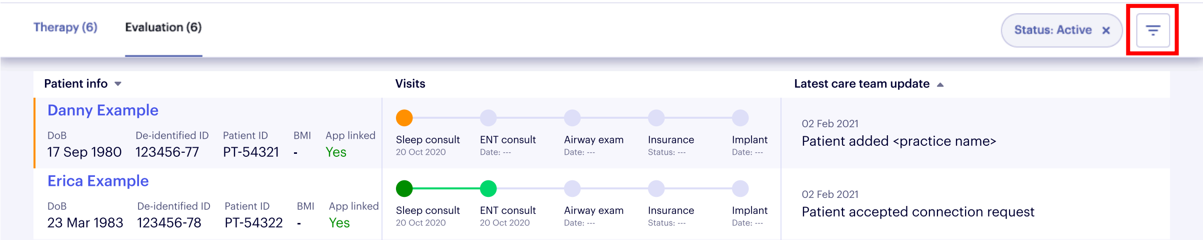
If a patient has an overdue event, an orange vertical attention bar displays before the patient name.

Note: After an attention item is resolved, attention icons do not display for that event type for that patient for 30 days.

To resolve attention items:

1. Select the patient name
2. Locate the event with the overdue icon
3. Hover over the event. View or Add details displays
4. Select **View** or **Add details** to determine how to resolve the attention icon
   Note: To reschedule a visit, mark the overdue visit complete, and schedule a new visit

Filtering the patient list



The Evaluation tab patient list can be filtered by care team practices, next visit, BMI, and patient status (active or inactive). By default, patients with an active status display in the patient list.

To filter the patient list:

1. Select **filter** on the top of the screen
2. Select as many filter options as apply
3. Select **Apply filters**

   Note: When multiple filters are selected, all results for all filters display (e.g., applying Next visit: Sleep consult and ENT consult filters displays all Next visit: Sleep consult and all Next visit: ENT results).

To remove a filter:

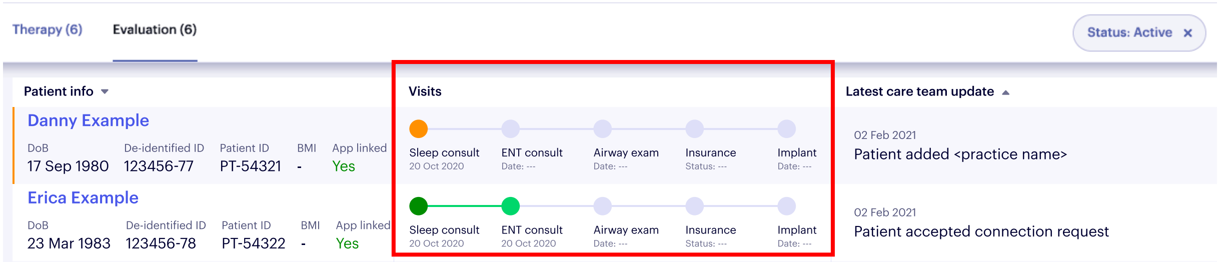
1. Locate the applied filter buttons to the left of filter
2. Select **X** in the filter buttons you want to delete

Editing patient information

To edit patient information:

1. Select the patient name
2. Select the **Actions** dropdown menu
3. Select **Edit patient**
4. Edit the patient information:
   - Name — First and last name
   - Patient ID — Patient identifier assigned by the active practice, such as a medical record number
   - DoB — Date of birth
   - De-identified ID — Anonymous patient identifier assigned by Inspire SleepSync
   - Physician — Optional field
   - Mobile phone number — Phone number for the patient's Inspire Sleep App phone; cannot be changed after the patient accepts or declines a connection request
   - Email address — Email address the patient uses to log into the Inspire Sleep App; cannot be changed after the patient accepts or declines a connection request
   - Pre-implant OSA therapy history — Optional field
   - Comorbid conditions — Optional field
5. Select **Save**

Visits



The Visits section displays the visits typically used to evaluate a patient for an Inspire system:

- Sleep consult
- ENT consult
- Airway exam
- Insurance
- Implant

The color of each visit displays the visit status:

- Scheduled
- Overdue
- Complete

Note: For more information on a visit, select the patient.

To schedule, edit, or complete a Visit from the Evaluation tab, select a visit from the timeline.

Note: See “Viewing or editing visit details” on page 35.

Viewing or editing visit details

To view or edit visit details:

1. On the Evaluation tab patient list, select a patient
2. In the Patient timeline section, hover over an event

   A button displays to the right of the event:
   - If View displays, the event can be viewed
   - If Add details displays, the event can be edited; the edits allowed depend on the event.
3. Select **View** or **Add details**. The event details screen displays
4. View or edit the event, and optionally add notes or image files

   Note: For more detailed information about a specific type of event, see the instructions for that event.
5. If you edited the event, select how to save the event:
   - Select **Save** to save the event to the patient’s timeline
   - Select **Save and notify care team** to save the event to the patient’s timeline and send the care team a notification

Note: Patients added to the Evaluation List via Advisor Care Program (ACP) will be updated from the ACP, if an additional consult (Sleep or ENT) is booked.

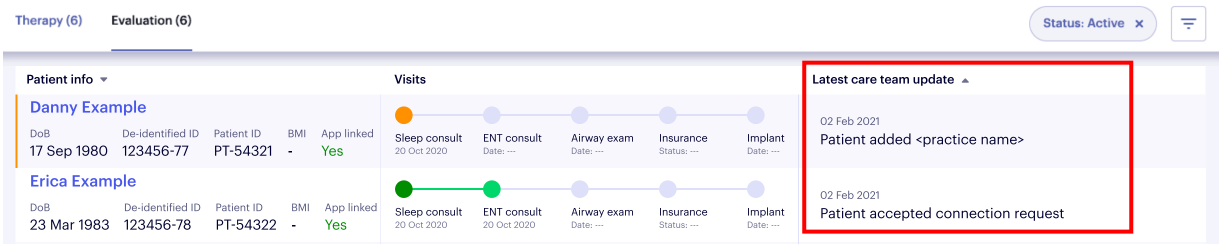
Changing a patient’s status to implanted

When an implant visit is marked complete, the patient is moved to the Therapy tab patient list.

To move a patient to the therapy patient list:

1. On the Evaluation tab patient list, select a patient
2. In the Patient timeline section, hover over the **Implant** event; add details displays
3. Select **Add details**; the Implant screen displays
4. Enter the implant date
5. Select **Mark completed**
6. Select how to save the event:
   - Select **Save** to save the event to the patient’s timeline
   - Select **Save and notify care team** to save the event to the patient’s timeline and send the care team a notification

Latest Care Team Update



When a qualifying event occurs in the previous 30 days, an update displays in the Latest care team update column. If the patient has more than one update in the previous 30 days, the update with the highest priority displays first, and the number of additional updates displays.

If the patient has more than one update, the updates display in the following priority:

1. Change made to the care team
2. Note added by a member of the care team
3. Event added or updated
4. Overdue ESS

Sorting patient list by the most recent update

To sort the patient list, select the down arrow after Latest care team update. The patient list displays the patient with the most recent update first, followed by patients in descending order of most recent update.

Viewing update details

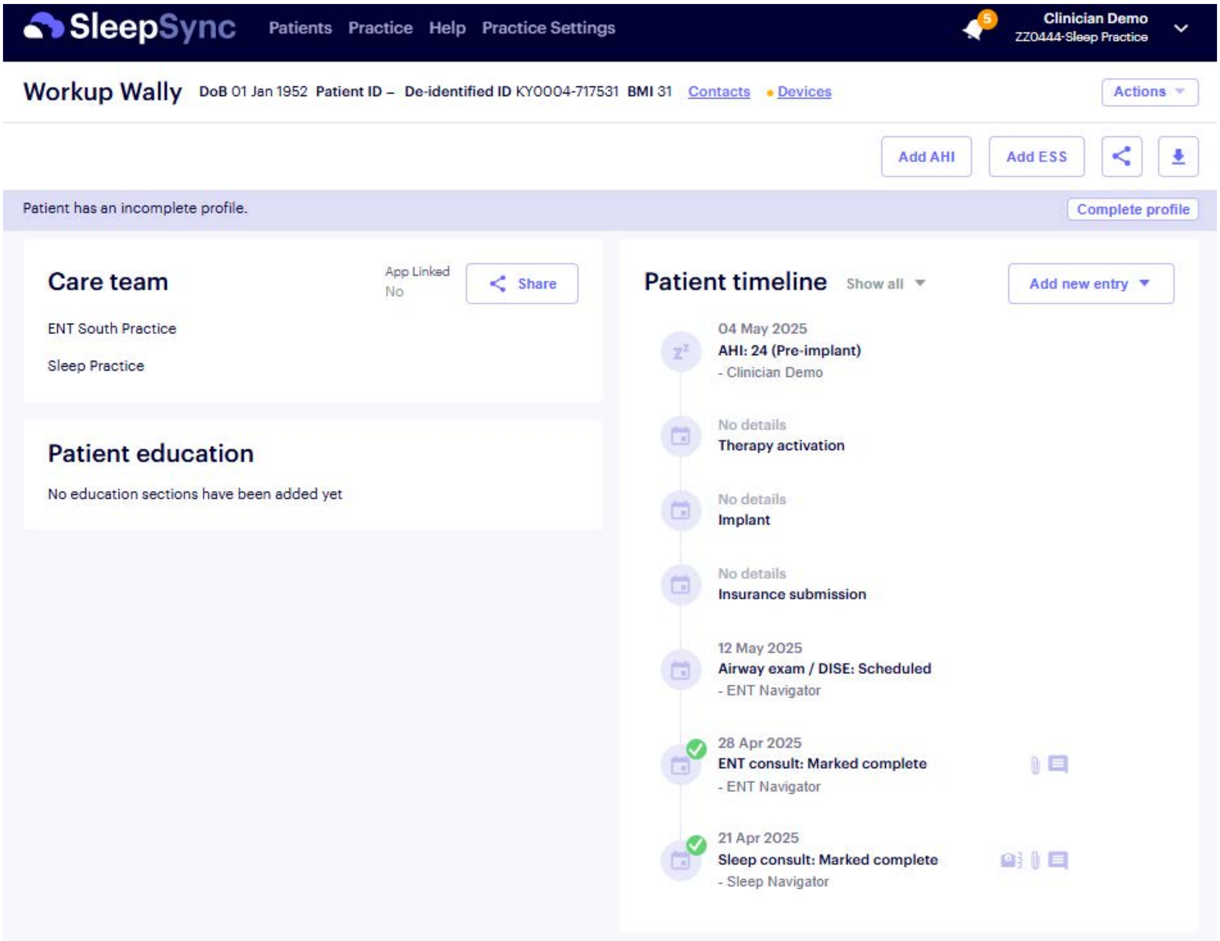
To view update details:

1. Select the update; the Evaluation tab patient screen displays
2. If the updated item is in the Care team or Patient education sections, review the update
3. If the updated item is in the Patient timeline, hover over the event
4. If View or Add details displays, the event can be viewed

   A button displays to the right of the event:
   - If View displays, the event can be viewed
   - If Add details displays, the event can be edited; the edits allowed depend on the event.

     Note: For information on editing events, see “Patient Evaluation Timeline Events” on page 45.

Evaluation Tab Patient Screen



The Evaluation tab patient screen displays the practices in the patient's care team, how much patient educational content the patient watched and read, and the patient's timeline.

Patients who have been added by the ACP and have had events scheduled and updated by the ACP will show that "Inspire's Advisor Care Program (ACP)" was the last user to update the event. If an event is edited by another user, the most recent user to have updated the event will appear in the Patient timeline.

To access the Evaluation tab patient screen, select **Patients** tab> **Evaluation** tab > patient name.

Patient information

The patient information section displays:

- First and last name
- DoB — Date of birth
- Patient ID — Patient identifier assigned by the active practice, such as a medical record number
- De-identified ID — Anonymous patient identifier assigned by Inspire SleepSync
- BMI — Calculated from the information the patient enters on the Inspire Sleep App or from an Inspire SleepSync timeline event; the most recent value is displayed
- Contacts — Hover over to display:
    - Email — Email address the patient uses to log into the Inspire Sleep App; cannot be changed after the patient accepts or declines a connection request
    - Phone — Phone number for the patient's Inspire Sleep App phone; cannot be changed after the patient accepts or declines a connection request
- Devices — Hover over to display:
    - If the patient is connected to Inspire SleepSync through the Inspire Sleep App
        - Yes — Patient is connected (green indication)
        - No — Patient is not connected (yellow indication)
        - Declined — Patient declined a connection request
        - Pending — Clinician requested a connection that has not been accepted or declined
- Actions
    - Edit patient — Edit patient identification and contact information or remove a patient from the patient list
        - Edit patient identification and contact information
        - Remove a patient from the patient list
        - Merge potentially duplicate patient profiles
- Add AHI — Add an AHI report
- Add ESS — Add an ESS score or schedule an ESS survey
- Share — Share a patient with another practice
- Export — Export a patient timeline
- ACP ACP Flag — Identify patients added through Inspire's Advisor Care Program (ACP)

Changing a patient's status: active or inactive

The evaluation patient list contains active and inactive patients:

- Active — Patient is currently being evaluated for Inspire therapy eligibility
- Inactive — Patient is not currently eligible for Inspire therapy, but you want to keep the patient in the patient list

  Note: Marking a patient inactive in the active practice, does not change the patient's status in the other practices on the care team

To change a patient's status:

1. On the Evaluation tab patient list, select a patient
2. Select the down arrow next to Actions
3. Use the toggle button to turn the patient Active status on or off. Turning the status off will prompt an "Are you sure?" message.

Editing patient information

To edit patient information:

1. On the Evaluation tab patient list, select a patient
2. Select **Actions**
3. Select **Edit patient**
4. Edit the patient information:
   - Name — First and last name
   - DoB — Date of birth
   - Patient ID — Patient identifier assigned by the active practice, such as a medical record number
   - De-identified ID — Anonymous patient identifier assigned by Inspire SleepSync
   - Physician — Optional field
   - Phone number — Phone number for the patient's Inspire Sleep App phone; cannot be changed after the patient accepts or declines a connection request
   - Email address — Email address the patient uses to log into the Inspire Sleep App; cannot be changed after the patient accepts or declines a connection request
   - Pre-implant OSA therapy history — Optional field
   - Comorbid conditions — Optional field
5. Select **Save**

Adding an ESS survey or score

Adding an Epworth Sleepiness Scale (ESS) survey or score is a patient timelines event. See "To add an ESS score" on page 44.

Scheduling an ESS survey

Scheduling an Epworth Sleepiness Scale (ESS) survey is a patient timelines event. See "Scheduling an ESS Survey" on page 46.

Adding an AHI report

Adding an apnea-hypopnea index (AHI) report is a patient timelines event. See "To add an AHI report" on page 43.

Adding BMI

Adding a body-mass index (BMI) score is a patient timeline event. See "To add BMI" on page 45.

Exporting a patient timeline

To export a patient timeline with events for the last 3 months, 6 months, 1 year, or all dates:

1. On the Evaluation tab patient list, select a patient
2. Select **export**
3. Enter the report parameters
4. Select **Export PDF**

Care team

The patient's care team practices display in the Care team section and on the patient's Inspire Sleep App.

Note: When a patient removes a practice on the Inspire Sleep App, an update displays, and the practice is deleted from the care team list.

The Care team section displays:

- Care team — Practices in the patient's care team
- App Linked — If the patient is connected to Inspire SleepSync through the Inspire Sleep App
  - Yes — Patient is connected to Inspire SleepSync through the Inspire Sleep App
  - No — Patient is not connected to Inspire SleepSync through the Inspire Sleep App
  - Declined — Patient declined a connection request
  - Pending — Clinician requested a connection that has not been accepted or declined
- Share — Share a patient with another practice

Patient education

The patient education section displays how many educational articles and videos the patient has viewed on the Inspire Sleep App. Inspire adds articles and videos regularly.

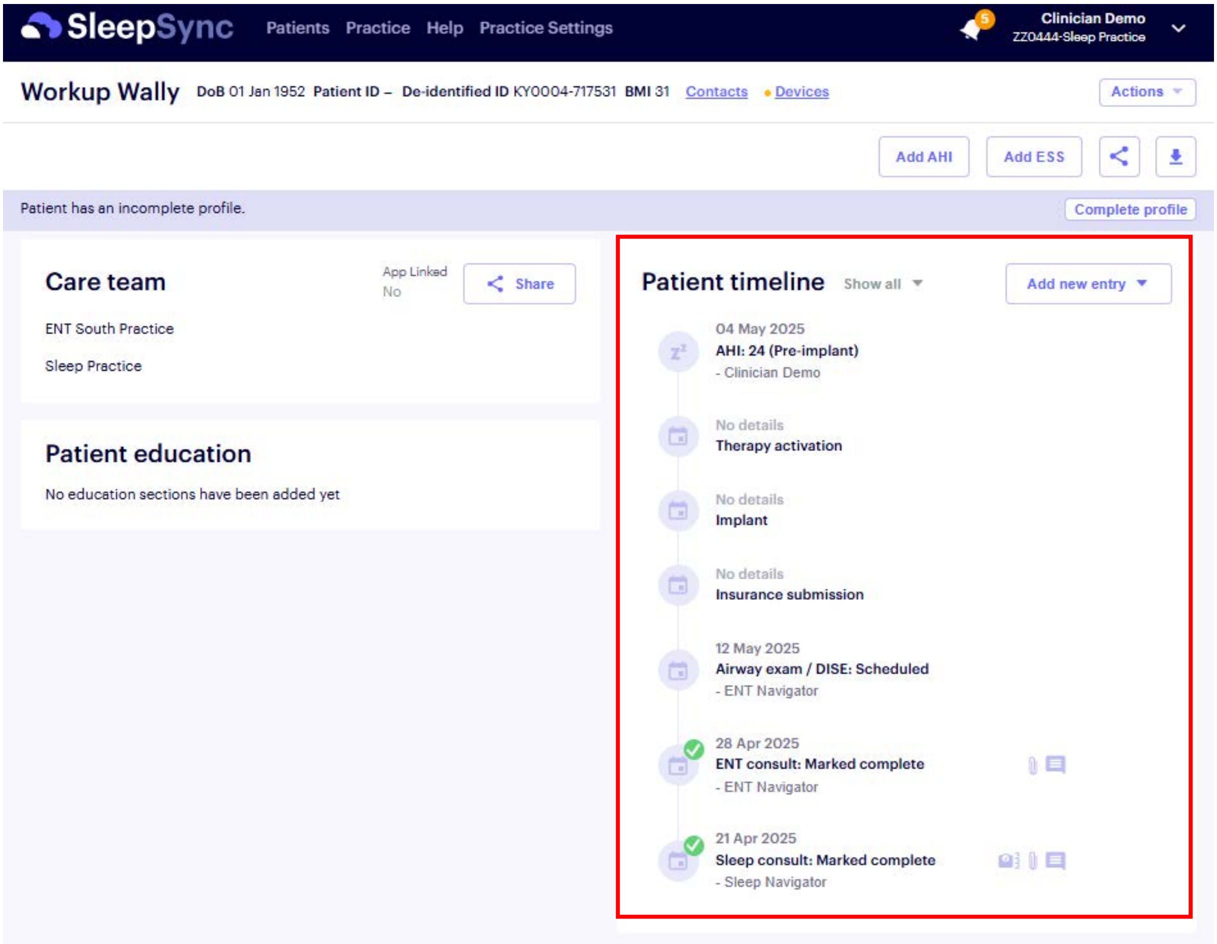
To view the patient's education progress:

1. On the Evaluation tab patient list, select a patient
2. In the patient education section, in a line listing a video or article, select **View details**

Patient timeline

For information on the patient timeline, see "Patient Timeline" on page 41.

Chapter 4: Patient Timeline



The patient timeline displays a patient's events and additional patient profile activity.

Events include:

- Adding, editing, and completing evaluation and therapy office visits
- Adding notes and images to an office visit
- Scheduling and completing patient surveys: virtual check-in and ESS surveys
- Adding sleep study reports: AHI, home sleep test, therapy titration, or advanced therapy titration
- EnsoData sleep study reports: PSG, split night, therapy titration, or home sleep apnea test.
- Adding general notes

Additional profile activity includes:

- Sharing activity
- Adding and removing practices from the patient's care team

When a patient is added, the five evaluation visits are automatically added to the timeline (sleep consult, ENT consult, airway exam, insurance, implant). In addition, a therapy activation visit is automatically added to the timeline.

Attention, overdue, and complete icons display with office visit and virtual check-in events.

Office visit	Virtual check-in
Overdue	7 or more days overdue
Complete	Complete with positive results
	Complete with results that may need attention

Viewing a Patient Timeline

To view the patient timeline for a therapy patient:

1. Select the **Patients** tab in the title bar
2. Select a patient name
3. Select the **Timeline** tab

To view the patient timeline for an evaluation patient:

1. Select the **Patients** tab in the title bar
2. Select the **Evaluation** tab
3. Select a patient name

Filtering a Patient Timeline by Event Type

To filter the patient timeline by event type:

1. Make sure a patient timeline is displayed
2. After Patient timeline, select **Show all**
3. Select a filter

Displaying the Activity Log

To display the activity log:

1. Make sure a patient timeline is displayed
2. After Patient timeline, select **Show all**
3. Select **Activity log**

Patient Therapy Timeline Events

After selecting a patient on the Therapy tab patient screen, select the Timeline tab > **Add new entry** to add any of the following events.

Visit type—Office visit, Awake endoscopy

To add an office visit

1. Select **Office visit**; the event details screen displays
2. Enter the office visit date
3. Optionally add an ESS score, attach files, and add notes
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

To add an awake endoscopy

1. Select **Awake endoscopy**; the event details screen displays
2. Enter the endoscopy date
3. Optionally add an ESS score, attach files, and add notes
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Sleep study—AHI, Therapy titration, Advanced therapy titration, Home sleep apnea test

To add an AHI report

1. Select > **AHI**
2. Enter the date
3. Enter the baseline AHI
4. Optionally select which AASM hypopnea scoring rule was used to calculate AHI: 3% or 4%
5. Optionally attach files and add notes
6. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

To add a Therapy titration or Advanced therapy titration study

1. Select **Therapy titration** or **Advanced therapy titration**; the event details screen displays
2. Enter the therapy titration study date
3. Optionally add an AHI or ESS score, attach files, and add notes
4. Optionally select which AASM hypopnea scoring rule was used to calculate AHI
5. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Adding a Home Sleep Test

1. Select **Home sleep apnea test**. The event details screen displays
2. Enter the home sleep test date
3. Optionally add an AHI or ESS score, attach files, and add notes
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Patient survey—ESS, Virtual check-in

To add an ESS score

1. Select **ESS**
2. Enter the ESS survey date and ESS score
3. Optionally attach files and add notes
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Scheduling an ESS Survey

When an ESS survey is scheduled, the ESS survey is available on the patient's Inspire Sleep App at midnight on the day scheduled. A notification is sent to the patient's Inspire app at the time scheduled.

To schedule an ESS survey:

1. Select ESS
2. Select **Schedule ESS**

   Note: If the Schedule ESS tab is disabled, the patient has an outstanding ESS survey.
3. Enter the date you want the survey to be available to the patient
4. Select the time of day (clinician's time zone) to send a notification to the patient's Inspire Sleep App
5. Select **Save**

Scheduling a Virtual Check-in Survey or Series

When a virtual check-in is scheduled, the virtual check-in is available on the patient's Inspire Sleep App at midnight on the day scheduled. A notification is sent to the patient's Inspire app at the time scheduled.

To schedule a virtual check-in or virtual check-in series:

1. Select **Virtual check-in**

   Note: If Virtual check-in does not display, make sure the patient does not have an outstanding virtual check-in series scheduled.
2. Enter the date you want the first (or only) virtual check-in to be available to the patient
3. Select the number of weeks between virtual check-ins.
4. Select the number of virtual check-ins
5. Select the time of day (clinician's time zone) to send a notification to the patient's Inspire Sleep App
6. Select **Save**

Patient information—BMI

To add BMI

1. Select **BMI**; the BMI details screen displays
2. Enter the BMI
3. Optionally attach files and add notes
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Note—General note

To add a general note

1. Select **General note**
2. Enter the note text
3. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Patient Evaluation Timeline Events

After selecting a patient on the Evaluation tab patient screen, select **Add new entry** to add any of the following events.

Sleep study—AHI, Sleep test

To add an AHI report

1. Select > **AHI**
2. Enter the date
3. Enter the baseline AHI
4. Optionally select which AASM hypopnea scoring rule was used to calculate AHI: 3% or 4%
5. Optionally attach files and add notes
6. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

To add a home sleep test

1. Select **Home sleep apnea test**. The event details screen displays
2. Enter the home sleep test date
3. Optionally add an AHI or ESS score, attach files, and add notes
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Patient survey—ESS

To add an ESS score

1. Select **ESS**
2. Enter the ESS survey date and ESS score
3. Optionally attach files and add notes
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Scheduling an ESS Survey

When an ESS survey is scheduled, the ESS survey is available on the patient's Inspire Sleep App at midnight on the day scheduled. A notification is sent to the patient's Inspire app at the time scheduled.

To schedule an ESS survey:

1. Select ESS
2. Select **Schedule ESS**

   Note: If the Schedule ESS tab is disabled, the patient has an outstanding ESS survey.
3. Enter the date you want the survey to be available to the patient
4. Select the time of day (clinician's time zone) to send a notification to the patient's Inspire Sleep App
5. Select **Save**

Patient information—BMI

To add BMI

1. Select **BMI**; the BMI details screen displays
2. Enter the BMI
3. Optionally attach files and add notes
4. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Note—General note

To add a general note

1. Select **General note**
2. Enter the note text
3. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Viewing or Editing an Event

To view or edit an event

1. Locate the Patient timeline section:
   - On the Evaluation tab, select a patient to see the patient screen
   - On the Therapy tab patient screen, select a patient > **Timeline** tab
2. In the Patient timeline section, hover over an event.

   A button displays to the right of the event:
   - If View displays, the event can be viewed
   - If Add details or Modify series displays, the event can be edited. The edits allowed depend on the event.
3. Select **View**, **Add details**, or **Modify series** The event details screen displays
4. View or edit the event, and optionally add notes or image files.

   Note: For more detailed information about a specific type of event, see the instructions for that event
5. If you edited the event, select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Marking an Event Complete

Some events are marked complete when finished. Once an event is marked complete, the mark cannot be reversed.

To mark an event complete:

1. Locate the Patient timeline section:
   - On the Evaluation tab, select a patient to see the patient screen
   - On the Therapy tab patient screen, select a patient > **Timeline** tab
2. Under Patient timeline, hover over the event to complete. If **Add details** displays, you may be allowed to mark the event complete
3. Select the event. The event details screen displays
4. If available, select **Mark completed**

   Note: Once an event is marked complete, the mark cannot be reversed.
5. Select how to save the event:
   - Select **Save** to save the event to the patient's timeline
   - Select **Save and notify care team** to save the event to the patient's timeline and send the care team a notification

Viewing a Summary of Virtual Check-in Responses

To view a summary of virtual check-in responses for a patient:

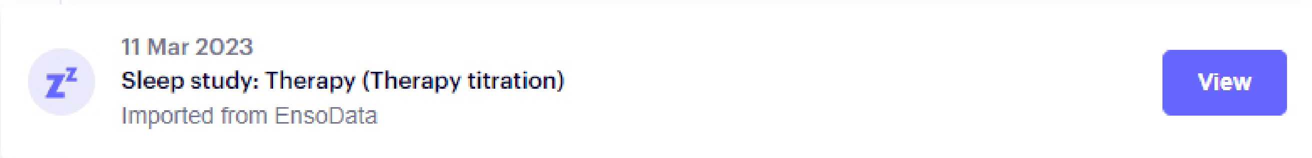
1. Locate the patient timeline section:
   - On the Evaluation tab, select a patient to see the patient screen
   - On the Therapy tab patient screen, select a patient > **Timeline** tab
2. Under Patient timeline, select the virtual check-in line
3. Select **View**; the summary displays
4. Select **Close**

Viewing a Sleep Study from EnsoData

Details from Therapy Titration, PSG, Split Night, and Home sleep tests imported from EnsoData can be viewed.

To view sleep study details:

1. Locate the patient timeline section
2. Under the patient timeline, locate the sleep study you want to view
3. Select **View**



After selecting View, SleepSync will display a summary view of the sleep study report. For additional details, select View full report at the bottom of the summary view.

Viewing an EnsoData Therapy Titration Report

When viewing the Therapy Titration report, Therapeutic amplitude and Treatment AHI will display "---" until you choose a treatment AHI.

To choose a Treatment AHI:

1. Locate the patient timeline section
2. Under the patient timeline, locate the Sleep Study: Therapy (Therapy Titration)
3. Select **View**
4. In the summary view, select **Choose Treatment AHI**
5. Select the row with the correspond therapeutic setting
6. Select **Save**

NOTE: Once you have chosen a treatment AHI, the button will change to display **Edit Treatment AHI**.

Exporting a Patient Timeline

To export a patient timeline with events for the last 3 months, 6 months, 1 year, or all dates:

1. Locate the Patient timeline section:
   - On the Evaluation tab, select a patient to see the patient screen
   - On the Therapy tab patient screen, select a patient > **Timeline** tab
2. Select **export**
3. Enter the report parameters
4. Select **Export PDF**

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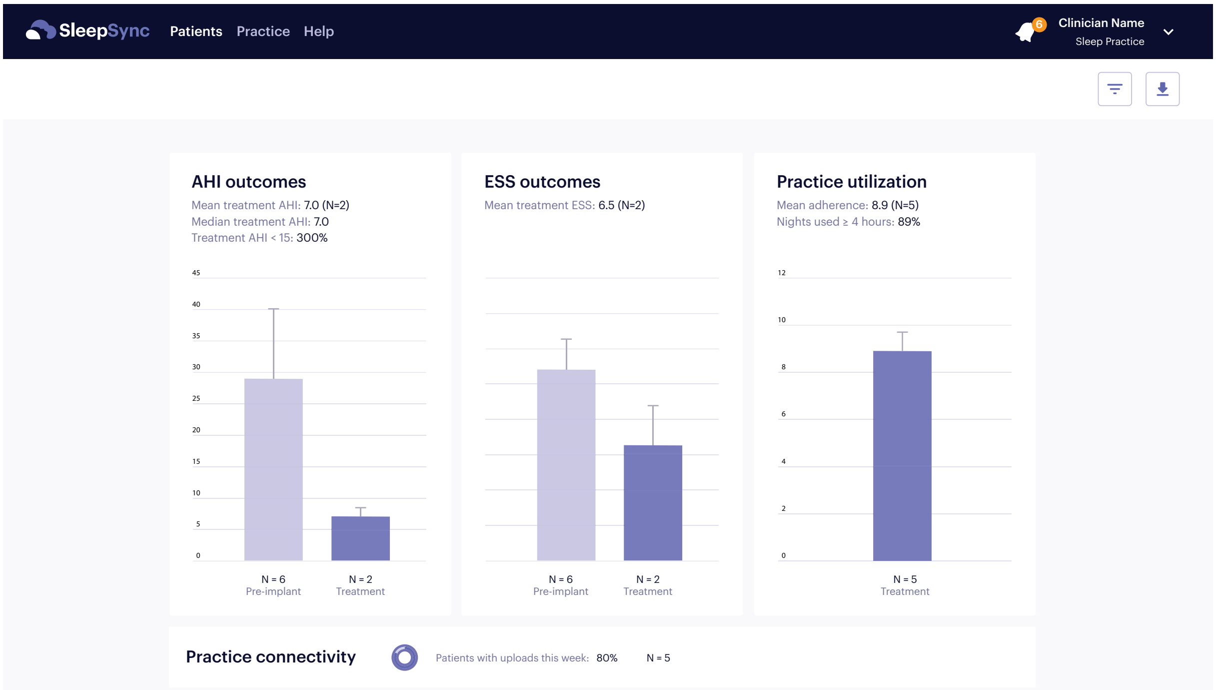
Chapter 5: Practice Tab



The Practice tab displays practice-level statistics for the active practice. Each graphs displays the value (rounded to the nearest tenth), the number of patients used to compute the value (N), and the standard error bar computed as the sample standard deviation divided by the square root of N.

The Practice tab displays:

- AHI outcomes — Each bar is calculated using one value per patient. If a patient has more than one pre-implant or treatment AHI report, the most recent AHI report is used.
  - Mean pre-implant AHI
  - Mean treatment AHI
  - Median treatment AHI
  - Percent of patients whose most recent treatment AHI is <15
- ESS outcomes — Each bar is calculated using one value per patient. If a patient has more than one pre-implant or treatment ESS score, the most recent ESS score is used.
  - Mean pre-implant ESS
  - Mean treatment ESS
- Practice utilization — Calculated with therapy usage data from the last 30 days
  - Percent of nights therapy used ≥4 hours for all patients in the practice
  - Computed as the mean of the individual patients' percentages
  - Patients with ≤3 nights of therapy use in the patient's current therapy report time period are excluded

- Practice connectivity
  - Percent of patients who uploaded therapy usage data this week
  - N=Number of patients with an Inspire Sleep Remote Model 2580 connected to the practice

To access the Practice tab, select the Practice tab.

Practice summary statistics can be filtered by the associated care teams of a patient. To generate practice summary statistics for a particular practice use the Care team filters.

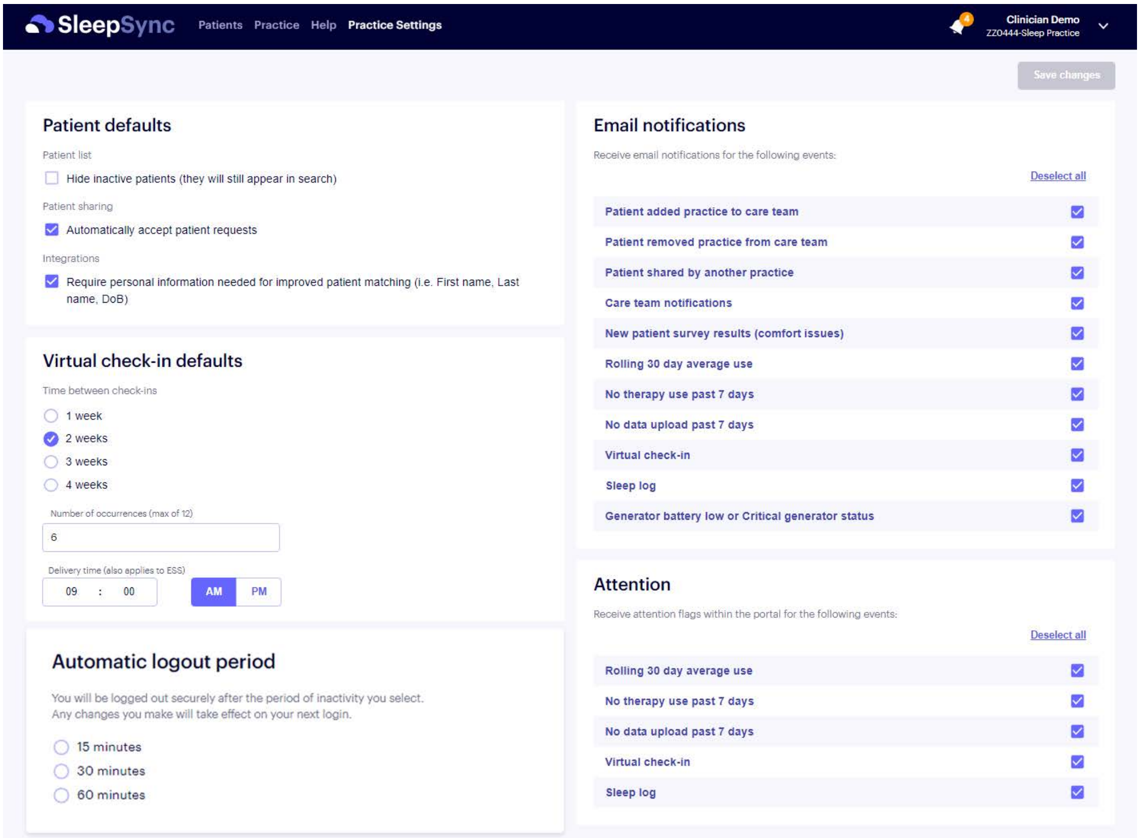
Exporting Practice Graphs

To export the practice graphs:

1. Select export
2. Choose the paper format
3. Select Export PDF

Note: This exports the practice graphs with current filters applied.

Chapter 6: Practice Settings Tab



If you are the practice administrator, the Practice Settings tab displays on the title bar. To access the Practice Settings tab select the Practice Settings tab.

The Practice Settings tab allows the practice administrator to change some default settings for the active practice. Individual clinicians can override the Email notification and Attention icon display settings for their accounts.

The Practice Settings screen displays a set of options that allow practices to manage how patient information is handled:

- Patient defaults
  - Patient list:
    - Hide inactive patients *(Default: Selected)* — When selected, inactive patients are hidden from the main patient list but will still appear in search results.
  - Patient sharing:
    - Automatically accept patient requests *(Default: Selected)* — When enabled, incoming patient connection requests (such as those from the Inspire Sleep App's Find a Doctor feature) are automatically accepted.
  - Integrations:
    - Require personal information needed for improved patient matching *(Default: Selected)* — When selected, patient profiles are required to have First name, Last name, and Date of Birth to initiate matching with EnsoData.
    - Enable ACP Appointment Sharing *(Default: Not selected)* — When enabled, Inspire's Advisor Care Program (ACP) can add patients and scheduled appointments directly to your practice.
- Virtual check-in defaults

  When a virtual check-in is scheduled, the virtual check-in is available on the patient's Inspire Sleep App at midnight on the day scheduled. A notification is sent to the patient's Inspire app at the time scheduled.
  - Time between check-ins — Default: 2 weeks
    - When a series of virtual check-ins is set up, number of weeks between check-ins
  - Number of occurrences (max of 12) — Inspire default: 6
    - When a series of virtual check-ins is set up, number of virtual check-ins delivered
  - Notification delivery time (also applies to ESS) — Inspire default: 9 am
    - Time a virtual check-in or ESS survey notification is sent to the patient's Inspire Sleep App
    - Time sent is based on the time and time zone set on the clinician's computer
- Automatic logout period — choose desired logout timer for your clinic
  - Options include 15, 30, and 60 minutes
- Email notifications — Inspire default: all selected
  - Clinicians receive a daily email that lists which practices received new notifications or have patients have with new attention items
  - Clinicians can override the default settings for their account
  - If no Email notification triggers are selected, an email is not sent

Table 1: Practice Settings Tab, Email Notifications

Email notifications check box	Result if checked
Patient added practice to care team	Receive an email when a patient is added to your practice within the last 24 hours
Patient removed practice from care team	Receive an email when a patient is removed from your practice within the last 24 hours
Patient shared by another practice	Receive an email when a patient in your practice is shared with or by another practice within the last 24 hours
Notification by care team member	Receive an email when members of the care team notify you of a change
Patient Survey Results with Reported Comfort Issue	Receive an email when a patient in your practice reports a comfort issue in the Virtual Check-in or in their Sleep log
30 day average use less than 4 hours	Receive an email when a patient in your practice has a 30 day average utilization less than 4 hours per night
No therapy use in past 7 days	Receive an email when a patient has not used therapy within the last 7 days
No data upload in past 7 days	Receive an email when a patient has not uploaded data within the last 7 days
Completed Virtual check-in	Receive an email when a patient completes a Virtual Check-in survey within the last 24 hours.
Completed Sleep Log	Receive an email when a patient completes a Sleep log within the last 24 hours
Generator battery low or Critical generator status	Receive an email when a patient's generator battery is low or the generator status is critical

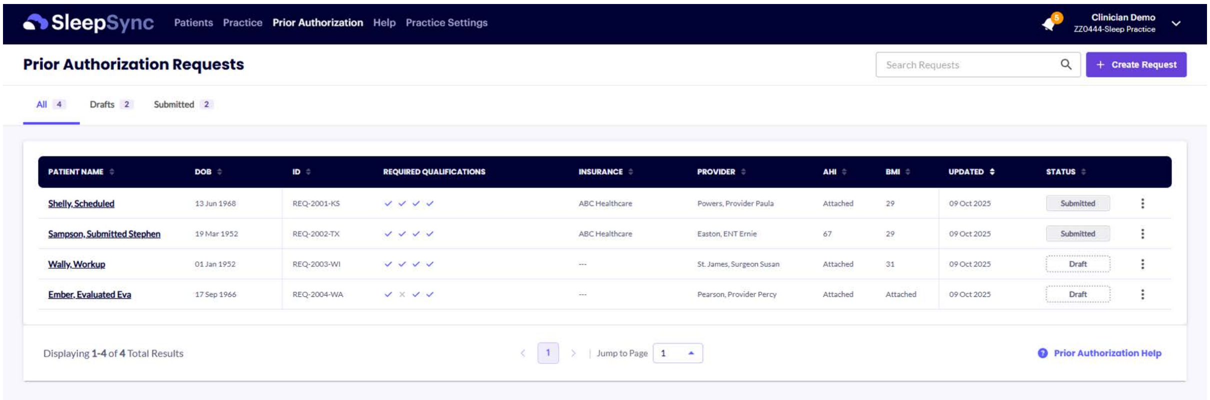
Attention — Inspire default: all selected

- Whether attention icons display for the active practice
- Clinicians can override the default settings for their account

Table 2: Practice Settings Tab, Attention Flags

Attention Check Box	Result if checked
30 day average use less than 4 hours	Enable an attention icon to appear for your patients when their 30 day average utilization is less than 4 hours.
No therapy use in past 7 days	Enable an attention icon to appear for your patients when they have not used therapy within the last 7 days
No data upload in past 7 days	Enable an attention icon to appear for your patients that have not uploaded data within the last 7 days
Virtual Check-in with Reported Comfort Issue	Enable an attention icon to appear for your patients that report a comfort issue in a virtual check-in
Sleep Log with Reported Comfort Issue	Enable an attention icon to appear for your patients that report a comfort issue in a sleep log

Chapter 7: Prior Authorization Tab



The Prior Authorization tab is visible when this feature is enabled. To enable Prior Authorization features, contact your Inspire Territory Manager.

The Prior Authorization tab allows clinicians to submit a Prior Authorization request to the Inspire Prior Authorization team. As part of the request process, if a patient exists in that clinic's SleepSync Evaluation List, a clinician can select documentation from the Evaluation List to be included in the Prior Authorization request.

Note: SleepSync does not provide status updates or notifications for Prior Authorization requests after submission. Status updates are communicated separately by the Inspire Prior Authorization team via email and are not generated or managed within SleepSync.

For assistance finding appropriate help, hover over the Prior Authorization Help button at the bottom of the Prior Authorization page.

Creating a Request

To create a new request:

1. From the Prior Authorization tab, select **Create Request** at the top of the screen.

A form will appear to right of screen.

2. Patient Details - Use the **Use Existing Patient** field to search for a patient from your Evaluation List. If no patient matches in the dropdown, manually enter the patient's information.

Note: As the required fields in each section are completed, a checkmark will appear in the navigation panel.

3. Insurance - Enter the patient's primary insurance information. If they have secondary insurance, select **Secondary Insurance** to enter the additional information.
4. Surgical Details
   a. Select the device being implanted from the **Surgical Type** dropdown.
   b. Enter or select the surgery date in the **Projected Surgery Date** field. If the date of the surgery is unknown at the time of submission, leave the field blank.

5. Documentation
    a. Upload the documentation needed to confirm the patient's eligibility for Inspire therapy. (Please note that the qualifications listed are not payer specific).
    b. For device revisions, replacements, and removals, download the Revision/Replacement/Removal form from the Surgical Details section, complete it, and upload it here along with any other necessary documentation.

Note: If an existing SleepSync patient is selected, documents from the patient's SleepSync profile will be available to be added into the request.

6. Verify Qualifications
    a. If Inspire IV or Inspire V is selected as the Surgical Type, review the documentation uploaded against the qualifications and check the boxes next to the qualifications that have been met. Check a box once a document is uploaded to support the qualification. All boxes are required to be selected before the request can be submitted.
    b. If Revision/Replacement/Removal is selected as the Surgical Type there will be no qualifications to verify in this section.
    c. Enter the patient's BMI in the **Patient BMI** field, if known.
    d. Enter the patient's AHI in the **Patient AHI** field, if known.
7. Provider Details - Select the name of the provider who will be performing the surgery from the dropdown. If the correct provider is not listed or there is an edit to the provider information, contact the Inspire Territory Manager for the account.
8. Operation Facility - Select the name of the facility where the surgery will occur from the dropdown. If the correct facility is not listed or there is an edit to the facility information, please contact the Inspire Territory Manager for the account.
9. Clinic Contact - Enter contact information for the person at the clinic who should be contacted for follow-up on the Prior Authorization request.
10. Additional Notes - Add any information you want to share with the Inspire Prior Authorization team.
11. If you are not ready to submit the request, but want to save your work to submit later, click **Save as Draft**. If you are ready to submit, click **Submit Request**.

To revise a draft request:

1. From the Prior Authorization tab, select the patient name to open your request.
2. Complete the form as described in the steps "Creating a Request".

Viewing Drafts and Submitted Requests

To view a draft or submitted request, from the Prior Authorization tab, select the patient name to open the request.

Deleting a Draft Request

To delete a draft of a Prior Authorization request, from the Prior Authorization tab, hover over the icon of three dots on the far right side of the screen and select **Delete** from the menu.

Withdrawing a Submitted Request

To delete a Prior Authorization request after it was submitted, contact the Inspire Prior Authorization team.

Approvals, Denials, and Updates

Prior Authorization follow ups will occur outside SleepSync via email. Any questions can be emailed to the Inspire Prior Authorization team. If the request is denied, the case will be assigned to an Appeals Specialist, who will follow up with the reason for denial and next steps.

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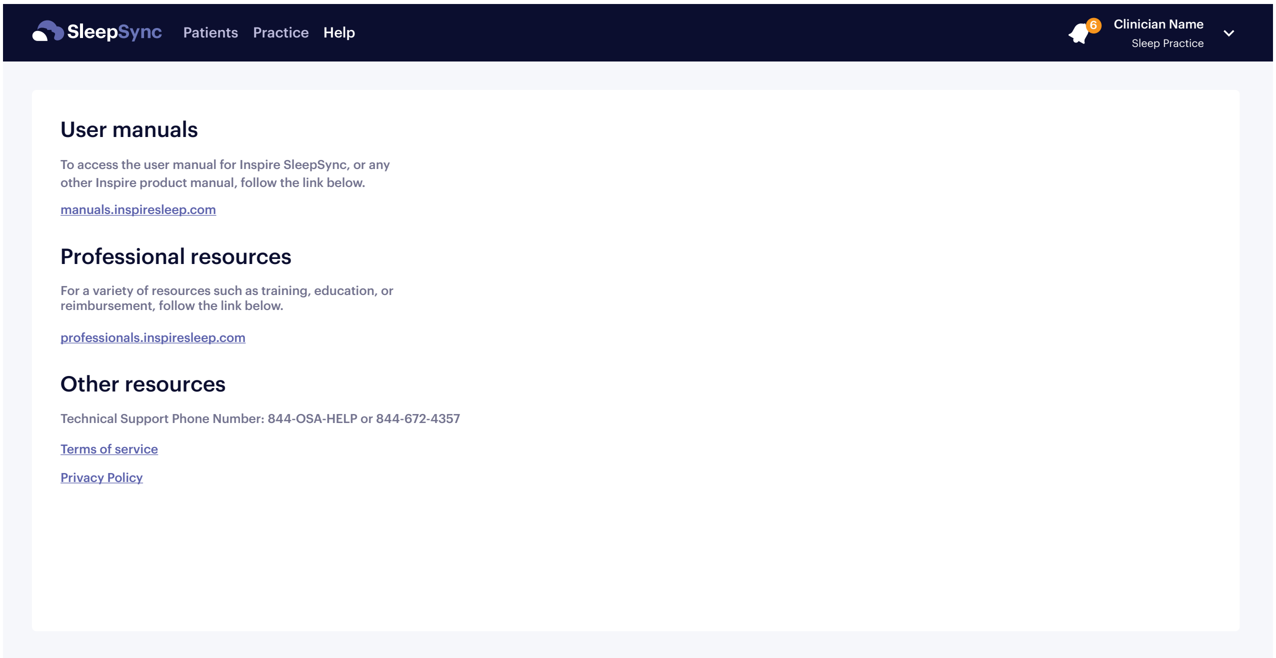
Chapter 8: Help Tab



To access the Help tab, select the Help tab.

Inspire Physician and Patient Manuals

The most recent Inspire physician and patient manuals are available on the Inspire web site.

To access Inspire manuals:

1. Select **Help**
2. Select **manuals.inspiresleep.com**

Inspire Product and Prescribing Resources

The Inspire professional web site contains detailed resources for Inspire physicians and other clinicians.

- Indications and contraindications
- Patient experience report
- Reimbursement information
- Inspire product information
- Technical and medical training
- Clinical publications

To access Inspire resources:

1. Select **Help**
2. Select **professionals.inspiresleep.com**

Inspire Technical Support

For help with Inspire SleepSync, call Inspire Technical Support: 844-OSA-HELP or 844-672-4357.

Terms of Service

Select Terms of Service to view Inspire SleepSync terms of service.

Privacy Policy

Select Privacy policy to view the Inspire privacy policy.

Demo

Select Demo to view the Inspire SleepSync demo.

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