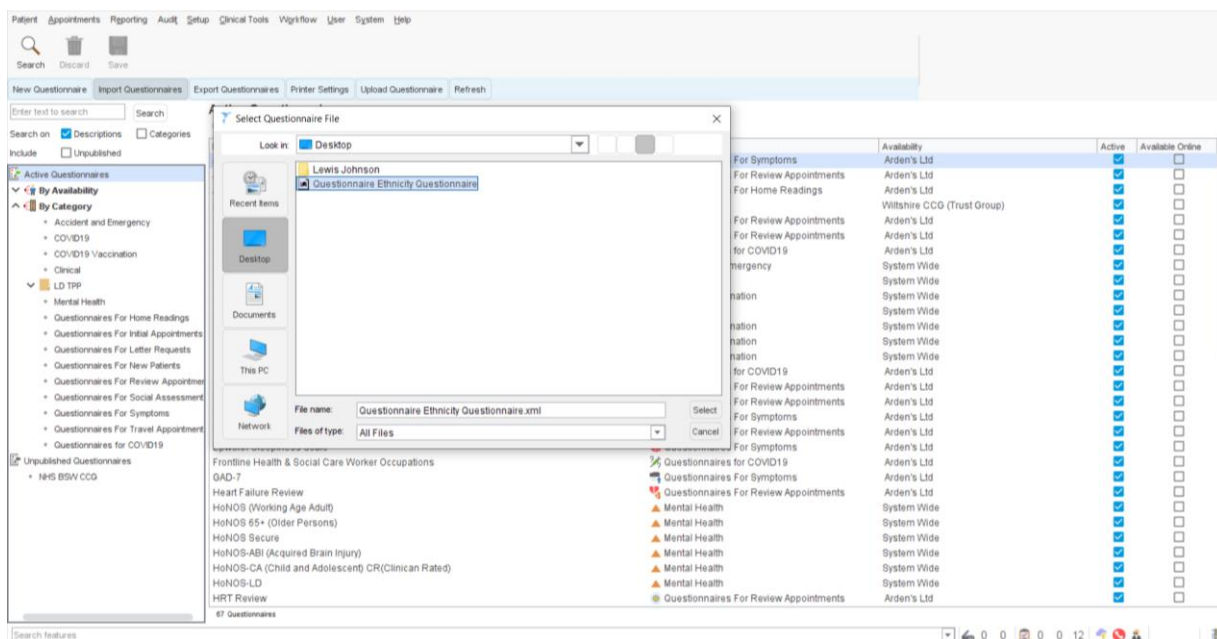


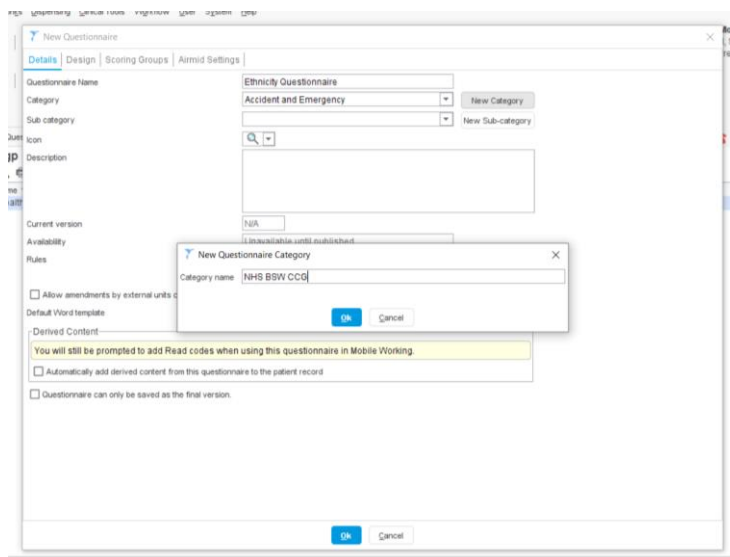
**01/02/2022 - Sending imported patient questionnaires via the SystmOne communications annexe**

Practices that use TPP SystmOne can now send questionnaires to patients via the Communications Annexe. This will provide the patient with a link (sent via SMS, Email or Airmid notification) to complete the questionnaire, along with a specified message. The patient won't need to be registered for online services access in order to complete the questionnaire. This guide will focus on sending questionnaires to multiple patients via the clinical reporting screens.

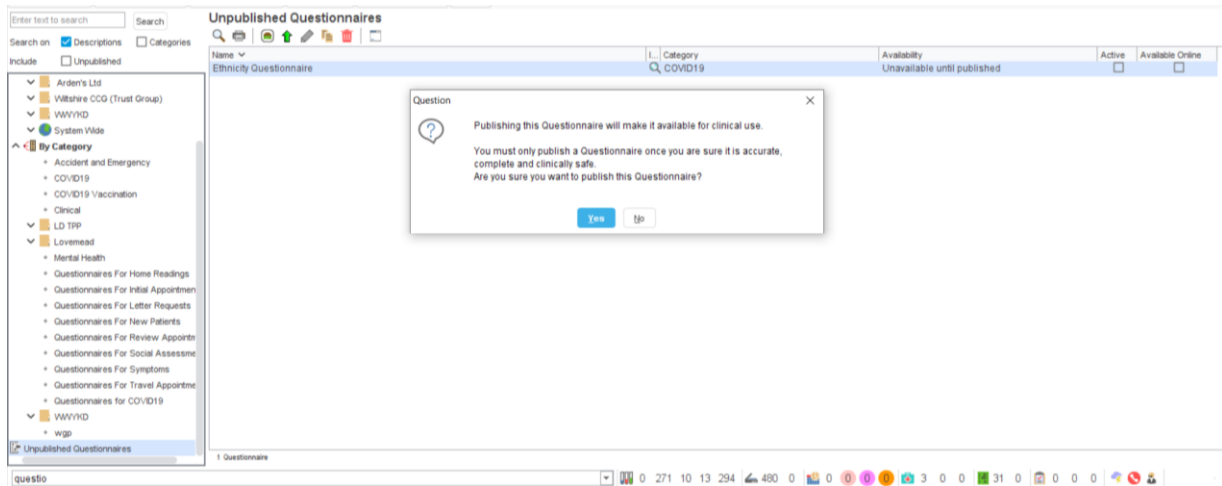
1 - Go to Setup > Data Entry > Questionnaires to get to the Questionnaires screen. Click 'Import Questionnaires' and locate the XML file you wish to import.



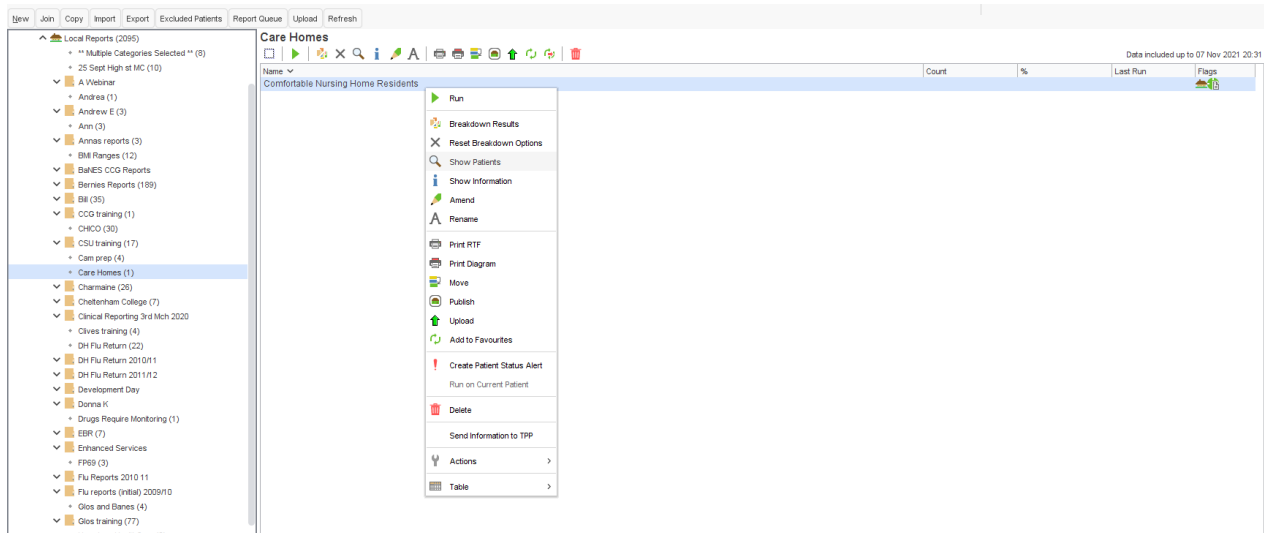
2 – Choose an appropriate category for the questionnaire.



3 – Go to Unpublished Questionnaires at the bottom of the tree and publish the questionnaire you want to be able to use. You should publish the questionnaire locally to your own organisation.



4 – After creating your clinical report that will decide who the questionnaire is sent to, go to Clinical Reporting and run the report and click 'Show Patients'.



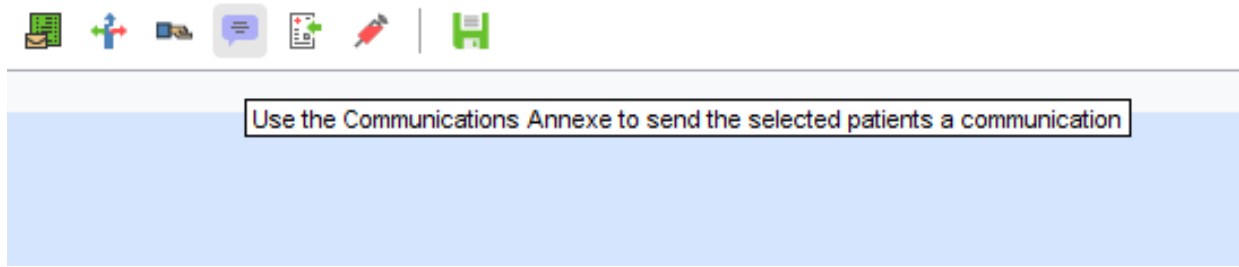
5 – Click once on the first patient, the highlight the rest patients on the page by pressing Ctrl-A.

Showing 9 result(s) (9 patient(s)): Comfortable Nursing Home Residents (Care Homes)

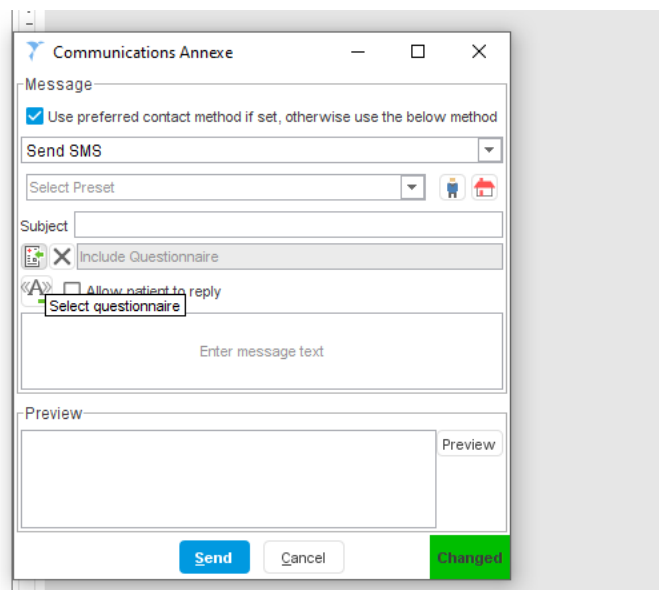
Default report output

NHS number	Title	First name	Surname	Sex	Date of birth	Age	Address
6712332176	Mrs	Angela	Banes	Female	02 Dec 1968	52	Student House, 50 Cheltenham Road, Cheltenham, Gloucestershire
	Mrs	Alison	Banes	Female	20 Aug 1967	54	Chandos House, Thirstaine Road, Cheltenham, GL53 1LP
	Miss	Sleeping	Beauty	Female	01 Jan 1971	50	Chandos House, Thirstaine Road, Cheltenham, GL53 1LP
	Miss	Donna	James	Female	17 Sep 1976	45	45 Hurcombe Way, Brockworth, Gloucester, Gloucestershire, GL3 4QR
	Mr	Michael	Mouse	Male	01 Dec 1950	70	13 Estcourt Terrace, Leeds, West Yorkshire, LS8 3EY
	Mr	Cliff	Richard	Male	25 Apr 1968	53	58, The Charter, Abingdon, Oxfordshire, OX14 3JY
	Mr	Adam	Smith	Male	03 Jul 1978	43	d Laymer Croft, Churchdown, Gloucester, Gloucestershire, GL3 2OW
	Mr	Ike	Turner	Male	01 Jan 1978	43	34 Overbrook Road, Hardwicke, Gloucester, Gloucestershire, GL2 4RX
	Ms	Snow	White	Female	01 Jan 1964	57	45 Bankside Close, Coventry, Warwickshire, CV3 4GD

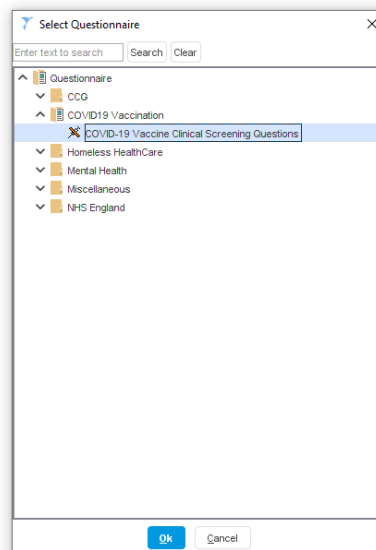
6 – Towards the right-hand side of the screen, click the small purple speech bubble icon to launch the Communications Annexe.



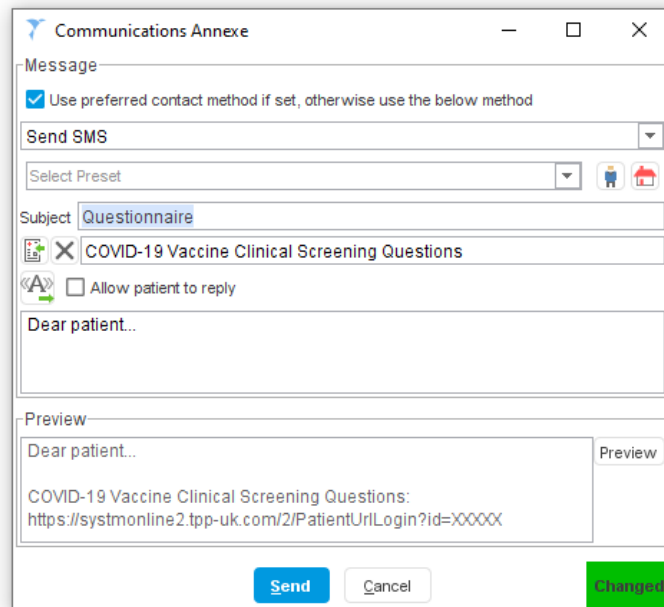
7 – You should see the Communications Annexe window. You have the option to send the questionnaire to patients via a single communication method, or their preferred method. Next, click the questionnaire icon to select the questionnaire you'd like to send.



8 – Choose the questionnaire you'd like to send.



9 – You can choose a predefined message to go with the questionnaire from your list of presets, or type one into the box and add a subject. You're now ready to send your questionnaire, click 'Send' and your message will be sent.



10 – SystmOne will process the messages and report back if there are any errors.

