Managing documents (Guide)

In ResMed ReSupply, you can upload, download, view or modify a document from a patient profile. To manage documents, click the **Patients** menu and then select **All patients**. From the **All patients** page, click a patient's name and then click the **Documents** link.

Uploading a new document (Topic)

To upload the document:

1. From the **Patients** menu, select **All patients**.
2. Select the patient name from the list.
3. Click the **Documents** link.
4. From the **Documents** tab, click **New document** under the appropriate document category.
5. Click **Browse for document** and select the document you want to upload.

Note: You cannot upload files over 10 MB.

6. Enter all necessary information—Document name, document category, effective from and expiry.
7. Click **Save**.

Downloading a document (Topic)

To download the document:

1. From the **Patients** menu, select **All patients**.
2. Select the patient name from the list.
3. Click the **Documents** link.
4. From the **Documents** tab, select the name of the document you want to download.
5. Click **Download**.

Viewing a document summary (Topic)

To view the document summary:

1. From the **Patients** menu, select **All patients**.
2. Select the patient name from the list.
3. Click the **Documents** link.
4. From the **Documents** tab, select the name of the document you want to view.

Updating the document summary (Topic)

To update the document summary:

1. From the **Patients** menu, select **All patients**.
2. Select the patient name from the list.
3. Click the **Documents** link.
4. From the **Documents** tab, click the document's title under the appropriate document category.
5. Click **Edit**.
6. Enter all necessary information—Document name, document category, effective from and expiry.
7. Click **Save**.

Document categories (Topic)

ResMed ReSupply allows you to create your own document categories or use pre-defined document categories.

Compliance report – initial

Reports that outline a patient's initial use of their therapy and supplies.

Compliance report – ongoing

Reports that outline a patient's ongoing use of their therapy and supplies.

Detailed order (Rx)

A detailed written order of a patient's prescription.

Diagnostic sleep report

A diagnostic report of a patient's sleep test.

Education

Documentation that proves a patient has been educated on their therapy.

Face to face notes – follow up

A copy of the face-to-face notes from a patient's physician written during their 90-day follow-up appointment.

Face to face notes – initial

A copy of the face-to-face notes from a patient's physician written during their initial appointment.

Proof of delivery

A delivery receipt with the recipient's signature, or proof of shipment.

Resupply (needs assessment)

The record of a patient's answers to the needs-assessment questionnaire (includes replacement reasons).