

MySleepScoring™

Volume 5 – Remote Scorer Operations Manual

Version 1.0 | Internal Confidential

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Remote Scorer Responsibilities

This section establishes the standard operating procedure for remote scorer responsibilities.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

Questions, unusual findings, software issues, or workflow concerns shall be escalated through the designated client contact or MySleepScoring management.

Every completed study shall undergo documentation review before final submission, with any required quality checks completed according to company policy.

Operational records generated under this procedure shall be retained in accordance with company record-retention requirements.

Onboarding Workflow

This section establishes the standard operating procedure for onboarding workflow.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

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Credential Verification

This section establishes the standard operating procedure for credential verification.

All work must be completed using approved secure systems and client-authorized access methods.

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Receiving Client Assignments

This section establishes the standard operating procedure for receiving client assignments.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

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Secure System Access

This section establishes the standard operating procedure for secure system access.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

Questions, unusual findings, software issues, or workflow concerns shall be escalated through the designated client contact or MySleepScoring management.

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VPN & Remote Desktop

This section establishes the standard operating procedure for vpn & remote desktop.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

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Client-Specific Protocols

This section establishes the standard operating procedure for client-specific protocols.

All work must be completed using approved secure systems and client-authorized access methods.

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PSG Scoring Workflow

This section establishes the standard operating procedure for psg scoring workflow.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

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HSAT Scoring Workflow

This section establishes the standard operating procedure for hsat scoring workflow.

All work must be completed using approved secure systems and client-authorized access methods.

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PAP Titration Scoring

This section establishes the standard operating procedure for pap titration scoring.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

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MSLT/MWT Workflow

This section establishes the standard operating procedure for mslt/mwt workflow.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

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Artifact Review

This section establishes the standard operating procedure for artifact review.

All work must be completed using approved secure systems and client-authorized access methods.

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Documentation Standards

This section establishes the standard operating procedure for documentation standards.

All work must be completed using approved secure systems and client-authorized access methods.

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Escalation Procedures

This section establishes the standard operating procedure for escalation procedures.

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Critical Findings

This section establishes the standard operating procedure for critical findings.

All work must be completed using approved secure systems and client-authorized access methods.

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Turnaround Time Requirements

This section establishes the standard operating procedure for turnaround time requirements.

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Communication Standards

This section establishes the standard operating procedure for communication standards.

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Shift Handoff

This section establishes the standard operating procedure for shift handoff.

All work must be completed using approved secure systems and client-authorized access methods.

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Daily QA Checklist

This section establishes the standard operating procedure for daily qa checklist.

All work must be completed using approved secure systems and client-authorized access methods.

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Case Closure

This section establishes the standard operating procedure for case closure.

All work must be completed using approved secure systems and client-authorized access methods.

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Client Deliverables

This section establishes the standard operating procedure for client deliverables.

All work must be completed using approved secure systems and client-authorized access methods.

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Record Retention

This section establishes the standard operating procedure for record retention.

All work must be completed using approved secure systems and client-authorized access methods.

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Equipment & Workstation Requirements

This section establishes the standard operating procedure for equipment & workstation requirements.

All work must be completed using approved secure systems and client-authorized access methods.

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Downtime Procedures

This section establishes the standard operating procedure for downtime procedures.

All work must be completed using approved secure systems and client-authorized access methods.

Scorers shall follow the client's written scoring protocol together with current applicable AASM scoring criteria unless contractually instructed otherwise.

Questions, unusual findings, software issues, or workflow concerns shall be escalated through the designated client contact or MySleepScoring management.

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Operations Checklist

This section establishes the standard operating procedure for operations checklist.

All work must be completed using approved secure systems and client-authorized access methods.

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