

**EFFECTIVE JULY 1, 2015, DIABETESEducATORS@WAKEMED.ORG WAS CLOSED AND ALL ELECTRONIC PATIENT COMMUNICATIONS WERE TRANSITIONED TO THE WAKEMED MYCHART SYSTEM.**

**TO SET UP A WAKEMED MYCHART ACCOUNT SPEAK WITH YOUR PATIENT ACCOUNT REPRESENTATIVE DURING CHECK OUT TODAY.**

### **BLOOD GLUCOSE LOG REVIEW GUIDELINES**

1. Blood glucose logs should be submitted for review through MyChart a maximum of once between office visits.
2. If additional reviews are needed or if you do not wish to use the MyChart system, you will be asked to schedule an office visit with your doctor or the diabetes educator to review and discuss your child's blood glucose log. Call 919-350-7584 to schedule a visit.
3. Blood glucose log review requests are responded to within 48 hours.
4. Once your review has been completed you will need to log in to MyChart to review the response (under the communications menu select letters).
5. Be sure to download your child's updated diabetes care plan and provide a printed copy to your child's school.

### **INSTRUCTIONS FOR SUBMITTING BLOOD GLUCOSE LOG FOR REVIEW**

#### **STEP 1: CREATE A FILE OF YOUR CHILD'S BLOOD GLUCOSE LOG USING ONE OF THREE OPTIONS**

Option 1: Diasend (Preferred method for all users except Medtronic pump users)

1. Upload your child's glucose meter or insulin pump using the Diasend Uploader (To register for a free Diasend account and install the Diasend Uploader to your computer go to <http://www.diasend.com> and click the "register here" button on the bottom right of the web page).
2. Log in to your Diasend account at <http://www.diasend.com>.
3. Left click the "PDF" button located on the upper right of the web page. A PDF Wizard pop up window will appear.
4. Under the "Glucose" heading ensure Logbook/Table is checked and to the right of it "Two weeks" is selected.
5. Under the "insulin" heading ensure "pump settings" is checked if your child is using an insulin pump.
6. At the bottom of the wizard window left click the "Create Report" button. A PDF file of your child's glucose log will be created and downloaded to your computer. **Be sure to remember where this is saved.**

Option 2: Carelink (Preferred method for Medtronic pump users)

1. Log in to your Medtronic Carelink account at <https://carelink.minimed.com>. If you do not have a Carelink account click the button "Sign Up Now" on the upper right of the web page and follow the instructions to establish your account and obtain a download cable or device for your pump.
2. Click the "Upload" tab at the top of the page and upload your child's pump to the Carelink website.
3. Click the "Reports" tab at the top of the page.
4. Click "Logbook Diary" at the left side of the page.
5. The start date and end date will populate with the current date. Change the start date to 2 weeks prior to the current date.
6. Click the "Go" button to generate and open the report.
7. Move the mouse pointer to the bottom center of the report window. A pop up menu will appear. Within this pop up menu click the "diskette" icon to save the report as a pdf file. **Be sure to remember where this is saved.**

Option 3: Smart Phone (Alternate method for all users)

1. Complete a handwritten blood glucose log (minimum of 7 days needed for an accurate review) using the WakeMed Children's Endocrinology Glucose Log Form (**Please note the hand written glucose logs provided in other formats cannot be accepted**).
2. Take a picture of your child's hand written blood glucose log (3 pages maximum) using your smart phone and email the picture to yourself. **Be sure to select a file size for each file of less than 500 KB. For example if using an iPhone select "Medium" for the file size.**
3. Open your email program on your computer and save the file you created in step 2. **Be sure to remember where this is saved.**

**STEP 2: SUBMIT YOUR CHILD'S BLOOD GLUCOSE LOG FOR REVIEW**

1. Log in to your WakeMed MyChart account at <https://mychart.wakemed.org>.
2. Select your child's account on the left.
3. Under the "Messaging" tab on the top left of the page select "get medical advice".
4. Choose your child's pediatric endocrinologist from the drop down list.
5. For the subject choose "Non-Urgent Medical Question".
6. In the "enter text here" include wording that you are requesting your child's blood glucose log be reviewed. **If your child is not on an insulin pump be certain to include all insulin doses (i.e. Lantus dose, and Humalog doses including meal bolus ratios, targets, and sensitivity factors).**
7. Select the "Attach an image" button and browse to the folder where you downloaded your Diasend/Carelink generated PDF file or smart phone generated JPG file of your child's blood glucose log and selected it. The file will be uploaded to the system (the size limit for each uploaded file is 500 KB).
8. Click the "Send" button on the bottom left of the page.