MedFolio
Medication Management Device

MedFolio User Guide

INTRODUCTION

Congratulations on your purchase of the MedFolio Electronic Pillbox, and for making the first step towards "Taking Control of your Medications." The MedFolio Pillbox was designed by a pharmacist who has spent countless hours in "brown bag" medication sessions with patients of all ages. Therefore, the features of the MedFolio Pillbox finally address the needs of patients, caregivers, and their healthcare providers:

- Compact, stylish design allowing patients to routinely display the device on counters at home and easily transport the device to medical-related appointments.

- Detachable pill storage boxes permitting patients to carry a short-term supply of medications without transporting the entire device to non-medical related outings.

- Development of access baskets in each compartment of the pill storage boxes to aid in the delivery of each medication dose from the device to the patient's hand.

- Unique built-in pill identification system in order for patients/caregivers to visually recognize the medications by name, dosing schedule, and indication; thereby giving them the confidence to engage in medication discussions with their healthcare providers.

- Interfaces with computer software program to initiate visual, audio, and electronic messaging reminders for each scheduled medication dose stored in the database.

- Visual lighting reminder system directs patients to the exact compartment that contains their next scheduled dose.

- Interfaces with secure online server to remotely monitor medication adherence and determine if each scheduled medication dose was taken on-time, late, or missed altogether.

This user's manual provides important information on the use and operation of your MedFolio Pillbox. Please read all the information carefully prior to using the device for the best performance and to prevent any accidental damage or misuse. Your MedFolio Pillbox is well made, and we back it with a limited comprehensive one-year warranty. We also stand behind it with a knowledgeable, dedicated Customer Service department, so, should you ever have a problem, you'll receive fast, considerate assistance.

Be an Advocate for your own Healthcare…
*Take Control of your Medications!*

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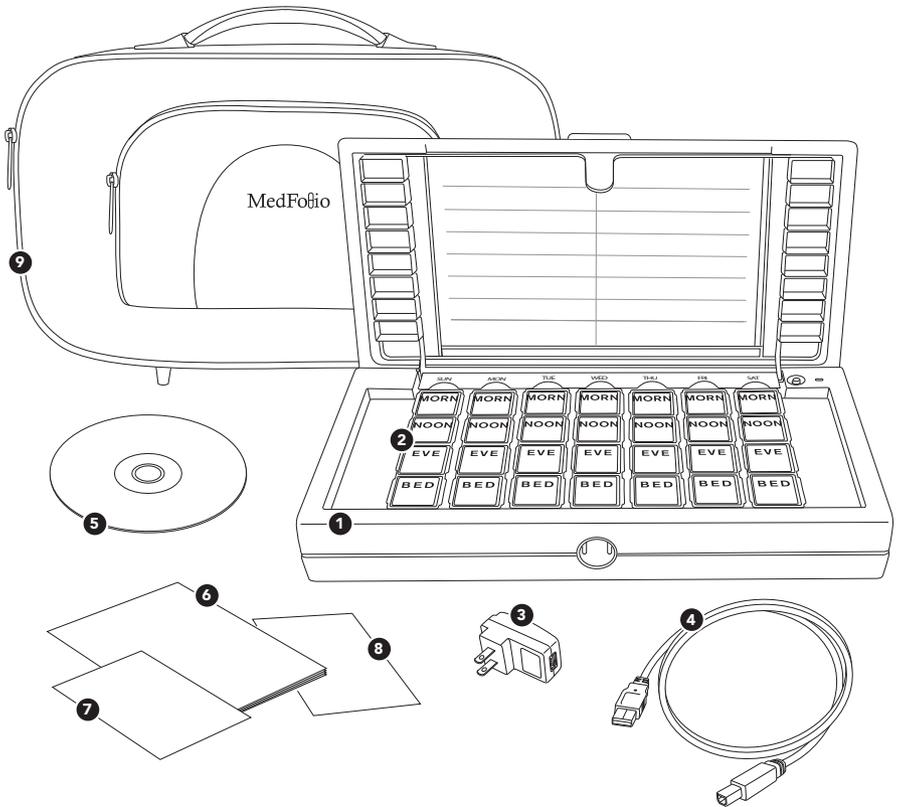
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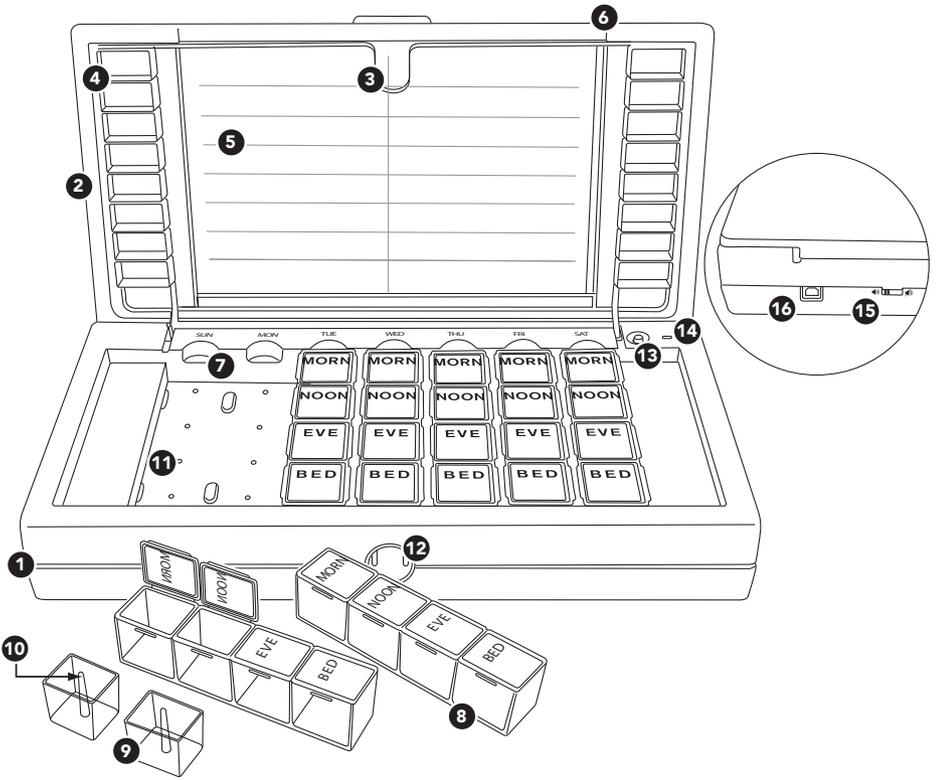
SETTING UP THE MEDFOLIO PILLBOX (INITIAL INSTALLATION)

STEP 1: CHARGING THE BATTERY

Plug the square end of the USB cable into the MedFolio Pillbox's USB port. Attach the rectangular end of the USB cable into the USB port on the AC power adaptor. Plug the AC power adaptor into an electrical outlet. The battery indicator light will be illuminated while the device is being charged. When the battery indicator light is no longer illuminated, the device's internal battery is fully charged. Under normal use, the charge on the internal battery will last several weeks. The battery indicator light will flash slowly when the battery charge level becomes low and the device needs to be recharged.

- It is very important to charge the battery before using the device for the first time.
- Use only the AC power adaptor provided with your MedFolio Pillbox. Using any other power adaptor could damage your device or battery.

STEP 2: INSTALLING MEDFOLIO SOFTWARE

Insert the MedFolio installation CD into the CD disk drive on your personal computer to install the software needed by your device. Follow the on-screen instructions. After installation is complete, a MedFolio icon will appear on your desktop.

STEP 3: CUSTOMIZING YOUR MEDFOLIO PILLBOX

Attach the MedFolio Pillbox to your personal computer with the provided USB cable. Double-click on the MedFolio icon. Follow the on-screen instructions to:

- Set your medication dosing times
- Enter specific dosing information for your prescription/non-prescription medications and vitamins
- Accurately fill your medications into the pill storage boxes
- Set up and fill sample pills into the Medication Identification tray
- Set up e-mail and text message reminders

After you complete the initial installation process, click "Save Changes and Close." The software program will close and you can unplug the MedFolio Pillbox from your computer. Your MedFolio Pillbox can now reside in any location you desire and will begin to provide medication reminders at your next scheduled medication dosing interval.

MAINTAINING THE MEDFOLIO PILLBOX (AFTER INITIAL INSTALLATION)

After the initial installation, your MedFolio Pillbox does not need to be reconnected to your computer unless you need to make changes to your medication dosing times, prescription information, and/or your electronic reminder alerts. In order to edit the information stored in your MedFolio Pillbox, connect your device to your personal computer via the USB cable and *double-click* the MedFolio icon on your desktop. The following screen will display the medication information stored in your MedFolio Pillbox:
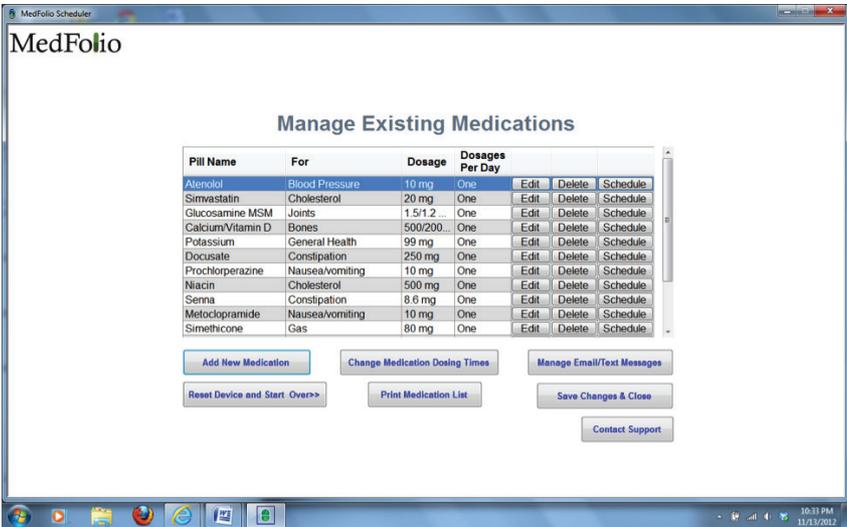
Below is a detailed list of the available links you can use to manage your existing medications in the MedFolio Pillbox:

| Edit | To change the dose or dosing schedule of a certain medication that is already stored in your MedFolio Pillbox |

| Delete | To delete a medication from the internal memory of the MedFolio Pillbox |

| Schedule | To change the weekly dosing schedule of a certain medication that is already stored in your MedFolio Pillbox |

| Add New Medication | To add a new medication to your existing medication regimen |

| Change Medication Dosing Times | To change the times of the day when you will take your medications. |

| Manage E-mail/Text Messages | To add or delete e-mail and/or text message reminders |

| Reset Device and Start Over | Use this option only if you want to delete all the information stored in your MedFolio Pillbox to restart the Initial Installation process |

| Print Medication List | Allows you to reprint a medication list for the Medication Identification Tray or for your healthcare providers' records |

| Save Changes & Close | Stores all the medication information within the MedFolio Pillbox and closes the software program before the device is disconnected from your computer |

| Contact Support | E-mail any questions you may have to our Customer Service Department – we will answer you within a 12 hour period. |

MEDFOLIO PILLBOX FEATURES

PILL STORAGE BOXES

There are seven detachable individual pill storage boxes in each MedFolio Pillbox. Each individual pill storage box has four compartments labeled MORN, NOON, EVE, BED for the different dosing times for which you may need to take your medications. If you wish to take a short-term supply of medications with you for the day, the pill storage boxes can be detached from the device tray. Each pill storage box is labeled with a day of the week to prevent confusion when they are not housed in the device tray

To open a compartment of an individual pill storage box: Place the pill box in the palm of one hand while you place your fingernail under the tab on the left edge of the compartment. While you pull up on the tab, do not apply too much pressure on the sides of the pill box with the other hand as the locking mechanism can tighten. To close the compartment door, simply press door down until it snaps shut.

To detach an individual pill storage box from the device tray: Place your finger in the respective finger notch (beneath the labeled days of the week on the device) and lift up the pill storage box. To return the individual pill storage box to the device tray, simply slide the box down between the grooves for the respective day.

ACCESS BASKETS

There are 28 access baskets in each MedFolio Pillbox. The access baskets are located inside each compartment of the individual pill storage boxes. The access baskets allow you to easily remove your medications from the compartments of the individual pill storage boxes and transfer them into your hand prior to ingestion. To remove an access basket from a compartment of an individual pill storage box, simply grasp onto the center rod of the access basket with your thumb and forefinger and pull up on the access basket.
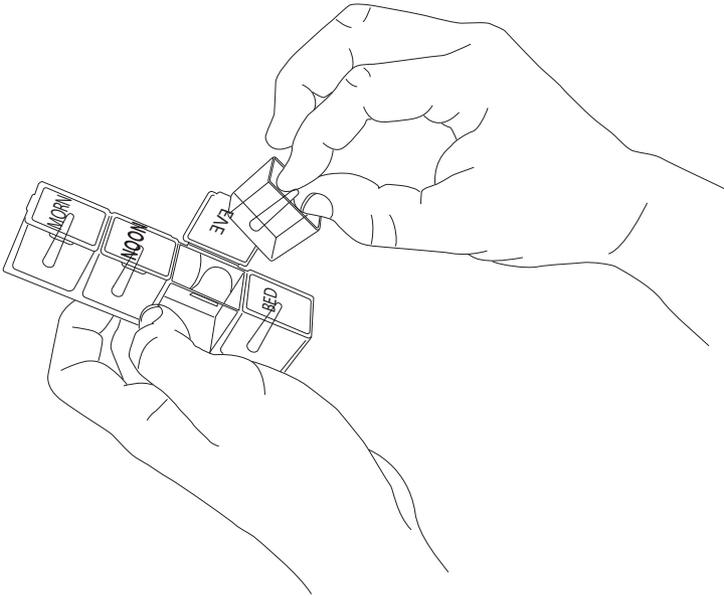
MEDICATION IDENTIFICATION TRAY

Attached to the lid of the MedFolio Pillbox there is a Medication Identification tray. The Medication Identification tray has sixteen compartments in which you can store sample pills of each medication you are prescribed. The Medication Identification tray also consists of a clear plastic sleeve which will hold a folded 8.5"x11" sheet of paper referred to as the Medication Identification MedFolio label. The Medication Identification label can be printed from your personal printer after you have entered your medication information into the MedFolio software program. Each compartment that contains a sample pill is aligned to the label in order to provide you and your healthcare provider information regarding the pill sample, such as the name, dosing instructions, and indication of the medication.

To detach the Medication Identification tray from the lid of the MedFolio Pillbox: Place the MedFolio Pillbox on a hard surface. Lift the lid of the device slightly with your thumbs against the medication identification pill compartments and your index fingers along the edge of the lid. Gently press your thumbs against the pill compartments until the latch unhooks the medication identification tray from the lid of the device. Slowly lower the medication identification tray so that it rests on top of the daily pill storage boxes, and lift the lid until it is in the upright position.
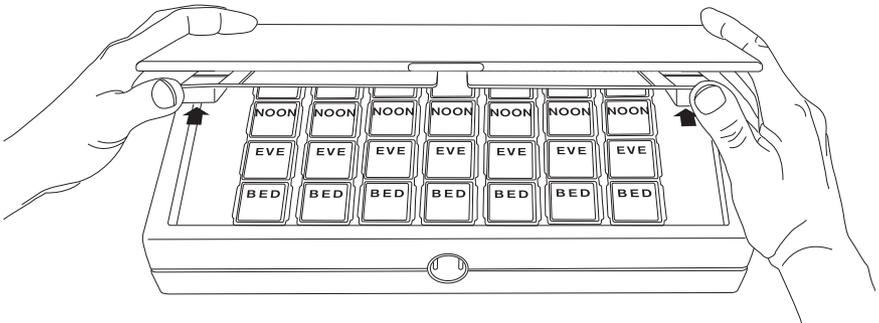
To reattach the Medication Identification tray to the lid of the MedFolio Pillbox: While the medication identification tray is resting on top of the daily pill storage boxes and the lid is in the upright position, simply lower the lid until it comes in contact with the medication identification tray. Gently press the lid against the medication identification tray until they click together. At this time, when the lid is lifted, the medication identification tray will be attached to the lid of the device.
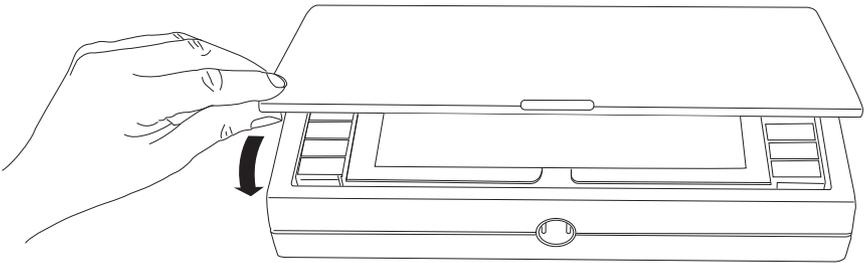
DOSING REMINDER SYSTEMS

There are two reminder systems that are installed in your MedFolio Pillbox to provide you with signals of your next scheduled medication dose. Once you have installed the MedFolio software on your personal computer and entered all of your medication information into the database, your device will automatically initiate these dosing reminder systems:

- **Audio Alert**
  Once the time of the day is reached of your next scheduled medication dose, you will hear a beep from your MedFolio Pillbox every 1-2 seconds. After you have consumed your medications, you can turn off the audio alert by depressing the "Dosing Indicator reset button" on the top right section of the device tray. At this point, the audio alert will remain off until the time of your next subsequent scheduled medication dose. If you do not depress the *reset button*, then the audio alert will automatically shut off after 2 hours. If you prefer not to hear an audio alert at your scheduled medication dosing times, then simply *turn off* the audio alert with the on/off switch on the back of the device (next to the USB port).

- **Visual Lighting Indicator**
  Along with the audio alert signal, the green circle (Dosing Indicator Light) on the front side of the MedFolio Pillbox will illuminate at the time of the day of your next scheduled medication dose. When you open the lid of the device, the compartment of the pill storage box that contains the medications of your next scheduled dose will also be illuminated. After you have consumed your medications, you can turn off the dosing indicator lights by depressing the "Dosing Indicator reset button" on the top right section of the device tray. At this point, the lighting system will remain off until the time of your next subsequent scheduled medication dose. If you do not depress the reset button, then the lighting system will automatically shut off after 2 hours.

  ✎ *NOTE: Avoid Double Dosing. The audio/lighting system of your MedFolio Pillbox is designed to help you remember to take your scheduled medication dose within a 2 hour time frame. If the 2 hour time frame elapsed, the audio/lighting system shut off automatically, and you forgot to take your medications for that dosing period, then that is considered a missed dose. Skip that dose and take the next scheduled dose at the normal time and in the normal amount. Do not take more medication than your healthcare provider prescribed.*

Another reminder system that is an optional feature for your MedFolio Pillbox is the **Electronic Messaging System**. This reminder system allows you to maintain your busy lifestyle, but also provides you with the added benefit of remembering your medication doses by receiving e-mail and/or text message reminders at scheduled dosing times. You have the option to receive only e-mail reminders, only text message reminders, or a combination of both messaging systems. With the purchase of the MedFolio Pillbox, you will receive a free month of e-mail and text message reminders. If you wish to continue this service after the initial month, your credit card will be charged $8.00 per month.

  ✎ *NOTE: The audio alert and visual lighting indicator will function even if you do not subscribe to the electronic messaging system for specified scheduled dosing times.*

SHARING MEDICATION INFORMATION WITH YOUR HEALTHCARE PROVIDER

It is essential that your healthcare providers stay abreast of the medications that you are taking, especially if you seek care from multiple healthcare providers, medical clinics, and/or pharmacies. At every medical appointment, you need to become accustomed to providing evidence of your medications and their dosing schedules so that your healthcare providers are up-to-date on your medical care. Your MedFolio Pillbox can assist you in a couple of different ways to provide medication documentation for your healthcare providers:

- **Take the MedFolio Pillbox with you to medical-related appointments.** The MedFolio Pillbox was designed as a communication tool between the patient and their healthcare provider, because it incorporates a unique medication identification system in which patients and healthcare providers can visually identify each medication by name, dosing schedule, and indication. Changes in medication regimens are more easily comprehended by the patient/caregiver when the healthcare provider can communicate with the use of visual aids, such as pill samples of each medication. A specially-designed carrying case to protect the MedFolio Pillbox during transport is provided with each device at the time of purchase.

- **Print Medication List.** A list of your current medications which are stored in your MedFolio Pillbox can easily be printed from your personal computer. With your device connected to your computer via the USB cable, ***double-click*** the MedFolio icon on your desktop. When the main screen titled "Manage Existing Medications" is displayed, click on the link "Print Medication List."

MONITORING MEDICATION ADHERENCE VIA THE MEDFOLIO SERVER

Medication Adherence simply means taking the right dose of your medications as prescribed by your healthcare provider at the right time every day. The MedFolio Pillbox has the ability to monitor whether your medications are taken on time, late, or missed altogether. For the wired version of the MedFolio Pillbox, medication adherence is gathered from information in response to e-mail or text message medication reminders. For instance, when you receive an e-mail or text message reminder for a scheduled medication dosing interval, the message will ask you "Did you take your meds?" You will need to click the link in order to answer the question "yes" or "no". The answer will be transmitted to a secure online MedFolio server application that will allow not only you, but assigned family members, caregivers, and healthcare providers, to track your medication adherence over a period of time. For the wireless version of the MedFolio Pillbox, medication adherence will not only be tracked by responses to e-mail/text message reminders, but also will be transmitted when the "Dosing Indicator Reset Button" is depressed during a scheduled dosing interval. When the audio alert and visual lighting system is signaling your next medication dose and after you have consumed your medications, turn off the alerts by depressing the reset button on the top right section of the device tray. Via wireless communication between the MedFolio Pillbox and the MedFolio server, the physical action of depressing the reset button will update the server as to whether you took the scheduled medication dose "On Time", "Late", or if it was "Missed".

On Time - defined as medications taken within 1 hour from the start of the scheduled medication dosing time.

Late - defined as medications taken 1-2 hours after the start of the scheduled medication dosing time.

Missed - defined as medications not taken within the 2 hour dosing time frame.

To access the MedFolio Server, visit: https://app.medfoliopillbox.com/medfolio2/pageLogin.php

To log into the server, use the same user name and password that you created during the initial installation of your MedFolio Pillbox.

✎ **NOTE:** *In order for the MedFolio Pillbox to wirelessly communicate with the MedFolio server, the device needs to be plugged into an AC outlet.*

TURNING DOSING REMINDER SYSTEMS OFF EARLY (WIRELESS VERSION ONLY)

There are moments when your scheduled dosing times may interfere with other obligations in life, such as business meetings, leisure activities, appointments, and even altered sleep patterns. At these times, you may wish to take your medications early (i.e. before the MedFolio Pillbox initiates the dosing reminder alerts for a scheduled dosing interval). The wireless version of the MedFolio Pillbox has a "press and hold" feature installed in which you can turn the dosing reminder systems off early so that you will not be interrupted by the alerts at the regularly scheduled medication dosing time. After you have consumed your medications early, press and hold down the "Dosing Indicator reset button" on the top right section of the device tray for 5-7 seconds until you hear two beeps. Your dosing reminder alerts will be silenced for the next scheduled dosing interval; however, all subsequent reminder alerts will be initiated at their regular scheduled dosing times. If you proactively turn the dosing reminder systems off early using the "press and hold" feature, the MedFolio Pillbox will wirelessly communicate with the MedFolio server and signify that your medication dose was "Taken Early."

Electrical Specifications:

Charging Adapter Rating:
Input: 100-240VAC, 50/60 Hz, ≥300mA
Output: 5 VDC, 0.5-1A

Maintenance

The pill storage boxes and access baskets can be hand-washed with a mild liquid detergent. If the outer device housing and the medication identification tray are dirty, they can be wiped clean with a soft cloth, slightly moistened with water. The electronic components embedded within the device tray will be damaged if submerged in water. Do not place any components of the MedFolio Pillbox in a dishwasher.

Troubleshooting

If your MedFolio Pillbox is not performing to your expectations, please try these simple steps first.

Problem	Suggestion
Dosing Indicator Light is on and flashing	The next scheduled dose needs to be taken. Open up the lid of the device. Ingest the medications located in the lighted compartment of the pill storage boxes. To turn off the LED lights after taking the dose, depress the Dosing Indicator reset button.
Dosing Indicator Light does not illuminate even though my next scheduled dose needs to be taken	• Battery may need to be recharged. • Connect the MedFolio Pillbox to your computer via the USB cable. ***Click*** on the MedFolio icon on your desktop. When the main screen titled "Manage Existing Medications" is displayed, click on the link "Change Medication Dosing Times." Check the dosing times for your medications and update your device, if needed, to make sure that the dosing indicator light illuminates at the time prescribed by your healthcare provider.
Battery Indicator light is flashing	• Battery charge level is low. • Plug the square end of the USB cable into the MedFolio Pillbox's USB port. Attach the rectangular end of the USB cable into the USB port on the AC power adaptor. Plug the AC power adaptor into an electrical outlet. The battery indicator light will be illuminated while the device is being charged. When the battery indicator light is no longer illuminated, the device's internal battery is fully charged. Under normal use, the charge on the internal battery will last several weeks.

Audio alert does not sound even though my next scheduled dose needs to be taken	• Battery may need to be recharged. • Check to see if audio alert on/off switch on the back of the device is not in the "off " position. • Connect the MedFolio Pillbox to your computer via the USB cable. Click on the MedFolio icon on your desktop. When the main screen titled "Manage Existing Medications" is displayed, click on the link "Change Medication Dosing Times." Check the dosing times for your medications and update your device, if needed, to make sure that the audio alert sounds at the time prescribed by your healthcare provider.
Did not receive electronic messaging even though my next scheduled dose needs to be taken	Connect the MedFolio Pillbox to your computer via the USB cable. Click on the MedFolio icon on your desktop. When the main screen titled "Manage Existing Medications" is displayed, click on the link "Manage E-mail/Text Messages." Check your e-mail address and phone number on file and make corrections if needed. Also, check to see that you have enabled the electronic messaging reminders that you desire (e-mail, text message, or both). You may need to set up an electronic messaging reminder subscription if you have already utilized the free 1 month trial period. The subscription of unlimited e-mail and text message reminders costs $8.00 per month. Please contact our Customer Service department at (888) 900-1969 to order your subscription.
Battery does not maintain the charge	Contact MedFolio customer service (see below)

⚠ **Caution:** Only qualified personnel should remove covers.

🗑 **Note:** This product should be disposed of per local disposal regulations.

If you are still having a problem, please contact our customer service department:

Toll-free within the United States: 1-888-900-1969

Outside the United States: 1-415-285-2980

Fax: 1-415-285-2910

E-mail: support@medfoliopillbox.com