TryCycle Clinician
Quick Reference Guide
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We're excited to have you join us.

Your TryCycle Clinician's account has been created, and getting started involves two simple steps:

1. Click the 'Magic Link' button to open the Portal in your browser. This will let us know that it is you. But don't wait too long; your Magic Link will expire in 1 hour — after that you will have to ask for another one.

   Magic Link

2. After the Portal successfully opens, you will be asked to create your own password. You might want to think about it now.

   We require that your password be at least 14 characters in length.

If you have any questions, please contact us at support@trycycledata.com.

This is an automated message (from sender: accounts@trycycledata.com) to each clinician, confirming that a TryCycle account has been created and steps to create a password.

Subject line: Welcome to TryCycle!
Logging In

- Each practice will receive a unique login URL set up by APA staff
- Once your practice is set up, you will receive your URL and a temporary password. You will be prompted to set up a permanent password.
Clinician Settings

Turn On/Off Alters

Change Password

My Settings

Client Status Alerts: 
You are receiving text alerts for your clients’ risk status changes.

Turn On/Off Alters

Change Password
## Adding New Patients

### Add New Patient

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Email</strong></td>
<td>Email address for the new patient</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>Country of the new patient</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>City of residence</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>Gender of the patient</td>
</tr>
<tr>
<td><strong>Marital Status</strong></td>
<td>Marital status of the patient</td>
</tr>
<tr>
<td><strong>Primary Diagnosis</strong></td>
<td>Primary diagnosis of the patient</td>
</tr>
<tr>
<td><strong>Secondary Diagnosis</strong></td>
<td>Secondary diagnosis of the patient</td>
</tr>
<tr>
<td><strong>Tertiary Diagnosis</strong></td>
<td>Tertiary diagnosis of the patient</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>Phone number for the new patient</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>Address of the patient</td>
</tr>
<tr>
<td><strong>State / Province</strong></td>
<td>State or province of residence</td>
</tr>
<tr>
<td><strong>Zip/Postal Code</strong></td>
<td>Zip code or postal code of residence</td>
</tr>
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### Set Temporary Password

- **Temporary Password**

- **Add New Patient**

### Required Fields

*Required Fields* are marked with an asterisk (*) in the form fields.
Assigning PROMs & Setting Reminders

Assign PROMs

Set Patient Reminders
Editing Patient Profile

Edit Patient Profile & PROMs Assigned

Edit
Set Temporary Password
Archive
Editing Patient Profile

- Change Practice Location
- Change Clinicians Assigned
- Change Diagnosis
- Change PROMs Assigned
Patient List & Current Mood Level

View Patients Most Recent Mood Level

All Fields with arrows can be sorted

Select Patient Name
Drill Down to PROMs Results

Most Recent PROMs Results

Full List of Patient Encounters
Full Results for Selected Encounter

PHQ-2 + 1
- PHQ2-1: Score 1
- PHQ9-9: Score 1

PHQ9-1: Anhedonia
- Score: 1

PHQ9-9: Self harm
- Score: 1

BAM-17
- Use Score: 0
- Ratio Score: 0.55

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Click Action next to entry to respond

Feedback Pop-Up will Open