

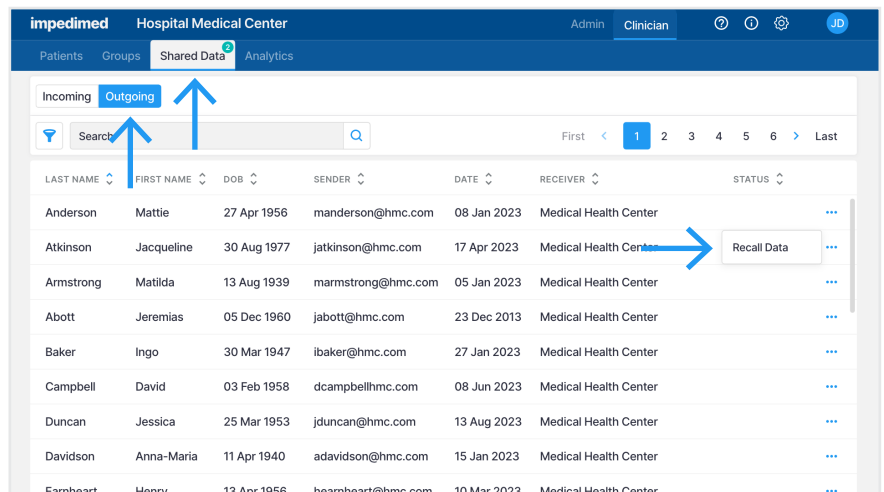
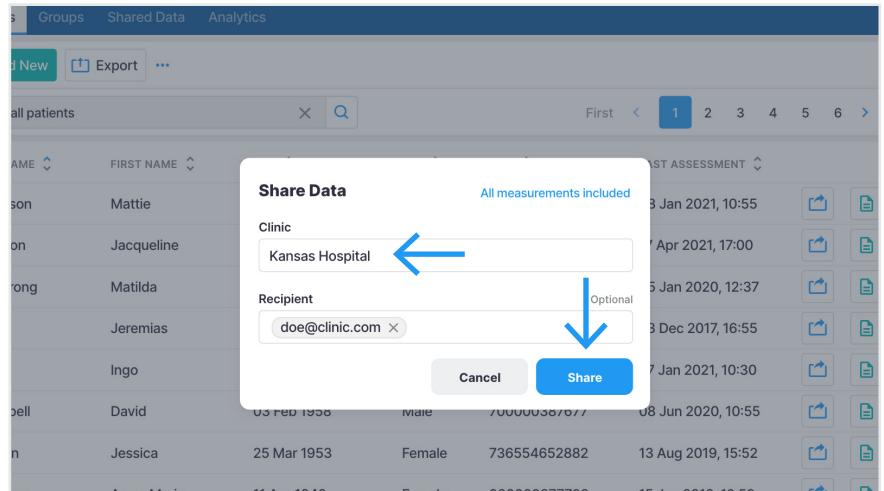
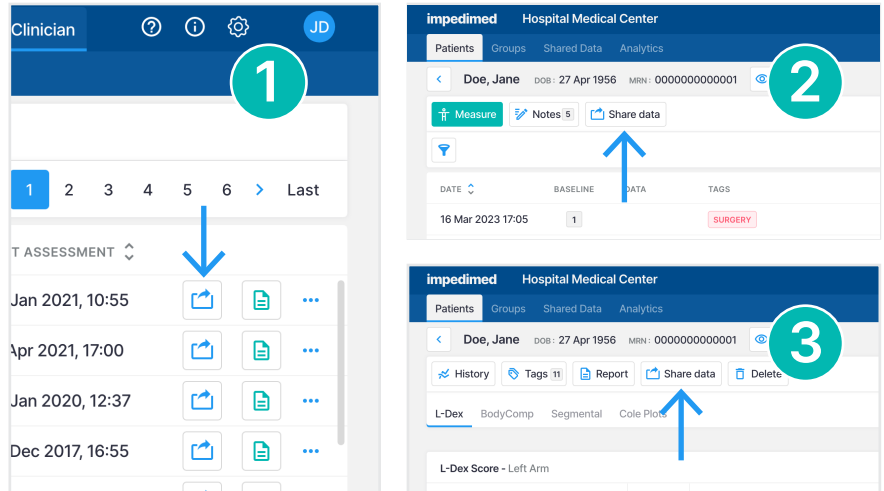
MYSOZO & SOZOAPP CLINICIAN Share Data Feature

To Share Data

- Data can be shared from 3 locations
 - Patient list (1)**
All measurements will be shared
 - Patient Dashboard (2)**
All measurements will be shared
 - Results (3)**
Choice between sharing all measurements or current measurement

- Select **"Share Data"**
- Type and select the clinic you want to share data with
 - If the clinic name is greyed out and says "version not compatible" that means the clinic is not on the latest version of software and can't receive shared data
- Note: An email for a particular SOZO user can be included to receive email notification that they have received shared data
- Select **"Share"**

- To recall data that has been shared, first select the Shared Data tab, then select **"Outgoing"**. Click the 3 dots next to the record to be recalled and select **"Recall"**
 - Select the eye icon to view recall details
 - Note: if receiving clinic has already imported shared data it can't be recalled



MYSOZO & SOZOAPP CLINICIAN Share Data Feature

To View Data You Have Shared or Has Been Shared With You

VIEW OUTGOING DATA

- Select the Shared Data tab
- Select “Outgoing”
- View list of patients where data has been shared
 - Patient’s Last Name
 - Patient’s First Name
 - Patient’s DOB
 - Sender - which Clinician sent the data
 - Date - Date data was sent
 - Receiver - Clinic the data was shared with
 - Status - If data was recalled
- Filter the list of Receivers by selecting the filter icon
- Sort the list by clicking the arrows next to any field listed above

LAST NAME	FIRST NAME	DOB	SENDER	DATE	RECEIVER	STATUS
Anderson	Mattie	27 Apr 1956	manderson@hmc.com	08 Jan 2023	Medical Health Center	...
Atkinson	Jacqueline	30 Aug 1977	jatkinson@hmc.com	17 Apr 2023	Medical Health Center	...
Armstrong	Matilda	13 Aug 1939	marmstrong@hmc.com	05 Jan 2023	Medical Health Center	...
Abott	Jeremias	05 Dec 1960	jabott@hmc.com	23 Dec 2013	Medical Health Center	...
Baker	Ingo	30 Mar 1947	ibaker@hmc.com	27 Jan 2023	Medical Health Center	...
Campbell	David	03 Feb 1958	dcampbellhmc.com	08 Jun 2023	Medical Health Center	...
Duncan	Jessica	25 Mar 1953	jduncan@hmc.com	13 Aug 2023	Medical Health Center	...
Davidson	Anna-Maria	11 Apr 1940	adavidson@hmc.com	15 Jan 2023	Medical Health Center	...
Earnheart	Henry	13 Apr 1956	hearnheart@hmc.com	10 Mar 2023	Medical Health Center	...
Ferguson	Harris	10 Aug 1972	hferguson@hmc.com	19 Jan 2023	Medical Health Center	...

VIEW INCOMING DATA

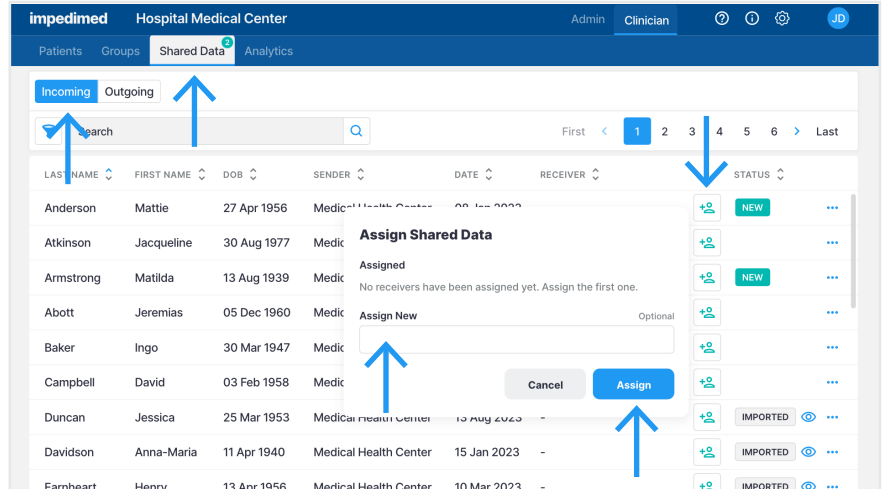
- Select the Shared Data tab
- Select “Incoming”
- View list of patients that have been shared with you
 - Patient’s Last Name
 - Patient’s First Name
 - Patient’s DOB
 - Sender - Clinic who shared the data with you
 - Date - Date data was received
 - Receiver - What clinician the data was assigned to (if any)
 - Status - If data is new or has been imported
- Filter the list by Receivers by selecting the filter icon
- Sort the list by clicking the arrows next to any field listed above
- The eye icon next to Status will provide import details

LAST NAME	FIRST NAME	DOB	SENDER	DATE	RECEIVER	STATUS
Anderson	Mattie	27 Apr 1956	Medical Health Center	08 Jan 2023	-	+ NEW
Atkinson	Jacqueline	30 Aug 1977	Medical Health Center	17 Apr 2023	-	+
Armstrong	Matilda	13 Aug 1939	Medical Health Center	05 Jan 2023	mdoell@hospitalmedi...	+ NEW
Abott	Jeremias	05 Dec 1960	Medical Health Center	23 Dec 2023	jdoer@hospitalmedica...	+
Baker	Ingo	30 Mar 1947	Medical Health Center	27 Jan 2023	jdoer@hospitalmedica...	+
Campbell	David	03 Feb 1958	Medical Health Center	08 Jun 2023	-	+
Duncan	Jessica	25 Mar 1953	Medical Health Center	13 Aug 2023	-	+ IMPORTED
Davidson	Anna-Maria	11 Apr 1940	Medical Health Center	15 Jan 2023	-	+ IMPORTED
Earnheart	Henry	13 Apr 1956	Medical Health Center	10 Mar 2023	-	+ IMPORTED
Ferguson	Harris	10 Aug 1972	Medical Health Center	19 Jan 2023	-	+

MYSOZO & SOZOAPP CLINICIAN Share Data Feature

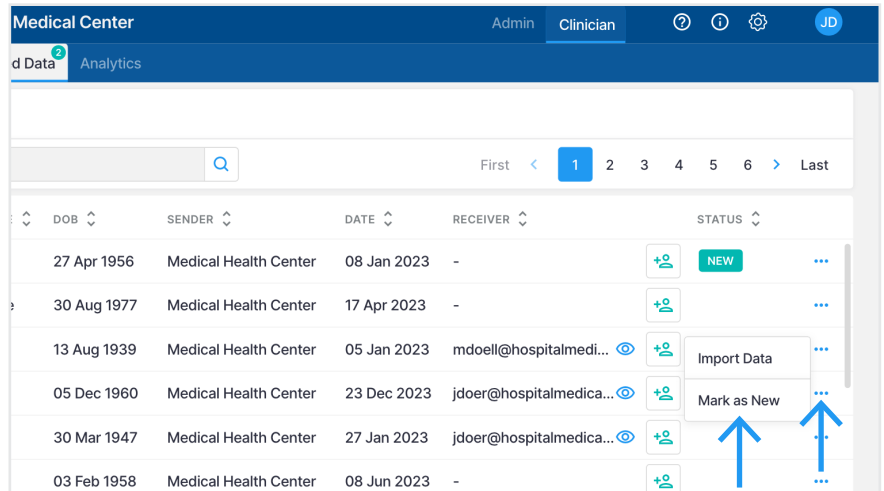
To Add Other Receivers to Incoming Data

- Select the Shared Data tab
- Select “Incoming”
- Select “Receiver”
- Start typing the email(s) of the clinician user(s) in your clinic that you would like to add, then select user from the populated list
- Select “Assign”
- The clinician user(s) will receive email notification



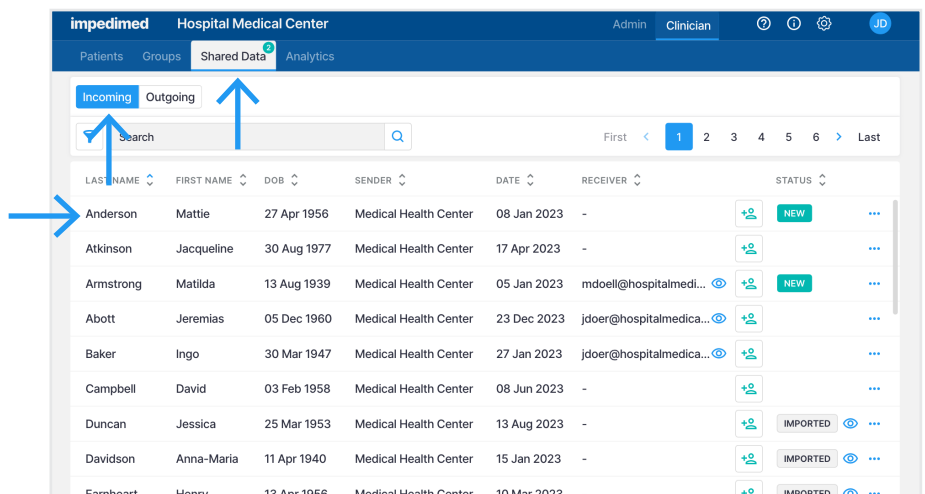
To Mark As New

- Select the Shared Data tab
- Select “Incoming”
- Click the 3 dots next to the record to mark as new and select “Mark as New”



To View Incoming Data

- Select the Shared Data tab
- Select “Incoming”
- Select the record to view



MYSOZO & SOZOAPP CLINICIAN Share Data Feature

To Import Incoming Data

- Select the Shared Data tab
- Select “Incoming”
- Data can be imported from 3 locations
 - Shared data list
 - Click the 3 dots next to the record to import and select “Import Data”
 - Shared data patient dashboard
 - Select the record to view
 - Select “Import”
 - Shared data patient result
 - Select the record to view
 - Select a measurement date to view
 - Select “Import”
- Once Import has been selected you will be able to “Import as New” to create a new patient (patient doesn’t already exist in your database) or select the patient who exists in your data to merge
 - To create a new patient
 - Click “Import as New”
 - Confirm patient information
 - Enter the patients MRN for your clinic
 - Click “Create”
 - To add shared data to an existing patient
 - Select patient from list on right
 - Select “Import”
 - Confirm patient info is the same
 - Click “Confirm” and then “Import”
 - Note: All imported data will be indicated on the patient dashboard

