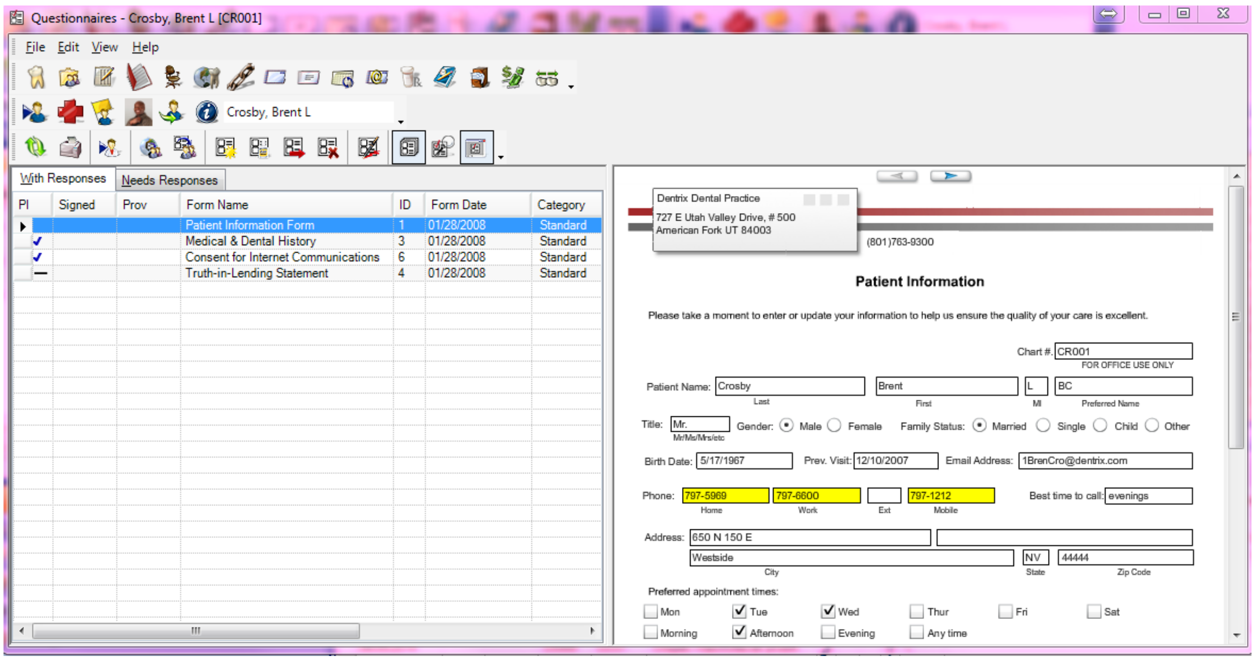
Back Office Tip Sheet on using Questionnaires from Patient Chart

Now that the office is using Questionnaires with the Web Manager and Kiosk the office staff will be able to see those forms right from the patient chart.

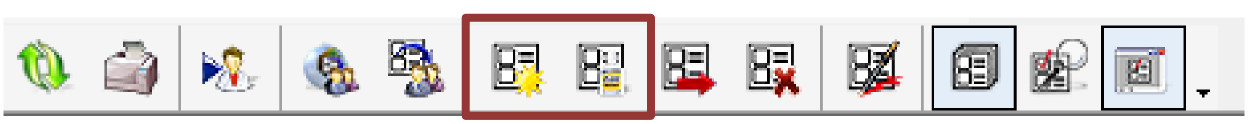
Open the Patient Chart and click on the Questionnaire icon 



When a patient has filled out a form you will see a small red checkmark on the icon itself. Once the Questionnaire module opens you will see two tabs

- ➢ With Responses – forms that have already been completed
- ➢ Needs Responses – forms that have not been completed

Once the form has been completed you have the option of either entering new responses which will allow you to choose the form you want to create new responses by allowing you to go through the form again to update it while the patient is in the chair or you can select edit responses. This will allow you to change any of the responses that have already been completed. *If the form has already been signed, you will not be able to edit any of the responses. You will only be able to enter new responses.



By having your forms on “View Questionnaire” you can click on the form you want and see it right away to the right. This way you don’t have to click back and forth from one screen to another. This will also allow you to scroll through the form and see it in its entirety.