

# Online Instructions for Questionnaire Form Completion

These instructions will allow you complete your assigned questionnaires prior to your appointment online through the patient portal found at [WWW.Onpatient.com](http://WWW.Onpatient.com)

Questionnaires Should be Completed Prior to Each Appointment

1. Log into your Onpatient account at [www.onpatient.com](http://www.onpatient.com)
2. Once you have logged in select the "Appointments Screen"
3. You will see a list of your past appointments. Your current appointment will have a box on the right side labeled "Check in" Click the "check in" box.
4. You will see a box labeled "Patient Photo" If you have not already done so please upload a photo of yourself. I encourage everyone to take a photo as it enhances safety and allows the staff to more easily recognize you.
5. The next three boxes you will see are the "Additional Information Box", the "Address Box", and the "Emergency Contact Box". Please verify the information is correct in these fields and update if there are changes or corrections necessary.
6. The next box you will see is the Additional information box. Select the box titled "Established Patient".
7. From there you will select the "CUDOS Depression and Anxiety Scale". Everyone will need to complete the CUDOS Depression and Anxiety Scale at each appointment.
8. Some persons will have additional questionnaires to complete. A list of those questionnaires will come out with your appointment reminder 1 week before.
9. Please print the list of questionnaires you should be completing or store it somewhere so that you can remember which scales you should be completing. As after a few months I will stop sending the reminders with the scales listed.
10. Once you have completed your assigned questionnaires scroll down until you see the boxes labeled "Changes to Medications", "Changes to Allergies". Please add any new medications you may have started with your medical provider since your last appointment in the box next to the list of medications you are currently prescribed so that the list remains current. This will help ensure your safety by allowing myself and medical record to detect any possible interactions between your prescribed medications.
11. If there are not any changes to medications or your allergies type the word none in the box next to each.
12. Scroll down to the bottom of the page **skipping over the reasons for visit section** (The Reasons for visit section is for new persons only)\_and look at the box labeled "consent and

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signature" to determine if there are any forms you need to sign. If there is a form listed they will be listed in blue lettering.

13. Click on blue lettering for the form and once you have read the form click on "I've read the form"
14. Once you have completed this for all of the forms draw your signature with your finger or the mouse if using a computer and sign. Then click "done signing"
15. Click the green button at the bottom labeled I am done.
16. That's it you are done. You can log back in again and click check in if something changes between when you complete the forms and your appointment