**Minuteful Kidney**

**Standard Operating Procedures**

**Your Guide to a Successful Roll-out**

**Revision history**

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| --- | --- | --- | --- |
| Version | Date of revision | Revision detail | Author |
| 2.0 | 06/01/23 |  | Varun Mann |
| 2.1 | 30/10/2023 | Updated procedure | Limor Melitz |

The Minuteful Kidney service offers your patients the opportunity to test their urine Albumin:Creatinine Ratio (ACR) at home using their smartphone camera. This service acts as a screening tool for patients who may be at risk of developing cardiovascular disease and/or chronic kidney disease (CKD).

This document outlines a series of steps that your practice is required to complete before Minuteful Kidney’s patient onboarding team can begin contacting patients. Some of the steps refer to additional documentation which will have been provided to you by your Minuteful Kidney team representative.

Please direct any questions you have to your Minuteful Kidney team representative, who will be more than happy to help.

**Practice setup checklist**

**First steps**

* **Sign your DPA (Data Processing Agreement)** 
  + This will be sent to you via AdobeSign by your Minuteful Kidney team representative before your project kick-off call
* **Update your practice website’s privacy policy**, using the Privacy Policy text provided, to detail your participation in the Minuteful Kidney service. An example of this can be found here: [https://www.morrillstreetgrouppractice.nhs.uk/info.aspx?p=16.](https://www.morrillstreetgrouppractice.nhs.uk/info.aspx?p=16)
  + **Note –** please use the text provided in the attachment as this may have different wording to the example used above.

**Integration**

* **Complete the set up form (link** [**here**](https://docs.google.com/forms/d/e/1FAIpQLSdka3dsyYAmolQHb1GZa_Z-nYntDw-xYB5swBD1rgbSBfbimg/viewform)**)**
* **Add Healthy.io as a trading partner** using the ‘Add trading partner’ form provided to you by your Minuteful Kidney team representative
* **We will send a dummy test result** to your test patient provided, this can be ignored.

**Eligible patient search and coding**

**Identify** **the eligible participating cohort** by importing the EMIS search template provided by your Minuteful Kidney team representative - see Healthy.io diabetes for ACR provided (.xml file) and ‘How to import a search into EMIS’ for instructions.

Before patients are informed about the service, please assign the following codes in EMIS (via batch assignment) to signify that a patient has been identified as eligible for and has been offered the Minuteful Kidney service:

**Coding**

|  |  |
| --- | --- |
| **Code name** | **Code** |
| Provision of albumin to creatinine ratio semi-quantitative urinalysis home test kit offered (situation) | 149711000000106 |

For patients that decline the service, the code below will need to be assigned. Your Minuteful Kidney team representative will provide the practice with a list of patients that have declined the service at the end of the 12-week service period.

|  |  |
| --- | --- |
| **Code name** | **Code** |
| Provision of albumin to creatinine ratio semi-quantitative urinalysis home test kit declined (situation) | 149641000000104 |

When a patient tests through the app, their result is sent via the NHS Digital MESH API to EMIS with read code - **46TC**. The read code is converted to the following SNOMED code in EMIS:

|  |  |
| --- | --- |
| **Code name** | **Code** |
| Urine albumin:creatinine ratio (observable entity) | 1023491000000104 |

**Informing patients about the service**

Eligible patients must be informed about the service via SMS. **Patients are given 5 days to opt-out if they wish.** These patients must be removed from the final patient list provided to the Minuteful Kidney team (as outlined in the next step).

* **Send text messages** to the eligible cohort using MJOG/iPLATO (or other system) informing them that Minuteful Kidney will be delivering the service (see the SMS template provided). The template provided includes an opt-out option for patients - please adjust to align with your system requirements if necessary.

**Please make sure to check that this batch message has successfully been sent, so we can be assured that every patient has been notified of the service before we send out the testing kits.**

**Sending the patient list to the Minuteful Kidney team**

**Once the 5 day opt-out period has elapsed**, please send the patient list to the Minuteful Kidney team. Please ensure patients that have opted-out have been removed. **This must be sent to the official Minuteful Kidney NHS.NET email address outlined below, and not the email of your team representative.**

* **Generate a report** from the search with the patient data needed to run the service. For full instructions, please see the instructions provided: ***How to export patient data from search\_EMIS. Make sure the report includes the required data columns***
* **Remove any patients that have opted-out from the patient list**
* **Email the report** to the approved Minuteful Kidney NHS account (Excel or CSV file) – [**healthyio.minutefulkidney@nhs.net**](mailto:healthyio.minutefulkidney@nhs.net)

Make sure to include the below details when naming the list: ODS code, Practice name, partner, System, Condition (diabetes/ Hypertension and date received).

* **The Minuteful Kidney patient onboarding team will begin** contacting patients within a few days.
* **Patients can opt-out of the service directly with our team,** if patients decline with the practice after the opt-out period has elapsed, please forward their NHS number to your Minuteful Kidney team representative and we will remove them from the service
* Should healthy.io be unable to map the named GP information correctly due to missing/ unverified GP index number, **we will send those patient’s results to the pooled list by default.**

**Please wait to send your patient list into the Minuteful Kidney Team until after the opt-out period has ended as we cannot process the list until we know any opt-outs have been removed.**

**Service launch**

* Upon receipt of the report, our team will begin contacting patients.

**Planning a Successful Roll-out**

1. Even before contacting eligible patients, some practices have found it useful to **update social media channels** (Facebook patient participation groups, Twitter accounts, etc.) with information about the service. The Social Media file provided includes some sample text that you can use.
2. Please update all your **GPs and receptionists** to let them know that the service is starting, in case they receive any queries from patients. For optimal results and to avoid confusion, it’s also important to ensure they do not contact patients to do the test via the traditional method. A GP leaflet and reception team FAQ sheet will be shared with you to circulate around your team.