



## Reference Guide

Revised 2022-03-31

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# Revision History

2020-05-21	Begin tracking revision history	Parable Team
2020-07-13	Enhance 3D scanning instructions, add distance explanation + examples + supporting media for quality photo instructions	Parable Team
2022-03-31	Added user and license management content, enhanced 3D scanning troubleshooting	Parable Team

# Parable Overview

Parable is a software application for mobile wound documentation and collaborative wound management. Clinicians in the field use the Parable mobile application on mobile devices to scan/photograph wounds and lesions, take assisted or manual measurements, and document various aspects of the wound following a customized protocol. The entire care team, in turn, is able to view timeline histories of patients' wound site(s), collaborate on treatment trajectory and care, and access reporting and analytics across all wound patients in the organization.

## Getting Started

### Logging In

All users should have received an email invitation to create a Parable password (and download the Parable mobile app, where applicable). Users can access Parable on the web or on mobile devices / tablets.

Note: some organizations may have log-in processes unique to their environment.

#### Web

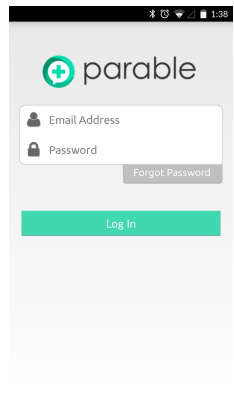
1. Open a web browser, navigate to [parablehealth.com](https://parablehealth.com), and click **Sign In** on the top right of the screen.
2. On the login screen, enter your email and password, and click **Sign In**.



If you forget your password, select [Forgot your password?](#) at the bottom of the screen. Password reset links are sent via email and are valid for 6 hours before they expire.

## Mobile

Open the Parable mobile app, enter your email and password, and tap **Log In**.



All users should have either downloaded the Parable mobile app or automatically received the app via a mobile device management process. If the Parable app is not already on the device, you can search for "Parable Health" on either the iOS App Store or the Google Play Store, or consult your IT team.

If you forget your password, select the *Forgot password* option. Password reset links are sent via email and are valid for 6 hours before they expire.

## Creating Patients and Cases

Users can create new patients and add new cases via the Parable on the web, or the Parable mobile app.

### Web

1. Once logged in, select the **+New Case** button on the top-left.
2. Create a new patient or select an existing patient
  - a. If the patient has been at your organization before, select *Find an Existing Patient*, search for the patient, and choose **Use this Patient**

+ Create a new case

1 Existing Patient: Ned Stark 2 New Site

Create a new Patient Find an Existing Patient

Find a Patient

Stark, Ned

Use This Patient >

Patient Details

54 year old male with 2 active wounds

Medical Record Number (MRN)	565829
Date of Birth	Aug 8 1961
Age	54 years old
Sex	Male
Patient Since	Nov 15 2015
Region	Iron Islands
Team	C

- b. If the patient is new, make sure *Create a New Patient* is selected, enter patient demographic information, and click **Next**

+ Create a new case

1 New Patient: Jon Snow 2 New Site

Create a new Patient Find an Existing Patient

First Name Jon

Last Name Snow

Sex  Male  Female

Date of Birth 01/01/1975

MRN 000000005N0

Medical Record Number - usually a 6-9 digit patient identifier

Region North

Prev Next

Note: If you happen to enter information for a patient that's already in the system, Parable will alert you that it found a matching patient and prompt you for what to do (i.e. use the matching patient, or go back).

Oh look! We found a matching patient.

Patient Details

54 year old male with 2 active wounds

Medical Record Number (MRN)	565829
Date of Birth	Aug 8 1961
Age	54 years old
Sex	Male
Patient Since	Nov 15 2015
Region	Iron Islands
Team	C

Use this Patient

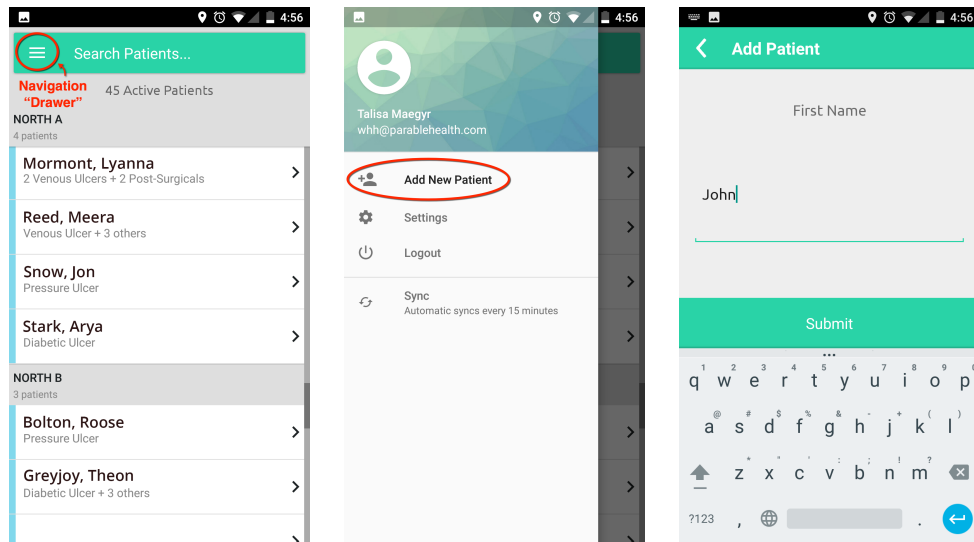
Go back, not the patient I'm looking for

3. Add wound case information, click **+Add Another Site** to add additional wound sites (if any), and select **Done** when finished.

## Mobile

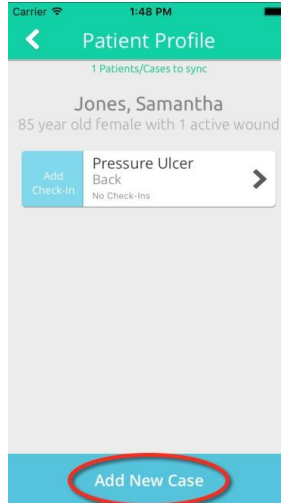
*To create a case for a new patient...*

1. Once logged into the app, tap the navigation "drawer" on the top left corner of the Patient List.
2. Tap the **Add New Patient** option.
3. Follow the ensuing prompts to enter new patient and case details.



*To create a case for an existing patient...*

1. Locate the patient you would like to add a new case for.
2. On that patient's profile, tap **Add New Case** at the bottom.
3. Follow the ensuing prompts to enter new case details.



## Closing Patient / Case Records

To close a particular case (or archive a patient's record altogether), users can follow the steps below via the Parable on the web, or the Parable mobile app.

### Web

1. Once logged in, **select the patient** with the case(s) to close.

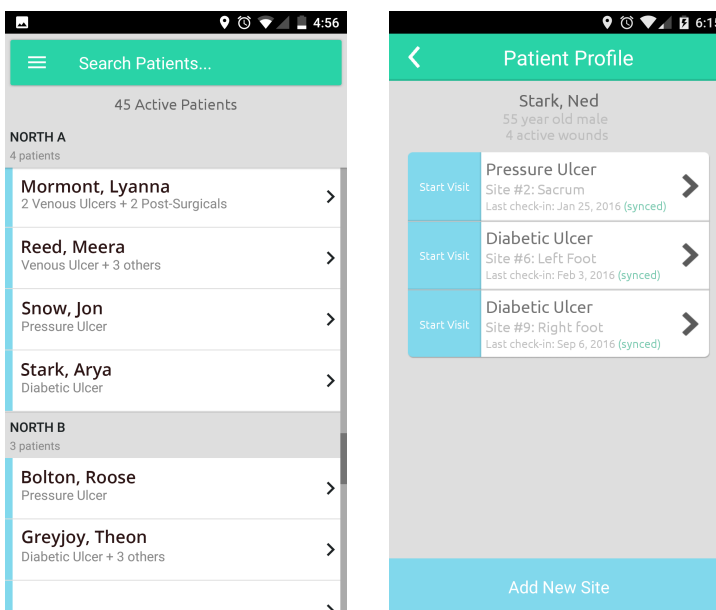
Date	BWAT Score	Photo
Nov 12 2015	18.0	
Nov 9 2015	21.0	
Nov 6 2015	23.0	

2. You have the option to close a specific case for a patient, or archive the entire patient record.
  - a. **Close a case.** Click the 'Case Status' dropdown and you will be prompted with a case close confirmation. Input the reason for the status change and close the case.

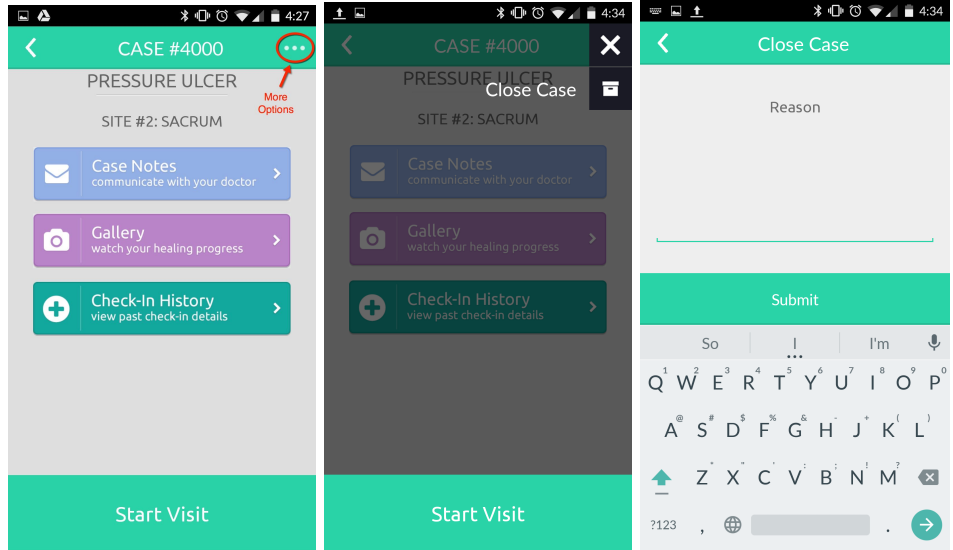
- b. **Archive a patient.** Click the 'Patient Status' dropdown and you get a "Change Patient Status" confirmation. Input the reason for the status change (e.g. patient was discharged), and archive the patient. All cases for this patient will automatically be closed.

## Mobile

1. Once logged into the app, **select** the patient and case, either by *searching* or *browsing* for the patient in the Patient List.



2. Once the relevant case is selected, tap the **"More Options"** icon on the top right (represented by the ellipsis), tap the **Close Case** button, enter the **reason for closing** the case (optional), and hit **Submit**.

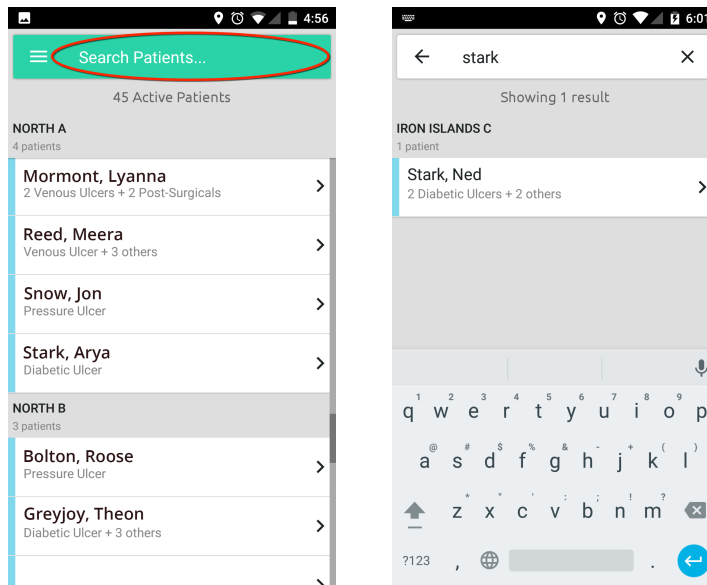


## In the Field: Wound Documentation

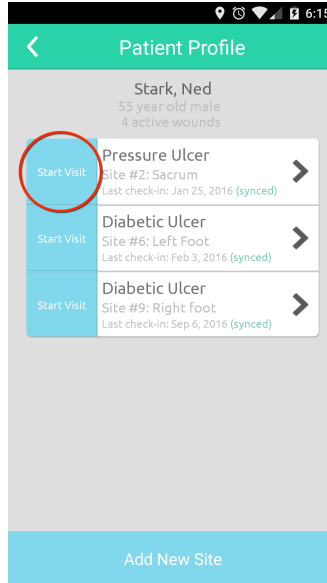
Clinicians in the field will use their mobile devices / tablets to perform documentation and assessment (called a "visit"), which begins by identifying the patient and case to evaluate.

### Selecting Patients/Cases

1. Log into the Parable mobile app.
2. **Select** the patient and case, either by *browsing* or *searching* for the patient in the Patient List.



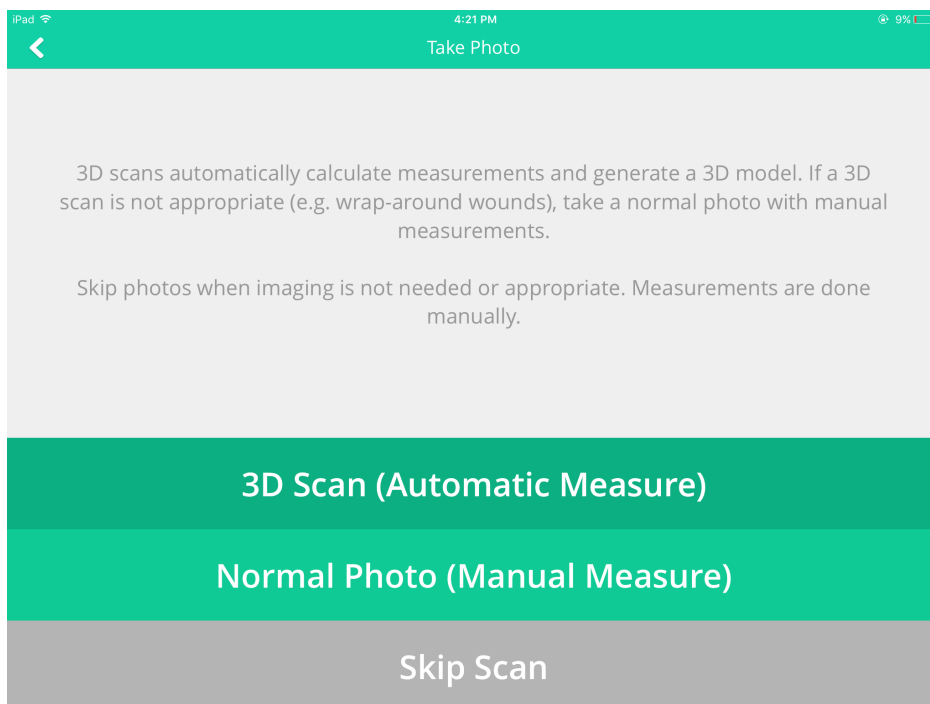
3. On the patient profile, tap **Start Visit** next to the relevant case (i.e. wound site).



## Adding Documentation: Photo and Measurements

The first part of a visit is the photographic documentation portion. Parable offers the following photo options at the beginning of a visit:

- 3D Smart Photo
- Normal Photo, with manual measurements
- Skip Photo, also with manual measurements



## Smart Scan (3D)

The “Smart Scan” option uses infrared scanning and computer vision technology to capture digital measurements of a wound site. Please ensure the infrared scanner is attached to the device, charged, and [calibrated](#) for this option.

1. **Position** the wound within the bounds of the targeting scan cube. This is how you indicate the area you want to scan.

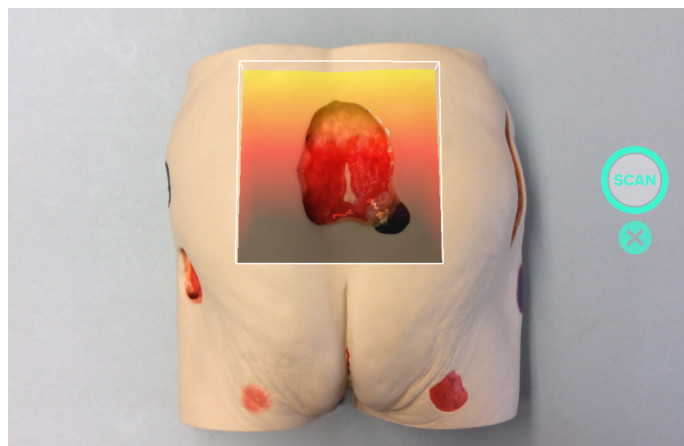
To resize the scan cube, you may pinch or spread the cube using two fingers to adjust the scan size. It is recommended to size the scan cube to approximately the same size as the wound or lesion, to ensure the entire wound/lesion is covered while avoiding unnecessary objects (e.g. bedsheets, walls, floors, parts of the body unrelated to the wound) whenever possible.

In terms of scan alignment, you will have the option to realign scans at the patient’s head-to-toe (12 o’clock to 6 o’clock position) during the post-scan preview step and are not limited to taking the scan at a specific orientation.

Note: a flickering scan cube may indicate a need to recalibrate the infrared sensor.

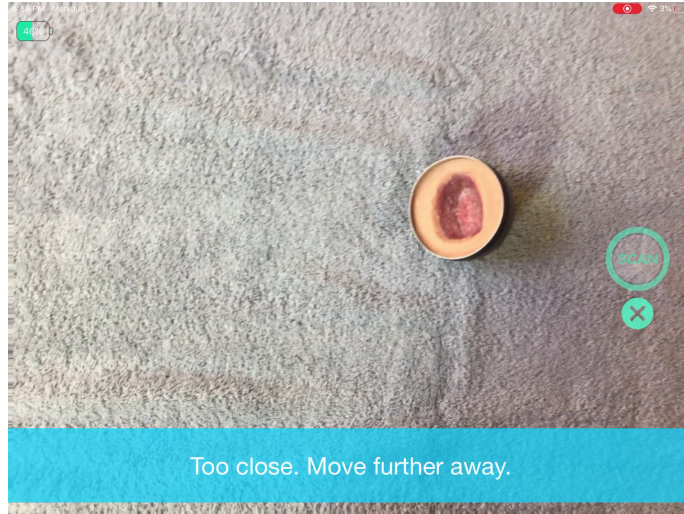
### **Distance**

Due to the nature of infrared scanning, you must be approximately 40cm away from the wound in order to scan it. You are within range when you see the surface of the wound bathed in the orange-red overlay.



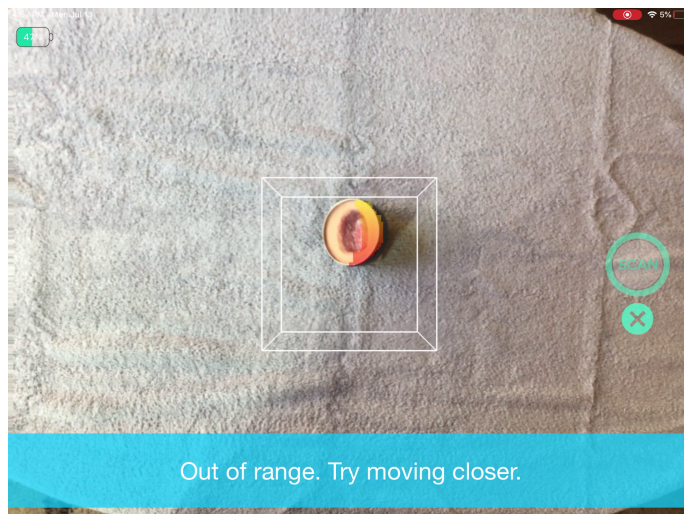
*Wound positioned properly within cube at correct distance*

If you are too close, the cube will disappear into the surface and the app will tell you to move further away.



*Too close to the wound*

If you are too far, you will see the cube with no orange-red overlay and the app will tell you to move closer.



*Too far from the wound*

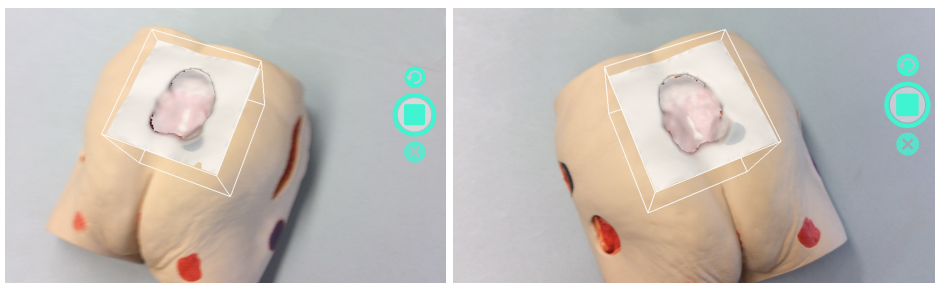
When the wound is fully bathed in the orange-red overlay and fully within the cube, tap the "Scan" button to start scanning.

**Note:** because *Smart Scans* require a minimum distance of around 40cm, the 2d photo captured at the start of this process will not be high resolution or high quality. If you want to also capture a high quality image of the wound from a close distance, we recommend capturing a supporting photo from close range during the *Supporting Photos* phase which follows the Smart Scan and is documented in a later section of this reference guide.

2. **Scan** the wound by moving the camera around to cover different angles. A white overlay will cover portions of the wound that have been scanned. You can consider a

wound site sufficiently scanned once it's been mostly covered with the white overlay. Typically, 1-2 seconds of scanning is sufficient. You don't need to capture every angle, nor do you need to scan within areas of undermining or tunneling.

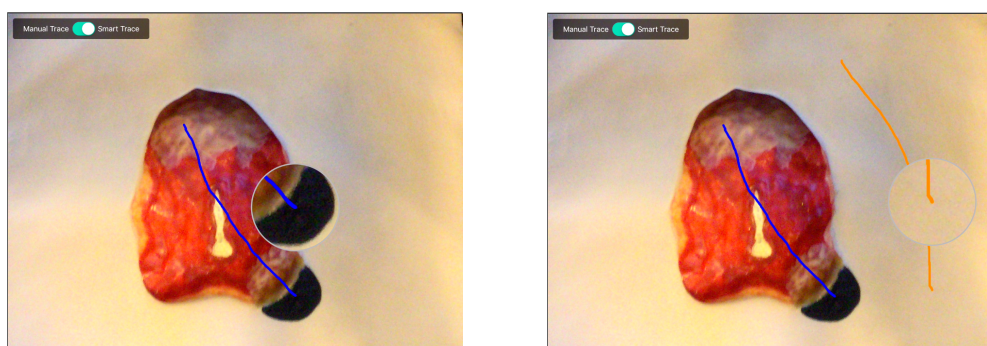
When done, press the stop button.



### 3. Identify wound boundaries using...

**Smart Trace** by first highlighting a sample of the wound within the wound boundaries, being sure to highlight all the different tissue types you want to capture. Next, highlight a sample of the background or non-wound area by drawing another line outside of the wound. When you have provided both wound and non-wound samples, Parable will intelligently highlight the entire wound.

This process is called a *Smart Trace* and is the default mode for wound boundary identification. *Smart Trace* works best when a wound is clearly defined and unambiguous. You can edit the *Smart Trace* as described in *Step 4* below.

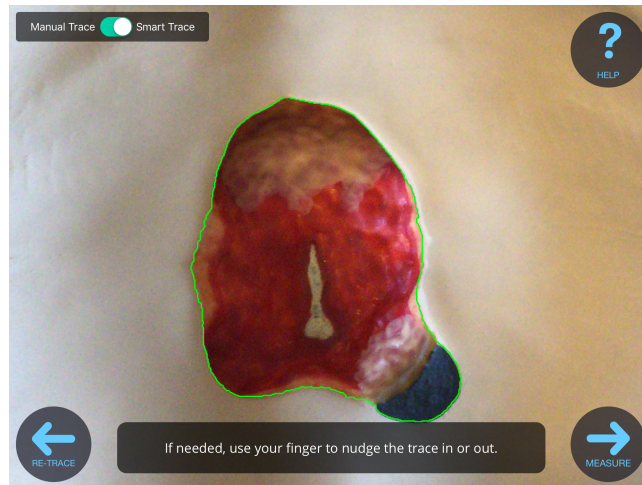


*Note: Drawing each sample must be done in a continuous line. Removing your finger or stylus from the screen signals the end of a highlight and moves the application on to the next step.*

**Manual Trace** is a more traditional way to identify wound boundaries. Switch to *Manual Trace* by toggling the setting on the top-left corner and then manually outlining the wound using your finger or a stylus. *Manual Trace* may be less precise, but it works consistently in all situations. *Manual Trace* may make sense for less clearly defined wounds, in situations with poor lighting, or whenever *Smart Trace* is not working well.

As you use *Smart Trace* you will quickly get a sense for when it makes sense and when *Manual Trace* is a better option.

4. **[Optional] Adjust the wound boundaries** if needed (i.e. if any part of the wound was missed, or if the boundary included part of the image that should not be considered wound tissue). When the resulting boundary trace appears after a Smart Trace, nudge the boundary trace in or out with your finger. To expand the trace, start with your finger inside the boundary you would like to expand and push it outwards. To remove part of the trace, start with your finger outside the trace and use your finger like an eraser to nudge the boundary inwards.



5. **View and align** (if needed) the resulting measurements and wound model. For consistency, align the image with head-to-toe alignment. Specifically, using the patient's body as the face of an imaginary clock (with the head at 12 o'clock and the feet at 6 o'clock), align the wound model such that the 12 o'clock position of the wound matches the 12 o'clock position of the body (the patient's head). You may use the following gestures to manipulate the model.



Use two fingers to pan the target up/down/left/right



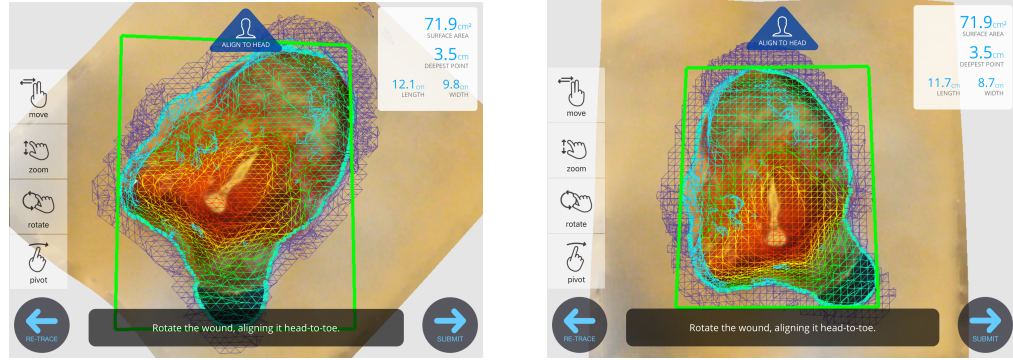
Rotate two fingers in a circular motion to change the angle



Pinch or spread two fingers to zoom in or out



Use one finger to pivot the target in 3D space



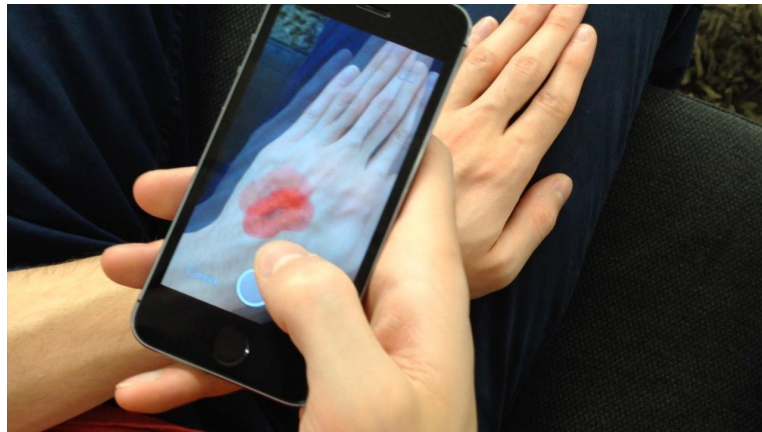
*Note: Surface area remains constant no matter what orientation the image is in, but length and width measurements under a bounded box methodology vary based on orientation.*

6. **Submit** the Smart Photo and measurements.

## Normal Photo

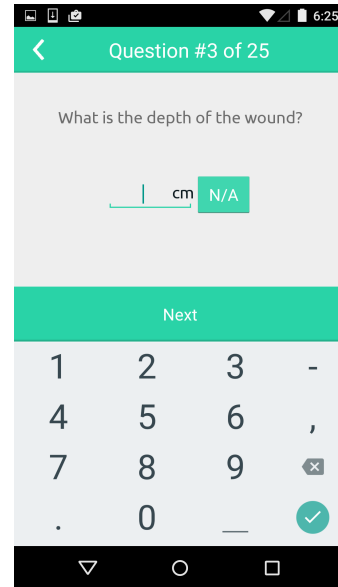
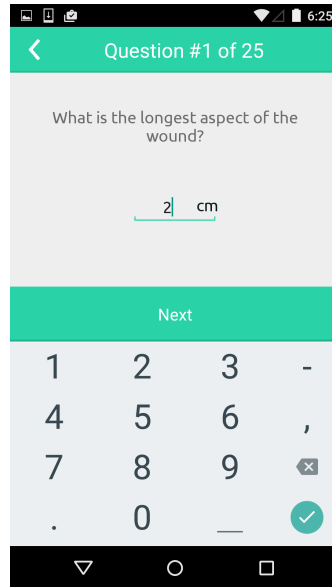
The “Normal Photo” option is simply a photo capture and manual measurements inputted into the Parable mobile app.

1. **Take a photo** of the wound site, ensuring the camera is directly overhead and parallel to the wound.



*Note: For photos following the first photo, there will be a watermark of the initial photo to guide subsequent photos for consistent alignment.*

2. **Manually measure** the wound’s length, width, and depth and input them into the app.



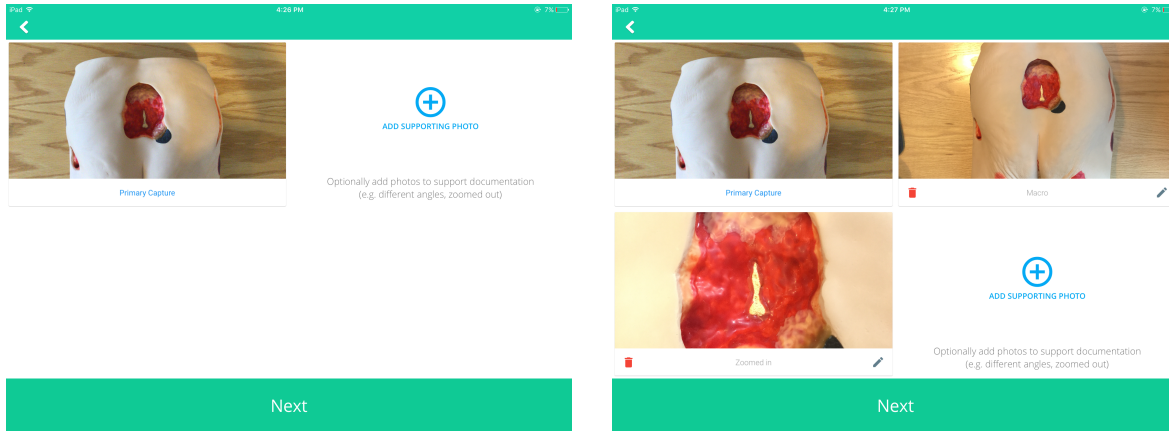
## Skip Photo

At times, there may be situations where it might be appropriate to skip the photo step (e.g. when time constraints or a patient's position do not allow for a photo). In such a case, the photo can be skipped and manual measurements of the wound can be taken.

## Supporting Photos

Following the Smart Photo, Smart Scan, or Normal Photo process, you will have the option to add supporting images. These images could be other angles of the wound site, a zoomed in/out perspective, or a noteworthy environmental element to include in the assessment (e.g. a patient's bandage). When using Smart Scans which have a minimum distance of 40cm, clinicians typically like to capture a high quality, close range supporting image from several centimeters away. Remember, you can tap the screen and Parable will adjust focus and brightness to best capture the area you tap.

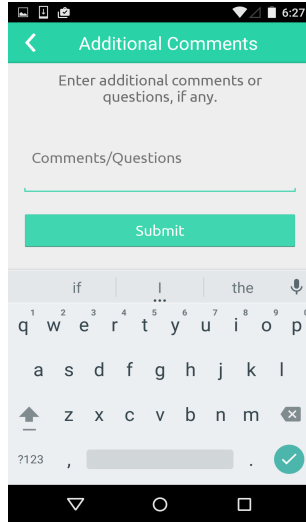
To capture supporting images, simply tap on "Add Supporting Photo", take the additional photo, and optionally name the supporting photo. Repeat the process to add more supporting photos.



## Adding Documentation: Clinical Assessment

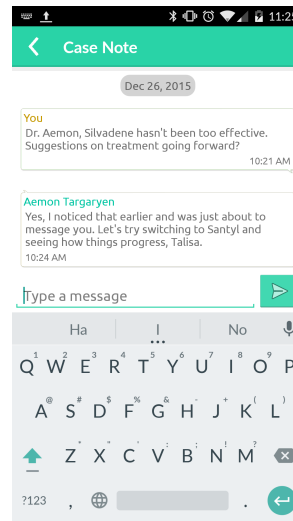
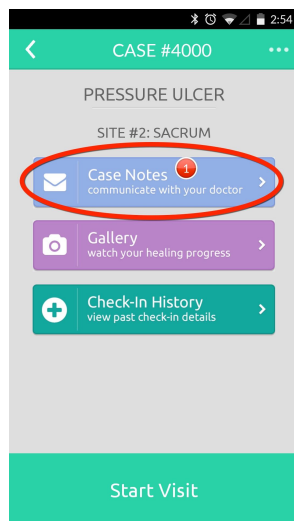
Following the Photo process, you will be guided through a protocol customized by your organization for each particular wound site. Tap on the relevant response for each assessment question.

At the end, you will be prompted for free-form comments in case you would like to include any other notes for this particular visit.



## Notes & Communications

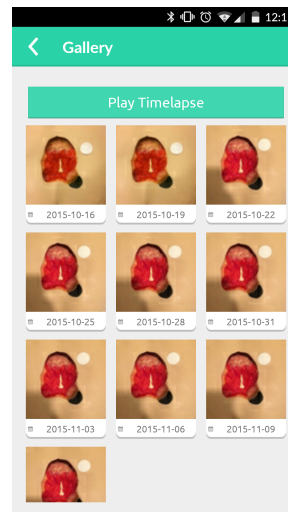
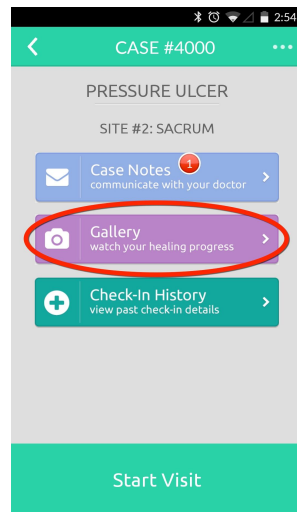
To view all notes and communications for a case, select the patient and case you'd like to view, then tap on Case Notes.



Here, you'll see all the notes left by other clinicians (either via documentation on "visits" or directly via this Case Notes section) and be able to leave notes and messages of your own.

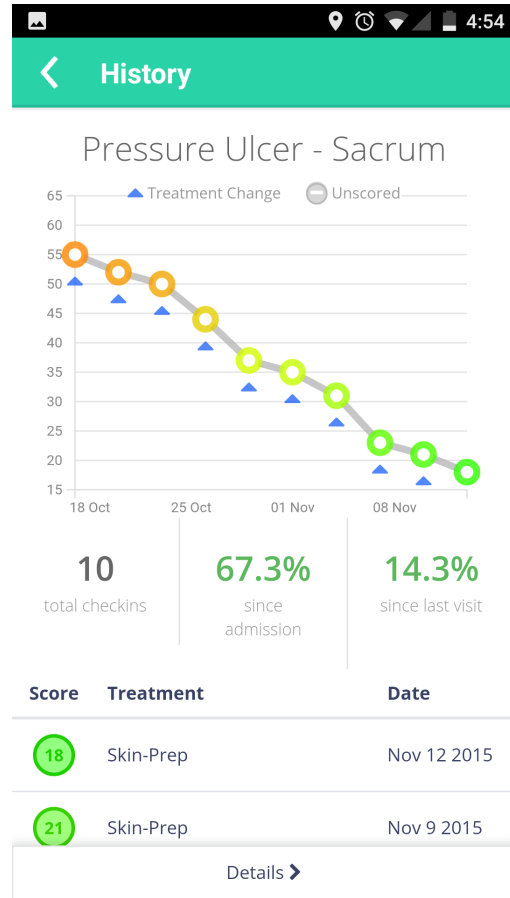
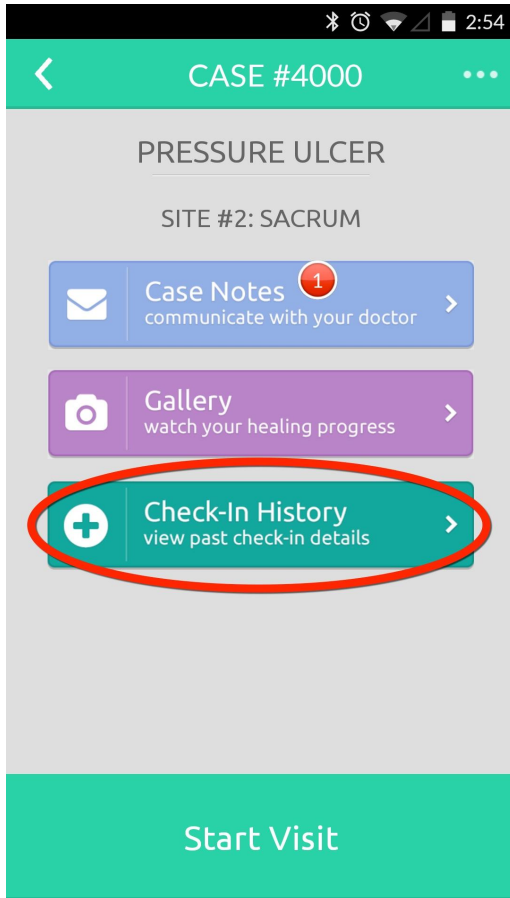
## Gallery

To view all the photos documented for for a case, select the patient and case you'd like to view, then tap on Gallery. Tap on a thumbnail for a larger view of that image. You can also view a timelapse by selecting *Play Timelapse*.



## Case History

To access documentation from previous visits for a case, select the patient and case you'd like to view, then tap on Case History. *Internet connectivity is required to view case history.*



## Editing Patients, Sites, and Assessments

From time to time, there may be a need to (a) edit properties of patient records and/or their sites, as well as assessments and (b) move/merge sites and assessments. The following matrix indicates which platforms support each action:

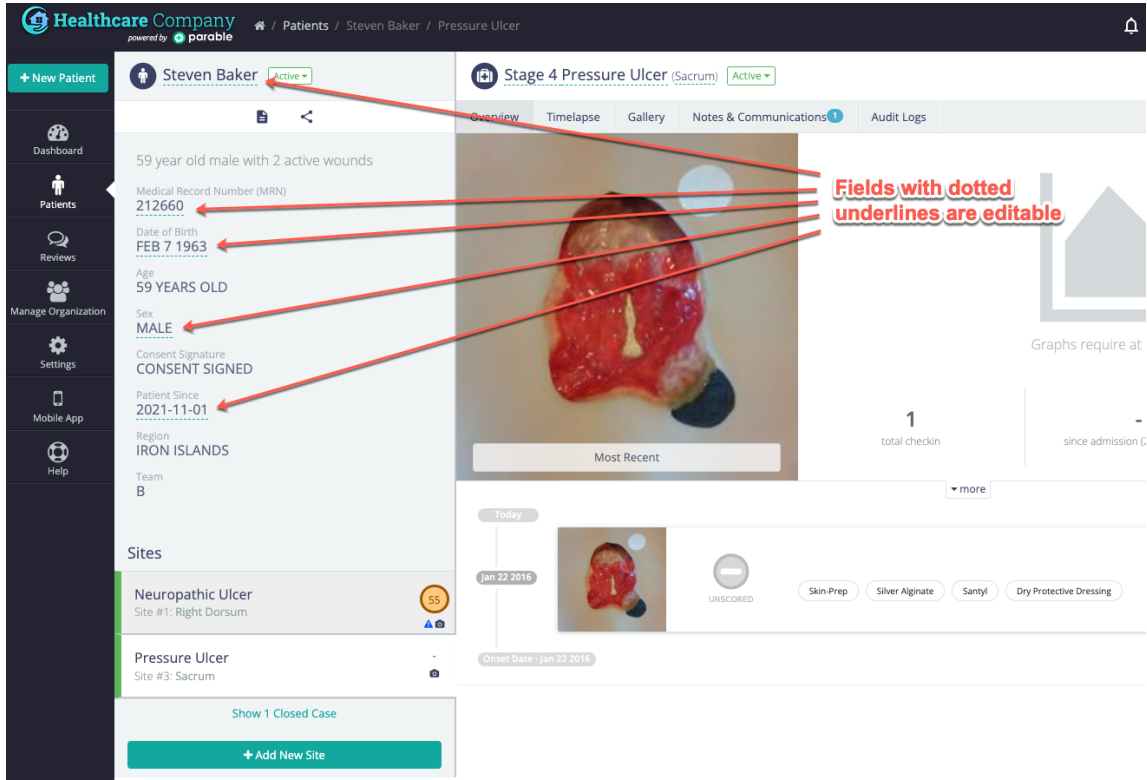
	Parable web app	Parable mobile app
Editing Patient Properties	Yes	No
Editing Site Properties	Yes	Yes (iOS only)
Moving and Merging Sites	Yes	No
Editing Assessments	Yes	No
Moving and Deleting	Yes	No

Assessments		
-------------	--	--

All actions are captured in the relevant audit logs.

## Editing Patient Properties

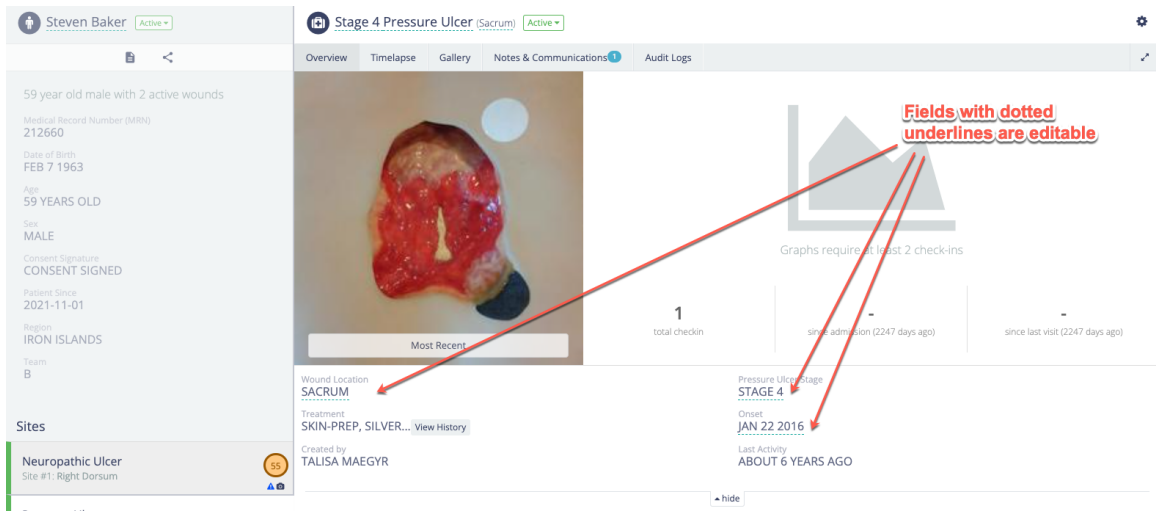
To edit patient properties (e.g. name, medical record number, date of birth), navigate to the patient record on the Parable web app. All fields with a dotted line under them may be edited. Which fields are editable are determined on a per-organization basis.



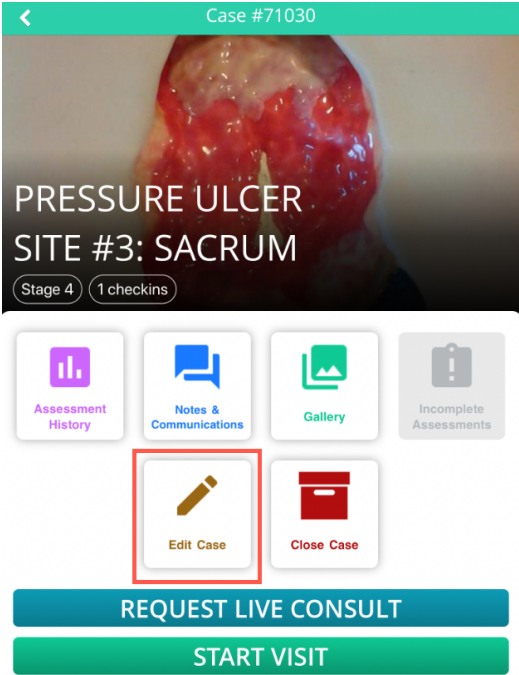
## Editing Site Properties

*On the Parable web app*

To edit site properties (e.g. site location, date of onset, etc), navigate to the patient record and select the site you'd like to edit. You may have to click on the “more ▼” button to view site properties. There, you can edit any fields with dotted lines under them. Site fields and which site fields are editable are determined on a per-organization basis.



On the Parable mobile app (iOS only)  
 To edit patient properties, navigate to the patient record on the Parable mobile app and select the site you'd like to edit. Tap the "Edit Case" button and you'll be able to edit site properties on the following screen.

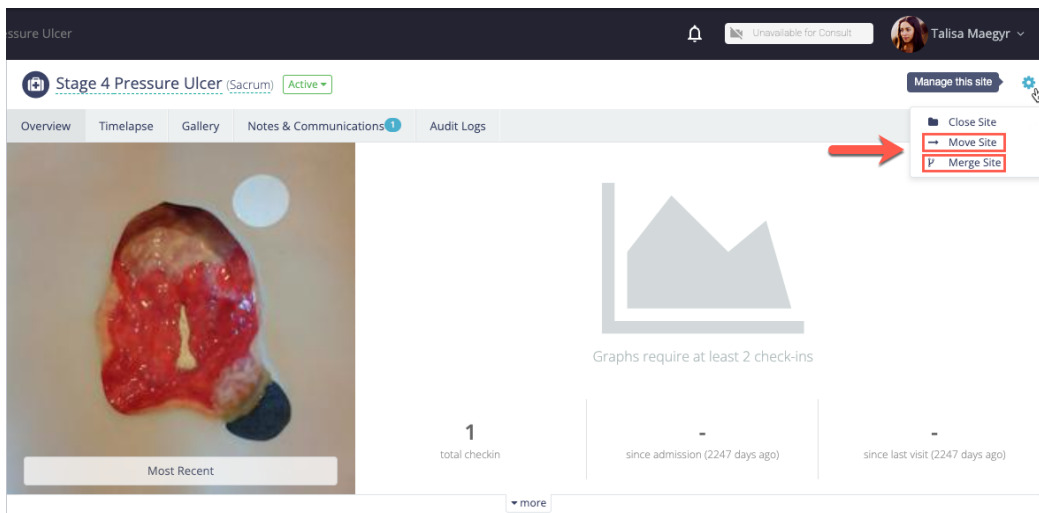


### Moving and Merging Sites

Users with the appropriate permissions are also able to move and merge sites (i.e. users with Clinical Manager or Admin permissions, and their organization is set up with this capability).

- **Moving** allows authorized users to move a site from one patient record to another (for example, if a site was attributed to the incorrect patient).
- **Merging** allows authorized users to take all of the assessments associated with one site and associate them with another site (which may belong to another patient), and close out the source site in the process.

To move or merge sites, navigate to the patient record and select the site you'd like to move or merge. Click on the “Manage this site” gear on the top right of the screen, and select the *Move Site* or *Merge Site*.



You will be presented with one of the dialogues below. Select the target patient (if moving) or case (if merging) and add a reason for the move or merge.

Move Case×

Choose a Patient

Move Reason

Cancel
Move Case

Merge Case×

Choose a Case

Merge Reason

Cancel
Merge Case

## Editing Assessments

Users with the appropriate permissions and whose organizations have this capability enabled can edit assessments after they're submitted. To edit an assessment, navigate to the patient record, select the relevant site, and the assessment to edit. On the assessment details screen, click on the “Manage” button on the top right of the screen, and select *Edit Assessment*.



On the following screen, you will be able to edit assessment fields that are designated as editable.

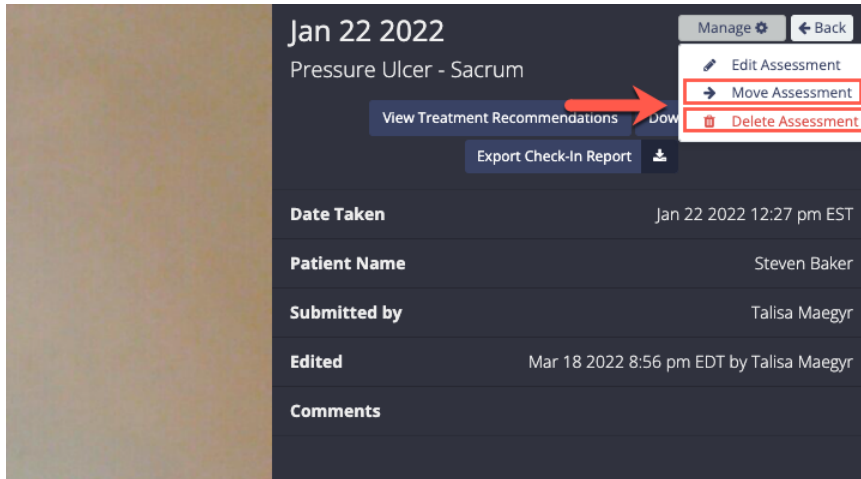
Which fields are editable are determined on a per-organization basis for each customized assessment protocol. Authorized organization representatives may contact Parable support to modify which fields are editable.

## Moving and Deleting Assessments

Users with the appropriate permissions and whose organizations have this capability enabled can move and delete assessments.

- **Moving** allows authorized users to move an assessment from one site to another (which may belong to another patient). Users may want to do this if an assessment was done on an incorrect patient and/or site.
- **Deleting** allows authorized users to delete an assessment outright.

To move or delete assessments, navigate to the patient record, select the relevant site, and the assessment to move or delete. On the assessment details screen, click on the “Manage” button on the top right of the screen, and select *Move Assessment* or *Merge Assessment*.



You will be presented with the dialogue below. Select the target case and add a reason for the move.

Move Check-In ×

---

Choose a Case

Move Reason

---

## Monitoring and Collaboration

Since all photos and other clinical documentation are automatically synced from the mobile device to the cloud, any clinician with appropriate access can collaborate on patient care from anywhere with an internet connection.

### Patient-Level

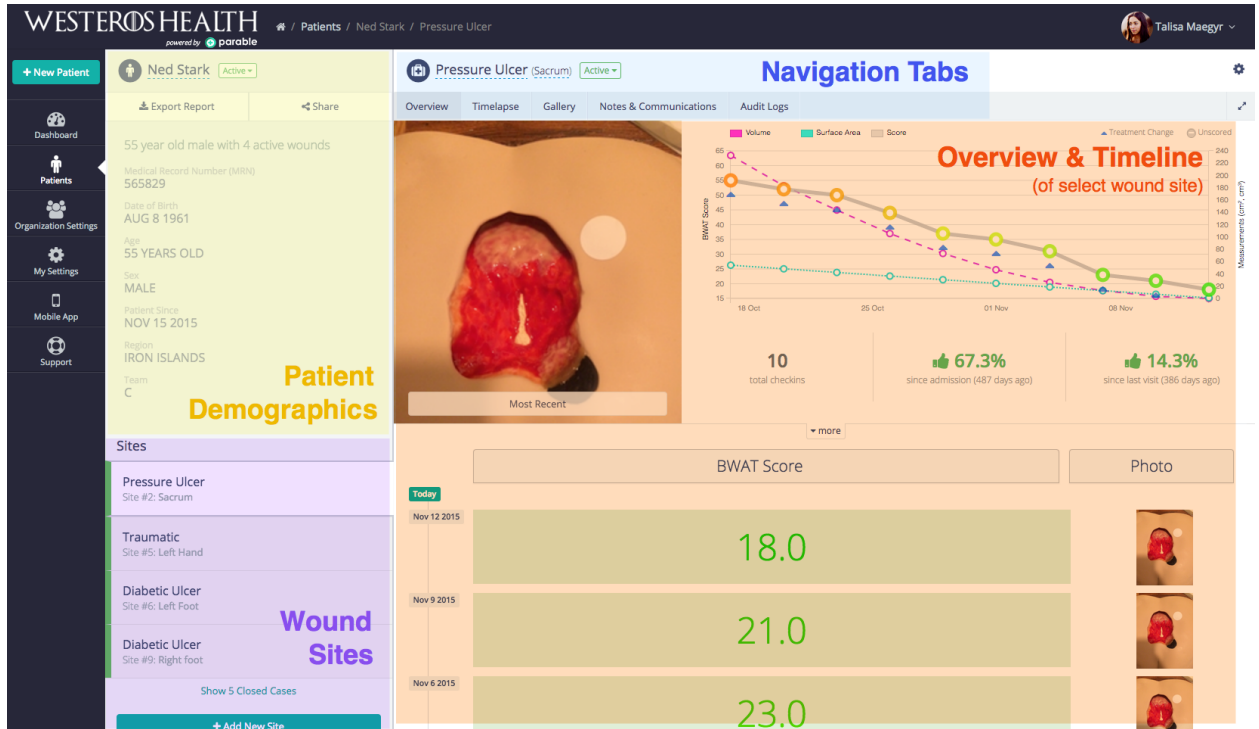
To view the documentation for an individual patient, select the patient of interest to go to that patient's profile screen.

#### Patient Profile At-A-Glance

The Patient Profile has the following elements...

- **Patient Demographic** info, on the top left

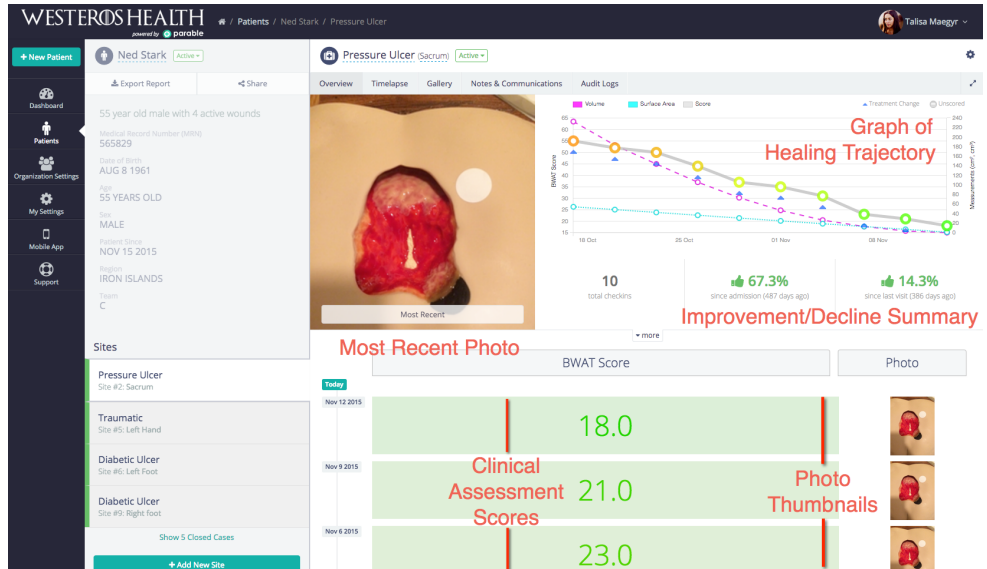
- A list of the patient's **Wound Sites**, on the bottom left
- **Navigation Tabs**, at the top, featuring the following options:
  - Overview
  - Timelapse
  - Gallery
  - Notes & Communications
  - Audit Logs
- [Default] **Overview and Timeline** of the currently selected wound site



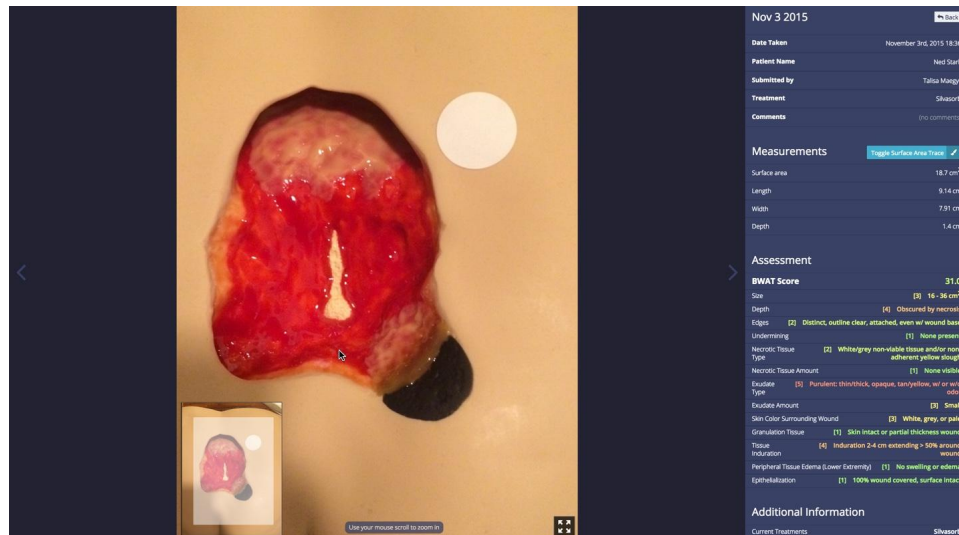
## Timeline Overview

The default tab selected is the **Timeline Overview**, which displays the following:

- General information about a particular wound (e.g. type, location)
- The most recent photo taken of the wound
- Summary details, such as the total # of check-ins, the % improvement or decline since admission/last visit (if using a relevant clinical protocol)
- A timeline of:
  - Clinical Assessment Score for each visit (if using quantitative protocol)
  - Photo Thumbnails for each visit

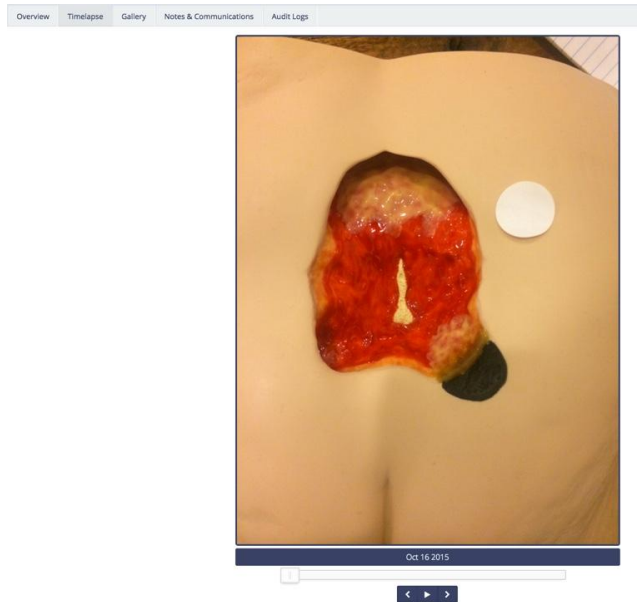


Clicking on a particular visit (i.e. a row) will access the detailed view for that visit, complete with measurements, individual responses and scores, etc.



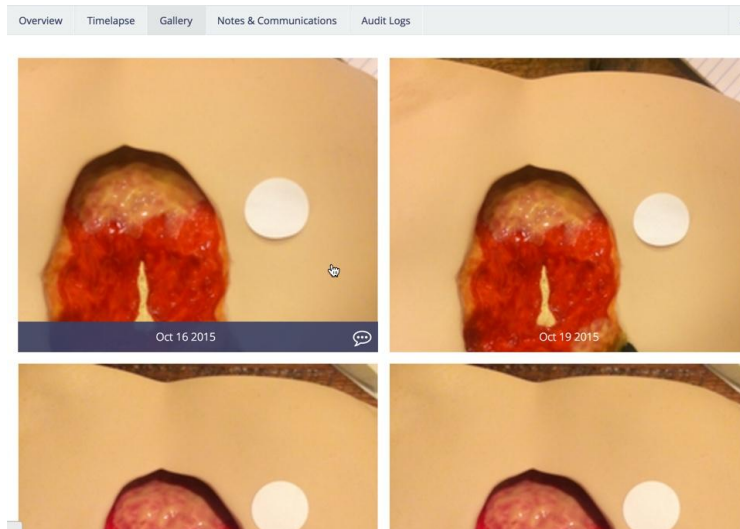
## Timelapse

The **Timelapse** tab offers a playback of the photographic progression of the wound site, as a way to visualize how a wound has improved or declined over time.



## Gallery

The **Gallery** tab displays a visual library of photos from each check-in. Click on any photo for additional details from that particular check-in.



## Notes & Communications

The **Notes** tab displays all the notes left by other clinicians (either via documentation on “visits” or directly via this Case Notes section). You can also leave new notes and messages here.

Overview   Timelapse   Gallery   **Notes & Communications**   Audit Logs   ↗

Notes and Communications

Dr. Aemon Targaryen   Yes, I noticed that earlier and was just about to message you. Let's try switching to Santyl and seeing how things progress, Talisa. about 7 hours ago

Dr. Aemon, Silvadene hasn't been too effective. Suggestions on treatment going forward? about 7 hours ago   Talisa Maegyr

Thank you doctor. I'll go with that. about 7 hours ago   Talisa Maegyr

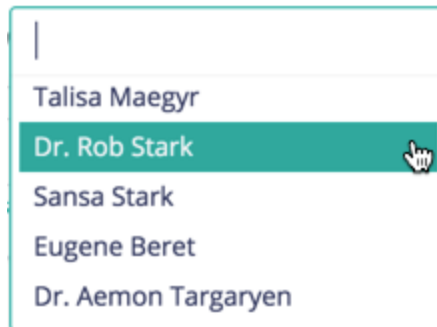
**Mentions:** You can get another user's attention by typing **@name**. e.g. @John Doe

Type any messages or notes here. e.g. Hi @Sean Young, can you recommend treat.   **+ Mention User**

Insert Canned Response   Manage Canned Responses   **Send Message**

“Mentions” are a way to call out and notify a specific user in a message. Mentioned users will receive a notification of your message. To mention a user, you can either...

1. Click the **+Mention User** button in the bottom text field, select the user you'd like to mention, and continue typing your message.



2. Or, anywhere in the message, type “@” followed by the user’s name. Once you begin typing the name of the user you’d like to mention. Qualifying names should appear in the auto-complete list.

## Audit Logs

The **Audit Logs** tab displays the detailed access history of this particular case, listing everyone who has viewed or edited this case in any way, from any device.

User	Action	Medium	IP	Timestamp
Talisa Maegyr	View	Web	98.164.227.218	2015-12-26 20:58:42 -0500 (less than a minute ago)
Talisa Maegyr	View	Mobile	98.164.227.218	2015-12-26 15:08:14 -0500 (about 6 hours ago)
Dr. Aemon Targaryen	View	Web	98.164.227.218	2015-12-26 14:22:19 -0500 (about 7 hours ago)
Talisa Maegyr	View	Mobile	98.164.227.218	2015-12-26 14:04:43 -0500 (about 7 hours ago)

## Share (Consult an External Party)

If there is a need to loop in a third party clinician (i.e. a clinician outside your organization) on a patient's recovery, you can do so using the **Share** button on the top right corner of a patient's profile.

The screenshot displays the WESTERD'S HEALTH patient profile for Ned Stark. The 'Share' button is circled in red, and a red arrow points to the 'Share with an external collaborator' button. The patient details include: 55 year old male with 4 active wounds, Medical Record Number (MRN) 565829, Date of Birth AUG 8 1961, Age 55 YEARS OLD, Sex MALE, Patient Since NOV 15 2015, Region IRON ISLANDS, and Team C. The interface also shows a pressure ulcer image and a line graph of BWWT Score over time, with metrics for total checks (10), 67.3% since admission, and 14.3% since last visit.

A pop-up will appear displaying the patient's sharing settings. To add an external "consultant" for this patient, input the name, email address, permission level, and consult message. Once satisfied, click **Send Invite**.

Ned Stark Sharing Settings x

Accessible by **5** users from *Westeros Home Health* and **0** consulting user.

Consulting Users					
Name	Email Address	Permission	Consult Description	Status	Created By
No external consultants for this patient.					

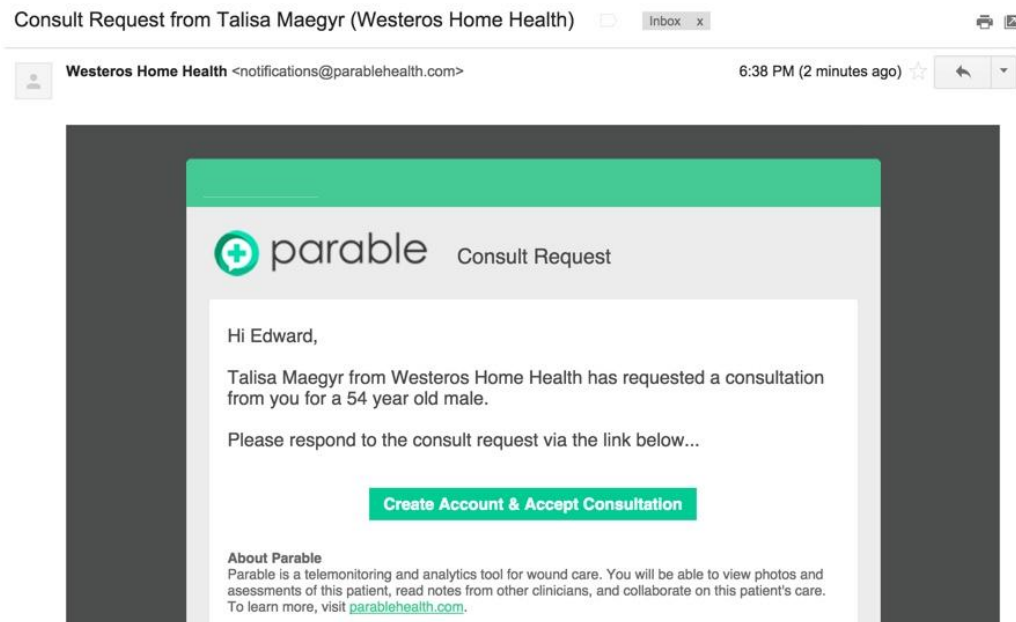
Request Consult

Edward  Xavier  ed@xyzhealth.com

Collaborator (view cases + create case notes)

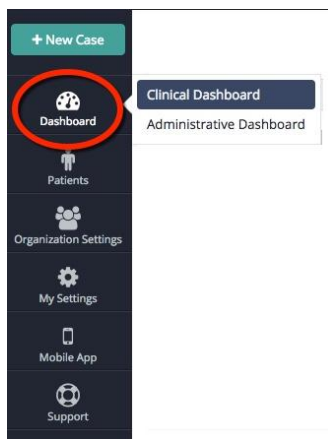
Dr. Ed, can you get your suggestions on next steps for Mr. Stark's pressure ulcer? Please have a look at his recovery timeline on Parable to see what we've tried so far.

The intended consultant will receive an email similar to the following, prompting him/her to create a guest account on Parable and accept the consultation request. The consultant will have limited access to view/collaborate on this patient's care.



## Population-Level: Clinical

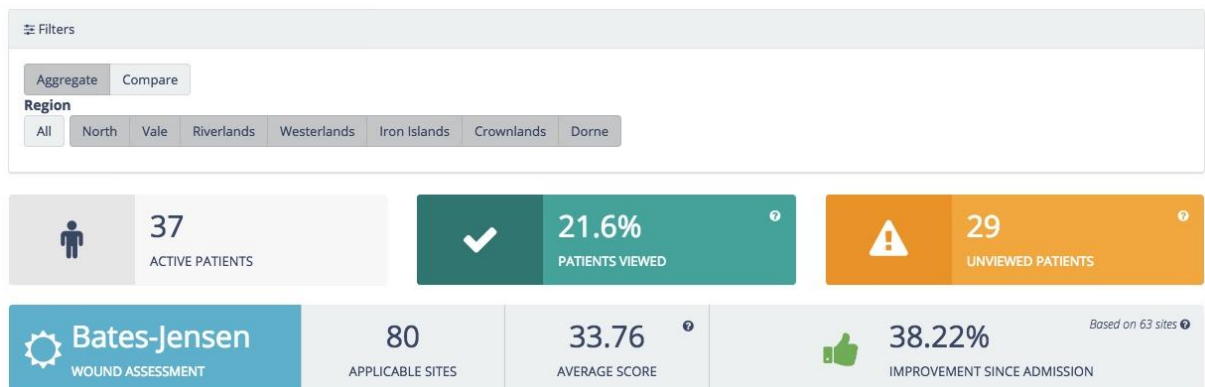
For a high-level overview on your patients' progress on a population level, click **Dashboard** on the left-hand navigation bar. This will default to the Clinical Dashboard.



## Aggregate View

The default view is the **Aggregate** view, which displays the following:

- *Total Active Patients* (with at least one open case), tracked in Parable
- *% Patients Viewed*. Percent of patients with activity viewed by someone in the organization.
- *# Unviewed Patients*. Patients with new activity (i.e. check-ins, messages) not yet viewed by anyone in the organization.
- *Protocol Summary*. For organizations using specific protocols, summary information such as # of applicable sites, average scores, aggregate improvement/decline percentages, etc.



## Compare View

By toggling the **Compare** button, users can see a breakdown of performance by facet (e.g. region, team, facility, zip code, etc). This can help with better resource allocation, identifying outlier cases, etc.

Filters

Aggregate Compare

Region

All North Vale Riverlands Westerlands Iron Islands Crownlands Dorne

Region	General		BWAT			Explore
	Active Patients	Unviewed Patients	Applicable Sites	Average Score	Change Since Admission	
North	7	6	18	34.08	70.82% Improvement since admission	Explore
Vale	1	0	1	35.78	75.0% Improvement since admission	Explore
Riverlands	2	2	2	34.55	69.45% Improvement since admission	Explore
Westerlands	3	2	6	31.65	71.35% Improvement since admission	Explore
Iron Islands	12	10	29	33.72	29.8% Decline since admission	Explore
Crownlands	9	6	18	34.57	68.18% Improvement since admission	Explore
Dorne	3	3	6	32.45	69.67% Improvement since admission	Explore

Clicking Explore next to a facet of interest will drill down into the performance of that facet, listing any sub-facets (e.g. sub-teams, floors within a facility, etc) if any.

Filters

Aggregate Compare

Region

All North Vale Riverlands Westerlands Iron Islands Crownlands Dorne

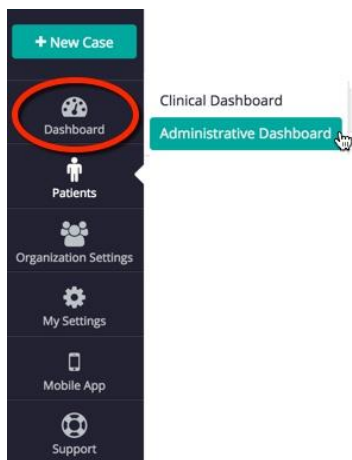
Team

All A B C

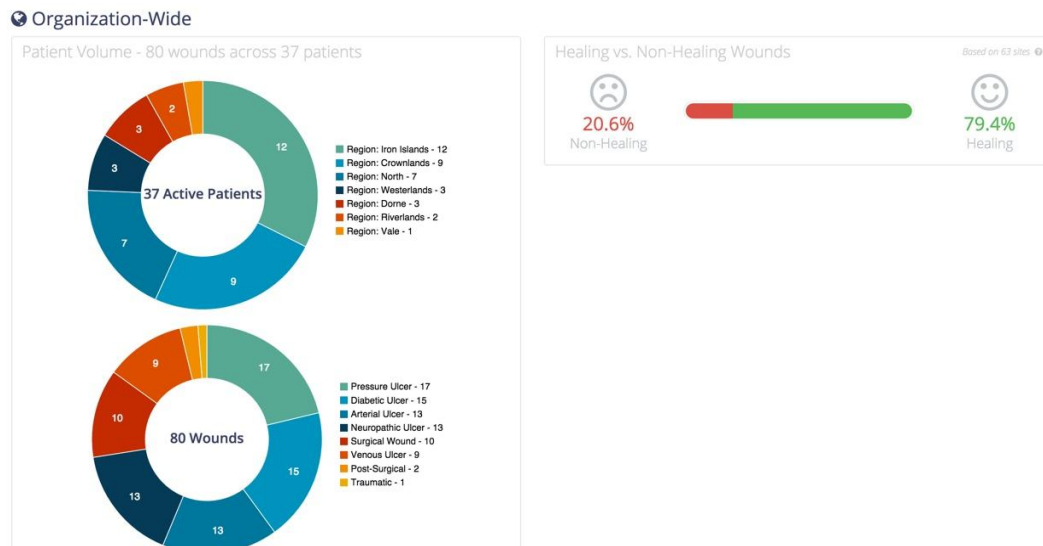
Team	General		BWAT			Show Patients
	Active Patients	Unviewed Patients	Applicable Sites	Average Score	Change Since Admission	
A	1	1	4	39.68	108.54% Decline since admission	Show Patients
B	7	7	15	35.03	30.55% Decline since admission	Show Patients
C	4	2	10	30.35	5.01% Improvement since admission	Show Patients

## Population-Level: Administrative

For a high-level performance overview from an administrative perspective, hover over **Dashboard** on the left-hand navigation bar and select **Administrative Dashboard** from the drop-down list.



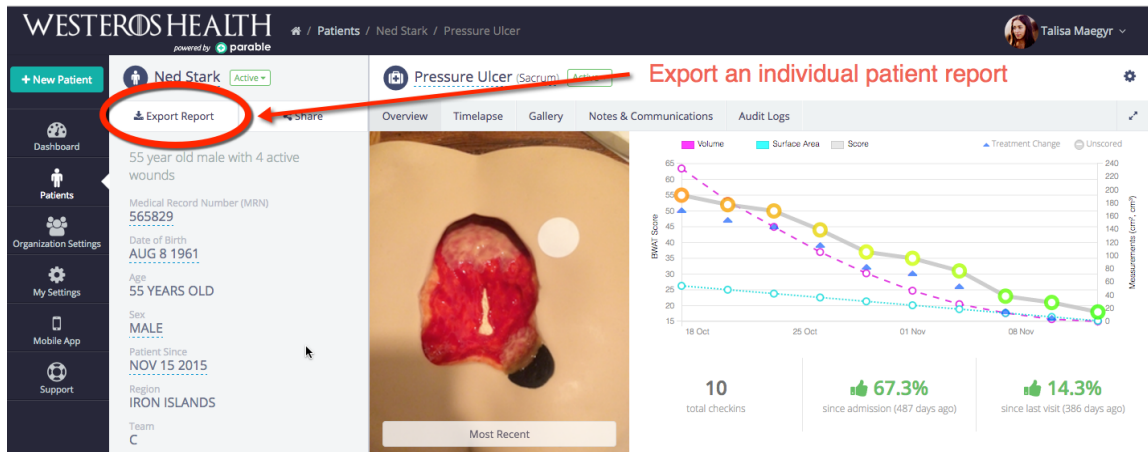
This displays a visualization around patient volume by facet, breakdown by wound type, % healing vs non-healing wounds, and any customizations that have been created for your organization.



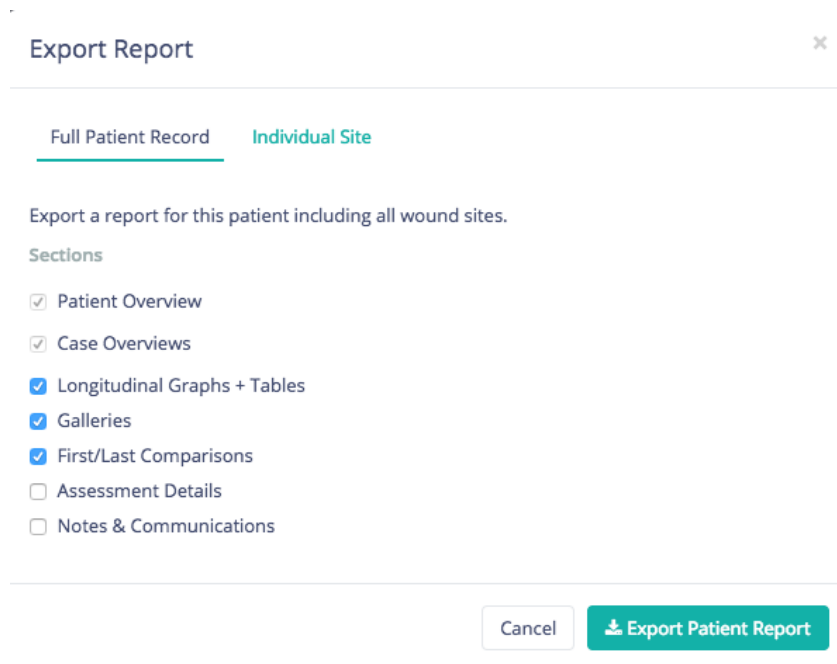
# Reports

## Exporting Individual Patient Reports

From the Patient Profile screen, an individual patient report can be generated by clicking **Export Report**.

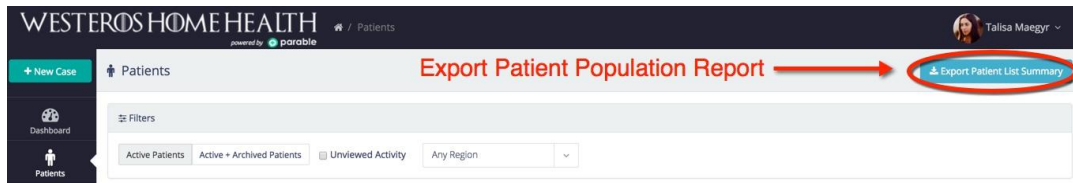


Reports can be generated on a comprehensive level (all wound sites for a patient across the entire timeline) or per wound site, with options to select the site and date range to export.



## Exporting Patient List Summary Reports

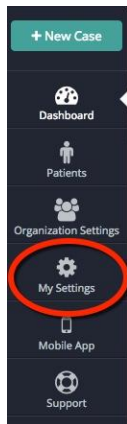
From the Patient List screen, a summary report of the entire patient population can be generated by clicking **Export** or **Export Patient List Summary**.



## Administration

### Personal Settings

To edit profile information and personal preferences, select **My Settings** on the left-hand navigation bar.



### Profile


You can edit your name, profile photo, and password on the **Profile** tab.

Profile Notification Settings

Email whh@parablehealth.com

First name Talisa

Last name Maegr

Photo    
 [Select image](#)

Password *Enter a new password*  
*Leave blank if you don't want to change it.*

Password confirmation *Re-enter password*

[Update Account](#)

## Notifications

You can edit your email and notification preferences on the **Notification Settings** tab.

Profile Notification Settings

Activity Summary Emails Daily Emails ▼  
*Activity summary emails summarize new cases, closed cases, new checkins, and messages across your active patient population*

Deferred Check-In Emails Daily Emails ▼  
*Deferred check-in emails summarize your incomplete check-ins*

New Messages  Email  Mobile  
*New messages associated with conversations I've participated in.*

New Check-ins  Email  Mobile  
*New check-ins for my patients*

[Update Settings](#)

## Organization Settings

Administrators can manage the following organizational settings, by clicking on **Organization Settings** on the left-hand navigation bar

### User Management

The default tab selected is the **Members** tab. Here, administrators can edit and remove existing users (by selecting the edit and remove icons to the right of each member row, respectively), and add new users (by clicking on the **+Add member** button on the top right).

Editing organization: Westeros Home Health ← Back

Name  
Westeros Home Health

Primary technical contact  
Rob Stark

Primary medical contact  
Aemon Targaryen

[Update Organization](#)

Members External Consultants Question Sets Canned Responses Settings [+ Add member](#)

Show 10 entries

First Name	Last Name	Email	Status	Role	Permissions	
Aemon	Targaryen	aemon@nathanie.com	Active	Doctor	Admin	
Eugene	Beret	eugene.beretsky@gmail.com	Active	General	Admin	
Rob	Stark	robstark@parablehealth.com	Invited	Doctor	Admin	
Sansa	Stark	sansastark@parablehealth.com	Invited	Nurse	Standard	
Talisa	Maegyr	whh@parablehealth.com	Active	Nurse	Admin	

Showing 1 to 5 of 5 entries Previous 1 Next

When adding new members, administrators are prompted with the following inputs for the member's profile settings:

Add New User ×

Role  Permissions

Restrict visibility to

Default view



An email will be sent to the new user inviting them to sign up for Parable.

- **First Name**
- **Last Name**
- **Email Address.** An invitation to create a password will be sent here.
- **Role.** For classification purposes, users can be given one of the following types. Note that Role does not impact any permission or visibility.
  - General / Administrative
  - Doctor
  - Nurse
  - Physician's Assistant
  - Consultant
- **(Organizational) Permissions.** Sets the level of permission this user has, with the following options.

- Restricted: user can only view cases
- Mobile: user can view and manage cases with the mobile app only
- Standard: user can view and manage cases on mobile and web
- Clinical Manager: user can view and manage cases on mobile and web, and perform case reviews
- Admin: user can view and manage cases on mobile and web, and manage organizational settings (e.g. edit/add members)
- **Case Visibility Restriction.** Restricts case visibility to a particular facet (e.g. Region, Facility), or choose "Any..." for unlimited visibility. Facet names are unique to each organization (e.g. some organizations are divided into buildings or facilities, others by zip codes or regions, etc).

Once these inputs are complete, clicking "Send Invite" will send the invitation to join Parable to the new team member. If, for some reason, the user needs the invite to be resent, find the team member in the *Members* tab and click the blue "Invited" button under the Status column to resend the invite to that team member.

Editing member attributes (e.g. name, email, permissions, case visibility) and removing members can also be done from the Members tab, using the edit and delete icons on the far right of each team member row.

Talisa	Maegyr	talisa@healthcare.co	Active	Nurse	All	All	Admin	3.4.22-441	Mar 1 2022 5:10 pm EDT	 
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## License Management

If your organization is configured to use Parable's user licensing system, users are assigned an *Imager* or a *Reader* license, or have no license assigned at all. See 'License Types' below. Licenses are active for a fixed duration (e.g. usually one year), and must be renewed. Users with expired licenses will no longer be able to use Parable's core functionality. Renewals and additional licenses may be purchased from Parable or an appropriate reseller / channel partner.

Purchased licenses may be made available to all facets (e.g. region, team, facility, etc) or a specific number of licenses may be allocated to designated facets (meaning those licenses may *only* be allocated to users at the designated facet).

Administrators have permission to **transfer** licenses, which means they can move an individual unassigned license to a different facet (e.g. a different region, team facility, etc).

Licenses are initially unassigned. Administrators can **assign** licenses to users from the *Licenses* section of *Organization Settings*, when inviting a new user to Parable, or when

editing a user from the *Organization Settings* → *Members List*. Available license counts are displayed anywhere licenses can be assigned from.

If a license is assigned to a user, Administrators can also **revoke** it from either the *Licenses* section of *Organization Settings* or by editing a user from the *Organization Settings* → *Members List*. Revoking a license adds that license back to the same pool of available licenses it was originally assigned from, at which point it will be immediately available to be assigned to another user (including that same user).

## License Types

- **Reader Licenses** - Reader licenses allow users to *view* data (such as patient records, assessments, and photos), but not perform assessments or capture photos themselves. Readers can still add case notes and perform other authorized administrative / review functions. Reader licenses are typically used by administrators, reviewers, and managers who are not performing assessments directly but operate in an oversight or review capacity (e.g. analyzing assessments performed by other users).
- **Imager Licenses** - Imagers have all of the abilities that Readers have, but they can also perform assessments and capture photos. Imager licenses are typically used by clinicians in the field or in facilities at the point of care, performing clinical assessments of patients.
- **No License / Expired License** - If your organization is configured to use Parable's user licensing system, users without a license or with an expired license may sign into Parable and edit basic profile information, but cannot do anything beyond that. To view and interact with patient and wound site data, an active Parable license is required.

## External Consultants

The **External Consultants** tab is a way for administrators to audit which users outside the organization have been given access to collaborate on patient cases. Administrators can view which patients each consultant has access to by clicking on the blue patient icon and managing access controls on the following pop-up.

Members	External Consultants	Question Sets	Canned Responses	Settings
There is <b>1 consultant</b> in the organization.				
Consultant Name	Email	Patients	Status	
Edward Xavier	ed@xyzhealth.com	1 Patient	Pending	





## Question Sets

The **Question Sets** tab is a review of all the clinical protocols customized for the organization. This view is read-only at the moment, and change requests can be made by writing to [support@parablehealth.com](mailto:support@parablehealth.com)

Members	External Consultants	Question Sets	Canned Responses	Settings
For any changes or additions, please contact <a href="mailto:support@parablehealth.com">support@parablehealth.com</a>				
Name	Questions			
Global	0			
Arterial Ulcer	18			
Diabetic Ulcer	7			
Pressure Ulcer	8			
Surgical Wound	18			
Venous Ulcer	18			
Neuropathic Ulcer	18			
Other	18			

## Canned Responses

The **Canned Responses** tab is available to create common predetermined messages and responses. These might be used to ask a common question to another clinician or respond to frequently asked question.

Members	External Consultants	Question Sets	Canned Responses	Settings
<p>Canned responses can be used to quickly send messages to patients. Add new canned responses or click any field to edit.</p>				
Label	Message			
OK to Close 	I've reviewed this patient and it looks like the wound has healed to a satisfactory level. Please go ahead and close the case with a reason of "Healed". 			
Status Check 	Can you update me with the latest on this patient's progress? 			
<input type="text" value="Label"/>	<input type="text" value="Message content"/>			<input type="button" value="Create"/>

## Miscellaneous Settings

The **(General) Settings** tab is not often used outside of initial customizations with the Parable team. However, adjustments to items like the “Patient Consent to Medical Photography” and any pre-check-in disclaimers can be made here.

Members	External Consultants	Question Sets	Canned Responses	Settings
<p><b>Prompt patient to sign consent form</b></p> <p> <input checked="" type="radio"/> Enabled  <input type="radio"/> Disabled         </p> <p><b>Consent Agreement (HTML)</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>&lt;strong&gt;Consent for Medical Photography&lt;/strong&gt;</p> <p>&lt;p&gt; consent for medical photographs to be made of me or my family member (for whom I have legal signature authority for). I understand that the information</p> </div> <p><i>Presented to user upon signature collection</i></p> <p><b>Pre-Checkin Disclaimer</b></p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p><i>This is shown at the start of a virtual check-in. Leave blank to disable.</i></p> <p><input type="button" value="Update Settings"/></p>				