
METEOR RHEUMATOLOGY QUICK REFERENCE GUIDE

Getting Started



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INTRODUCTION

The Meteor Application is a tool intended to help rheumatologists to monitor and assess treatment outcomes in patients with Rheumatoid Arthritis. The tool was developed by the Merit Foundation, and is made available free of charge to participating rheumatology centres.

The purpose of this 'quick reference' guide is to describe the typical steps that a user will need to take, in order to begin using the Meteor application to record patient data.

Full instructions for the Meteor application are provided in the current version of the Meteor User Guide, and that should be considered the key source of information on the Application.

This document is intended to be an aid for users of the Meteor Application, and is not intended to replace the more complete User Guide

METEOR HELPDESK:

EMAIL: INFO@METEORFOUNDATION.COM

1 ACCESSING THE APPLICATION

The Meteor Application can be accessed by entering the following URL in your internet browser:

<https://www.meteorapplication.com/central/application.html>

Click 'yes on the Security Alert button. Make sure you have added this url to your trusted sites (see user guide)

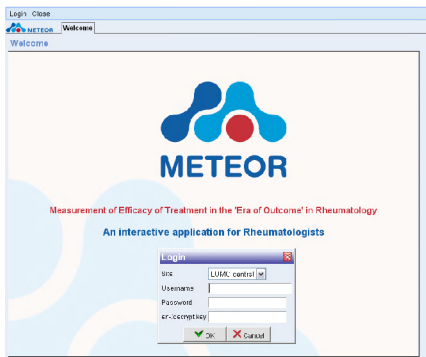
In order to start using the Meteor Application, you will need the following information:

- User Name
- Password
- Encryption Key (if using Central Application)

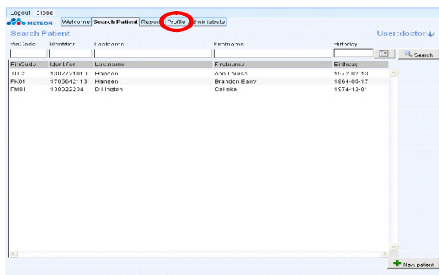
Your site administrator should have provided this information to you.

2 NAVIGATING THE SCREENS

On accessing the URL, you will see the following screen:



Entering the assigned user name, password and encryption key will bring you to the 'Search Patient' screen:



3 SETTING YOUR PROFILE

All users have been set a profile, which depends on their role, e.g. rheumatologist, nurse, administrator, etc. These settings are known as 'default settings', which may be acceptable to most users with a specific role. However, you may wish to modify these.

Once you log into the application, you can check and modify your profile, that is, to specify certain variables including:

- the DAS model you wish to view (28/28 or 53/44)
- the variables that are visible to you when assessing patients

In addition, you may wish to change the password allocated by the administrator.

Your profile can be accessed by clicking on the 'Profile' tab as shown above, and selecting 'preferences'

If you are happy with the default settings, you do not need to take any action. If you wish to change the settings, please note the following:

- for each variable select the left-hand box first; this indicates that you wish to change something about the setting
- use the right-hand box to define the future setting; a tick will indicate that the user wants to view the specific variable; removal of the tick indicates that the variable should be removed from view
- **click on save, then log out of the application. The revised profile will only be visible after logging back in**
- further details on the profile options are in Section 3 of the Meteor User Guide

4 SELECTING / CREATING PATIENT RECORDS

After logging into the application, you will automatically see the patient list for the site/clinic. Note that this 'default' list will specify up to 50 patients, who have had visits in the past 14 days, unless this setting has been changed by the administrator

The following details are listed for all patients:

- PIN code
- Patient identifier (mandatory field)
- First name and Last name
- Date of birth

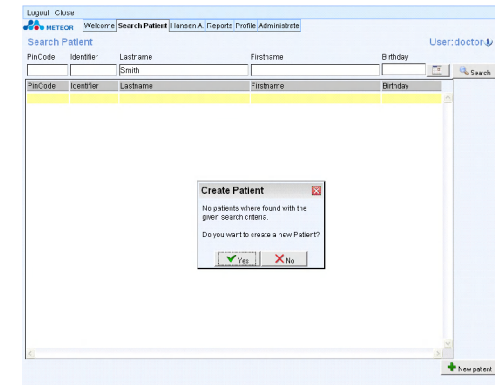
To add a new patient record click 'new patient' button on the bottom right

If you want to see a list of all patients with a specific first name, last name or date of birth, please enter the precise first name, last name or date of birth in the search field and click on 'Search'.

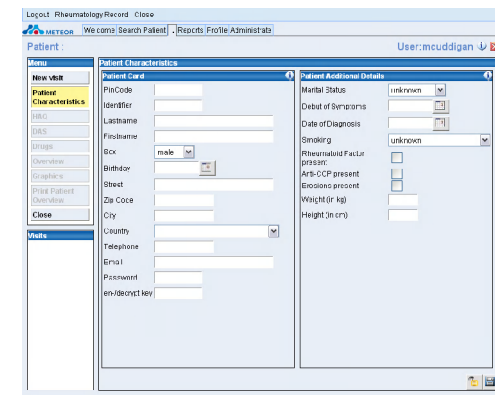
The data are encrypted, so entering partial details (e.g. 'sm' for 'smith') will not yield a successful search result.

- If you want to see a list of all patients listed at this site, leave all search fields blank, and click on 'search'.
- Click on the appropriate grey column header to order the patient list by PIN code, identifier, first name, last name or date of birth

If no patient exists with the specified search criteria, the application will prompt the user to create a new record:



Clicking 'yes' will take the user to the Patient Characteristics page, where the details can be entered.

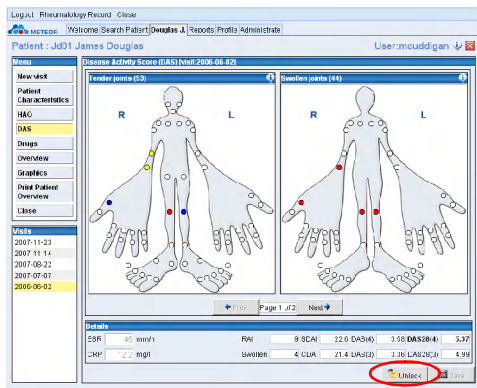


PinCode, password and encryptionkey will give this patient the right to enter HAQ information in the METEOR application.. Please ensure that the password and encryption key on this page are different from those used by the clinical staff. Note that the password and encryption key must contain at least six (6) characters.

5 ENTERING A PATIENT VISIT

To enter data for a patient visit, click on the 'New Visit' tab on the left-hand menu. The application will prompt you for a visit date, and will automatically pre-fill the date box with today's date.

- If you want to enter a visit with today's date, click OK, and you will be taken to the DAS screen
- If a visit is recorded in the past, the record cannot be updated with information unless the user unlocks the record. After the record has been unlocked, the user can record the details of the visit as normal.



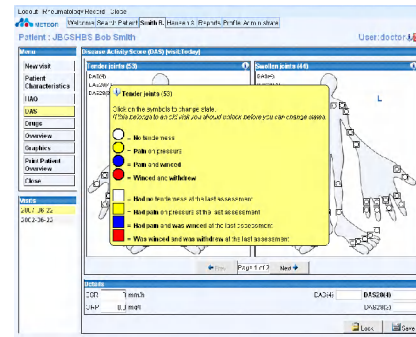
5.1 DAS

Once the visit date is entered, you will be taken to the DAS screen. There are some important things to note:

- If the visit date is in the past (e.g. you are entering a patient's history), you will need to click 'unlock' prior to entering data
- If some DAS data have already been recorded for this patient, you will see the previous data, shown as boxes on the DAS model
- To change the DAS model and/or variables shown (e.g. RAI, CDAI, SDAI), you will need to re-set your user profile. This is described in Section 3 of the Meteor User Guide.

The DAS mannequin should be used to enter DAS evaluations. Information on tender and swollen joints is recorded by hovering the arrow/cursor over the joint. The

information bubbles on the top right of each mannequin will provide guidance on scoring each joint:



- Circles represent the current score for a particular joint;
- Squares represent the most recent score for a particular joint

5.2 ESR & CRP

ESR and CRP values should be entered in the relevant boxes. Note that the application will not allow you to save ESR values higher than 200mm/h.

5.3 VISUAL ANALOGUE SCALES

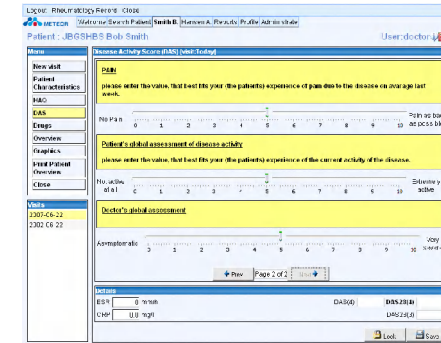
Three VAS are completed at each visit:

- patient assessment of Pain
- patient global assessment
- doctor global assessment

To access the VAS, click on 'Next', below the DAS Mannequins. You should immediately see the three rating scales.

You can complete the scales in one of 2 ways:

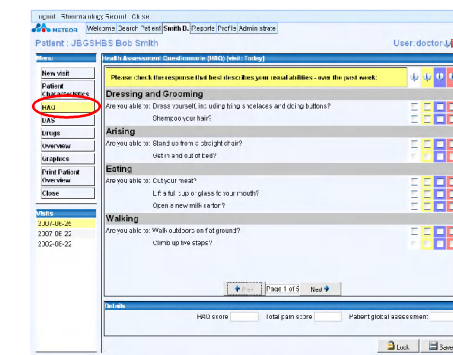
1. click on the pointer and drag it to the desired score
2. click on the desired score on the rating scale, and the cursor will move there automatically



Having completed the DAS evaluation, please remember to click on SAVE before going to any other evaluations!!!

5.4 HEALTH ASSESSMENT (HAQ)

To access the HAQ questionnaire, click on the HAQ button on the left-hand menu. You will see the first page:



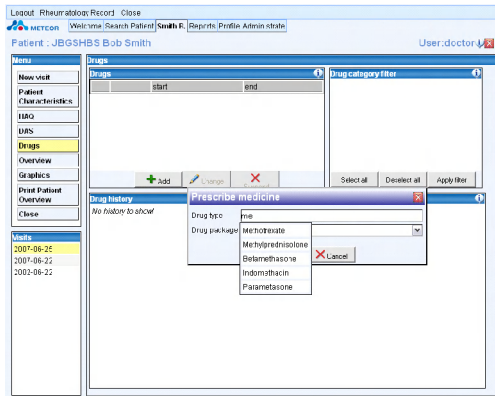
The HAQ consists of 5 pages. Some key points:

- If the VAS have been completed for this visit, the score will automatically be transferred and will be visible in the boxes below the questions
- At least six of the 8 HAQ categories must be completed in order to get a HAQ score

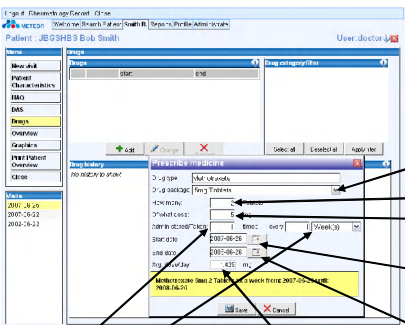
Please remember to save before exiting!!

5.5 ENTERING DRUG INFORMATION

Click on **'Drugs'** to access the treatment record. This only records treatment for Rheumatoid Arthritis.



To enter a **new drug**, click **Add**. Enter the first few letters of the generic name of the drug, and the application will give you a list of options containing those letters. Once you select a specific drug, you can enter full details:



Default packages available for selection via drop down menu

User enters the number of tablets given

Default dose is automatically entered, but user can manually overwrite this entry

Prescription start date – this can be in the past but it will automatically generate a warning. This defaults to the date the user is entering the prescription info

Prescription end date – if left blank, this will be assumed to run forever until it is modified or suspended.

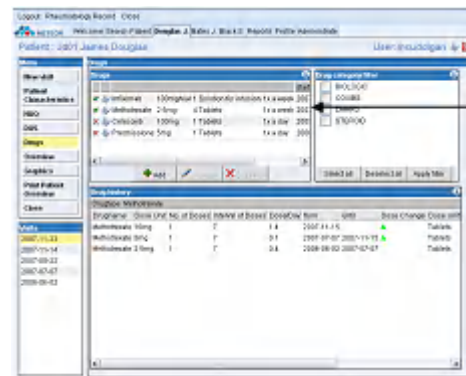
The average dose per day is automatically calculated. A warning will appear if this falls below or above the maximum and minimum doses for any drug

- To enter a **single-dose injection**, enter a stop date 1 day later than the start date

Once a drug has been entered, it is possible to change the drug record, to stop the drug, change the dose, or enter historical end dates

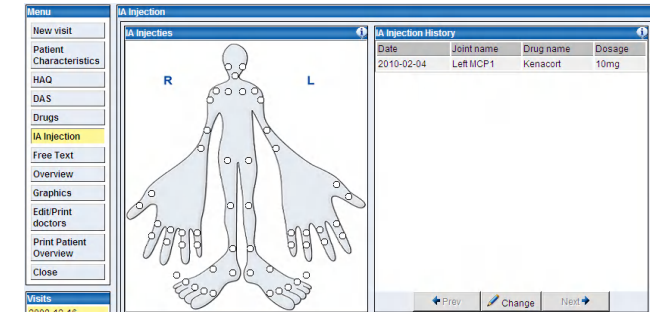
- To **stop a drug today** (i.e. today's visit date is the stop date of the drug, click on 'suspend'
 - To **change the dose** of a specific drug, click on 'change'. Enter the new dose of the drug, and the start date of the new dose. The application will automatically end the previous dose on the start date of the new dose;
 - To **stop a drug, but not necessarily on the date of visit**, click on 'change'. Then enter the end date of the drug/dose specified;
 - If a **drug has been entered in error**: In the "change prescribed medicine" screen a checkbox 'Not in Overview' is added. With this box it is possible to remove a drug in the overview.
Reasons for using this functionality are for instance when a patient never took a prescribed drug or when a drug was entered by mistake. When "Not in Overview" is ticked the drug will no longer be visible in the drug history.
- Instruction: When ticking the checkbox 'Not in overview' the user should fill in an end date equal to start date and choose for a reason either 'Wrong Entry' or 'Drug Not Used'

Once the change has been logged on the application, the amended record is visible on the drugs tab:



5.6 INTRA ARTICULAR INJECTION

Click on IAinjection.

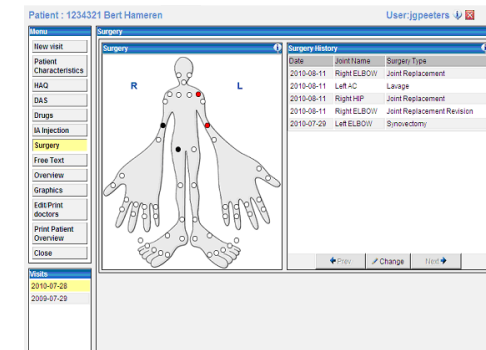


By clicking the selected joint a pop up screen will immediately appear to add a drug.

After saving the drug the injection history (date, joint name and prescribed drug) will appear in the overview on the right side of the screen.

5.7 SURGERY

Click on Surgery.



After registering a Arthrodesis, Lavage, Synovectomy, Tenosynovectomy, Other or Neck surgery, the selected joint is shown red.

When a "Joint replacement" or "Joint replacement revision" surgery is selected, the joint is shown black.