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# Manual for the Logbook

## Access<sup>1</sup>

## TrustID App (only in case you have not yet installed it)<sup>2</sup>.

Download the TrustID App from your App Store and register yourself according to the instruction.

# 2. Submit your mail address.

Please send us to <u>expedition@gesundheitsdatenraum.ch</u> your email address you are going to use for your TrustID with which you are going to access the logbook. After we have set up your account, we will let you know per mail when its ready.

## 3. Register for the logbook.



### Open https://register.trustid.ch/md/trustid

Register with your name, your phone number and an email address (**you gave us!**) and follow the instructions in case you do not use Trust-ID so far. If you use Trust-ID for another application, you should let us know the e-mail in use for it.

You will get an email to your registered email-address which needs confirmation.

## 4. Start to work

You should be able to start to enter your experience. https://app.gesundheitsdatenraum.ch/#/login

**IMPORTANT**: In case you already use the TrustID with the same email address for another solution, you will get an error message to your mail address like the one shown.

#### MyTrust iD



**Don't worry**, you can use your existing myTrustID to access the logbook and the access should work.

In case of problems, let us know<sup>3</sup> and we will organize a short Teams-session to guide you through or get more into the details of the issues you might face.

**INFORMATION about the use of the data entered in the logbook:** We inform you, that we as your expedition guide during your expedition, we can read your input but we can't see **who** has entered data into the logbook. We do only see an identifier of the users which is randomly generated by the database. However, the last two answers in each form, covering your overall impression in a short statement and your rating will be published in the feed to everyone.

We will regularly publish information about the progress of expedition to the public, but always as anonymized results.

<sup>&</sup>lt;sup>1</sup> We are using a secured access as we want to avoid any data breach.

<sup>&</sup>lt;sup>2</sup> TrustID is an ID you can use to access any of the EPR (EPD/DEP/CIP).

<sup>&</sup>lt;sup>3</sup> PLEASE contact us via <u>expedition@gesundheitsdatenraum.ch</u> in case of any problem



## Working with the Logbook

## **l.** Badges



As we announced last year, our expedition consists of milestones. Some of them we have already defined (e.g. opening an EPD, Health Insurance data requests, private data store providers, vaccination data, laboratory data, medication data, and mHealth). But as this is an expedition, we will add according to your feedback and needs additional ones. The milestones we do call "**badges**" within our logbook. For our start we do have 3 badges set

up. With the progress we will continuously add batches, and let you guide us as well.

## 2. Forms



To collect your experience in reaching those milestones, there are **"forms**" under these badges. You can open those with the little arrow on the right side of the badge and clicking on the according form.

**REMARK:** In case you have already filled the form it is shown in green)

In case you have filled all forms the batch turns into color, in case there are forms missing, it stays in gray.

## 3. Provider in the forms

Medical Check-Up	¥
form *	
Personal experience	*
Provider	
Please select	*

In many cases, the milestone is linked to a provider (e.g. "EPD Stammgemeinschaft", Health-Insurance etc.). In some cases, you might have several providers (e.g. in case you have changed your health insurance several times over the last 10 years, you might need to request your claims for all of them and the experience you are going to make is important to all of us).

In such a case you can fill the form several times, by choosing always another provider. Even with the EPD provider you might be unhappy and want to experience another one, and are trying to move to another one.

**IMPORTANT:** As we do expect new ideas, new information, or even changes on the milestones due to progress of the solution provider, forms could be added. We will announce such changes on our announcement feed. In such a case, the batch turns back grey.

## 4. Deletion of entries



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After entering / filling a form, please have a look and check, if your entries are correct.

In case you have entered something, which was wrong, you have the opportunity to delete it within **48hours.** For this time, a bin-button is available (see pictures). By pressing this symbol, your entry will be deleted. Please keep in mind, in that case you need to fill the form again.



## 5. Filtering

On the top right of the Logbook you can filter the information which is visible.

+ New log	entry
All topic   All posts My posts	∨ Latest
	yesterday
ur expedition logbook. Within the logbook you can s	end us now

All topics allows you to filter feeds (announcements and the summary information of other salutonautes related to forms) related to batches or all information.

**All posts** shows all publicly available information posted in the feed.

**My posts** shows all your own entries (forms with the detailed information).

**Latest** allows you to sort such, that the newest feeds are on the top of the list.

## 6. Announcements



We as expedition guides will post messages on a regular basis. E.g. that there is a new badge, we observed new

issues, there is a new summary of our data collection available. After longer discussions we decided not to 'add' social media like postings from the participants, to avoid a bias. For suggestions, discussions, about new directions, batches, new activities etc. we will use our <u>closed linkedin</u> channel. There we can perform as well survey when we need to decide which path we want to take.

Please let us know via the linkedin channel about general improvements, in case of technical issues please send us an email to: <u>expedition@gesundheitsdatenraum.ch</u>

Thanks a lot for your patience and your active participation. That's how we are going to move things.

Let's walk the talk!

**IMPORTANT:** To avoid bias on our entries and because of data security, the detailed entries you have made are only visible to you. And as mentioned on the previous page, the guides of the expedition can't see your entries with your names.