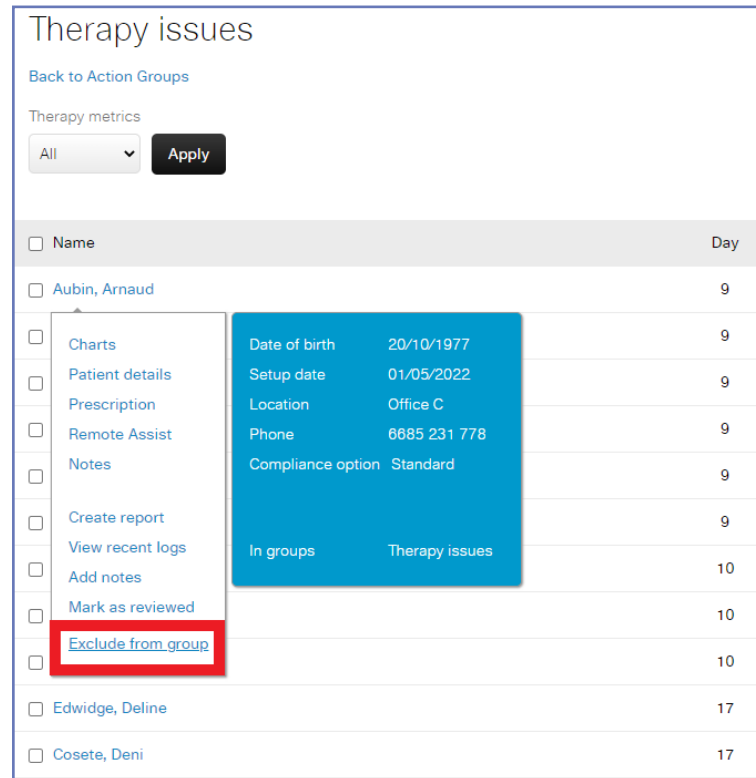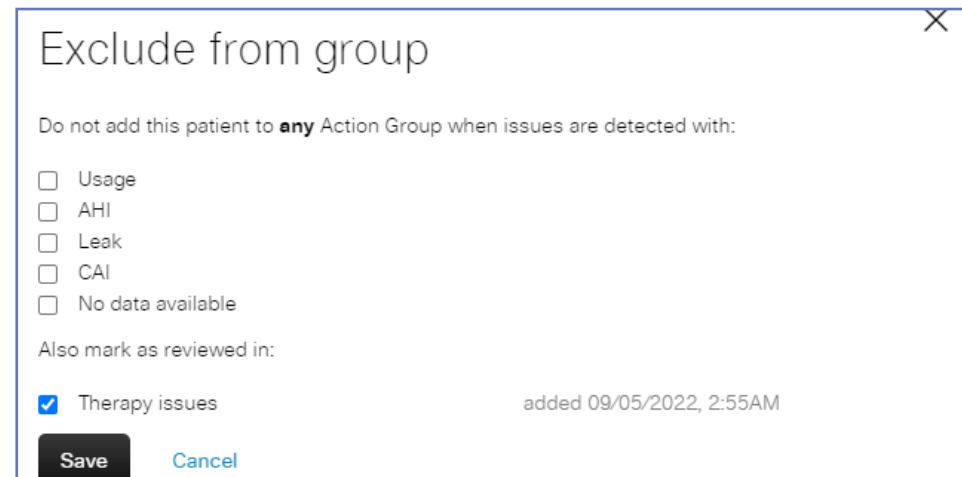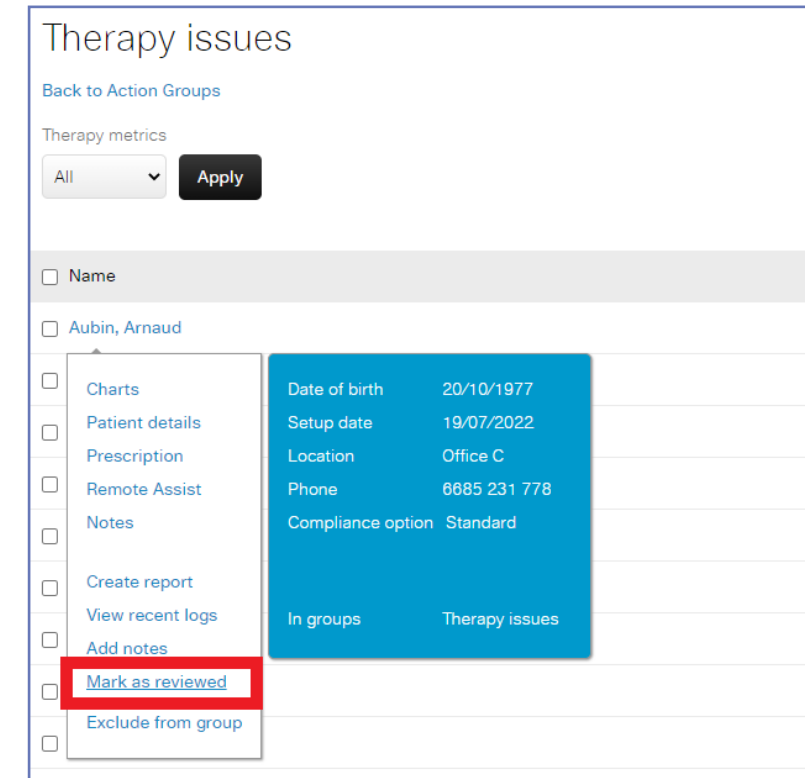# 1 How do I exclude a patient from action groups?

You can exclude a patient from Action Groups permanently on any of the selected criteria based on a clinical decision – for example, a patient who is successful on therapy despite high leak.

- Click on the patient name and select exclude from group.
- Select reason for exclusion and save.

2 How do I define actions for specific patients?

The best way to manage patients who fall into Action Groups is through regular review.

Once you have actioned any patient issues – click the patient's name to select a specific action from the list.

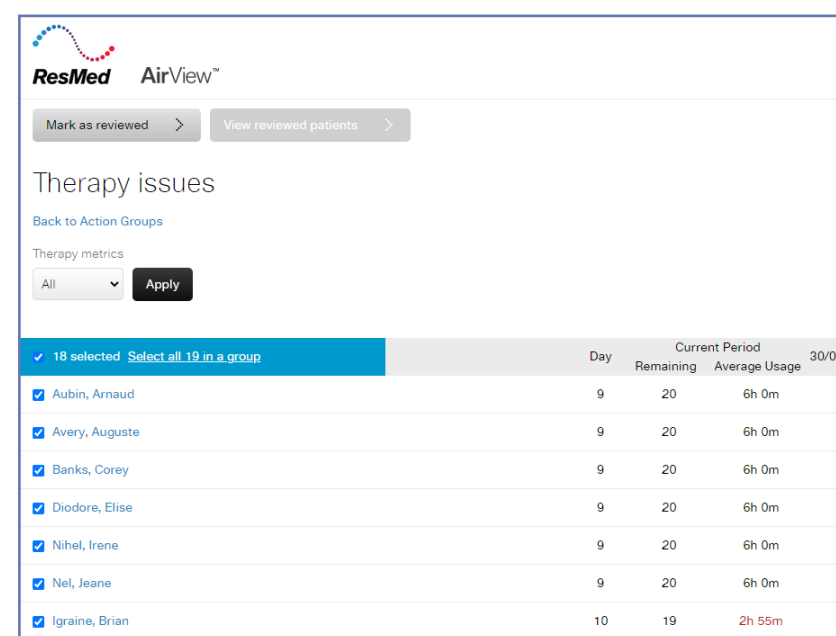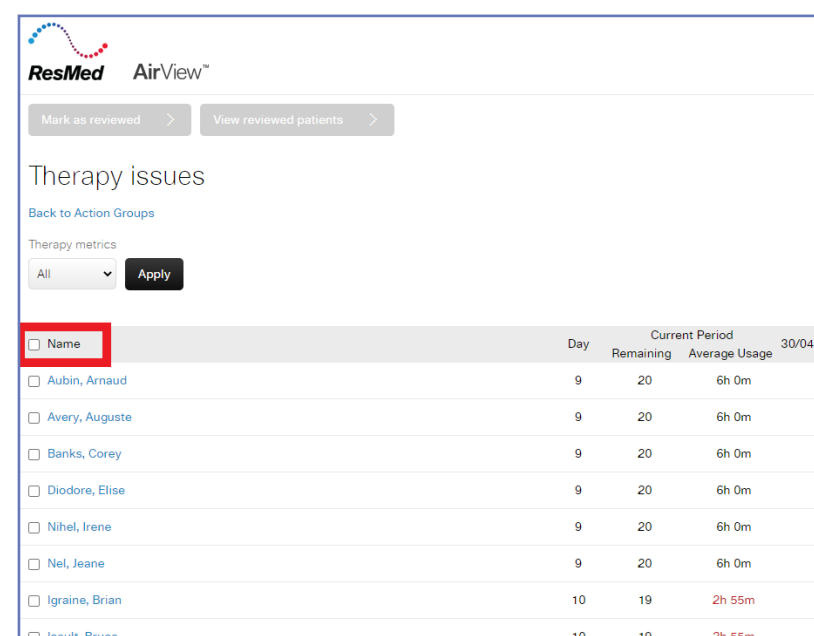Select "Mark as reviewed" when complete.

AirView™

Getting the most out of AirView: Action Groups

3 How do I use action groups effectively when I have thousands of patients in there already?

Patients who self-correct will be removed via the Automatic Management feature but if your Action Groups are becoming too large there is a way to refresh the patient list. To start, you need to select all patients you'd like to refresh. Multiple patients can be marked as reviewed via the tickboxes at the side **or** all patients can be marked as reviewed via the tickbox next to "name" highlighted below.

If you mark all patients as reviewed, then wait a week, you will see who falls back into Action Groups.

Use of this technique should take into account patient performance and is at the user's discretion.

4 Is there a way to automatically put patients in certain Action Groups?

Auto-remove rules can be set up so that patients are automatically removed from an Action Group when they no longer meet any of the criteria for inclusion. Auto-rules are set for individual patients. To create an auto-remove rule, select the patient's details and choose "preferences" from the grey menu. Select "edit" to choose which criteria will auto-remove the patient.

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