

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# Modifying an Existing Survey

Last Modified on 02/07/2020 8:59 am EST

Version 14.19

**Path: Clinical tab > More button (Customize group) > Surveys**

## Overview



**Note:** Once a survey has been administered to a patient in your practice, the questions contained in that survey can no longer be modified in any way because the survey has been cross-linked with an individual's database.

## Modify a Survey

1. Navigate to the Survey Forms Explorer window by following the path above.
2. Locate and double-click the survey that you would like to edit. The survey opens in a new window.
3. Make changes at the top of the survey form to: the survey name (if unused), description, visibility level, Score Alert, default diagnosis, and CPT codes.
4. To make changes to a question:
  - a. Click to highlight the question you would like to edit.
  - b. Click the **Edit** button in the Survey Administration Toolbar. The **Question Properties** window will open.
  - c. Make your changes.
  - d. Click **OK** to save and close.
5. To change the answer format for a question:
  - a. Open the Question Properties window for the question (see previous step).
  - b. Click the **Answer** button in the Question Properties window. The Answer Properties window will open.
  - c. Make your changes.
  - d. Click **OK** to save and close.

6. To rearrange the order of the questions:
  - a. Close the **Question Properties** window to go back to the survey form that displays the full list of questions.
  - b. Use the **Up** and **Down** buttons in the Survey Administration Toolbar to move questions up and down.
7. When you are finished making changes, click **Save** and close the window.

Version 14.10

## Overview

- Once a survey has been administered to a patient in your practice, the questions contained in that survey can no longer be modified in any way because the survey has been cross-linked with an individual's database.

## Modify a Survey

1. Open the **Survey Administration Tool Bar**.
2. Click the **Open** button. The Survey Forms Explorer opens and lists all available surveys.
3. Locate and double-click the survey that you would like to edit. The survey will open in a new window.
4. You can make changes at the top of the survey form to: the survey name, description, visibility level, Score Alert, default diagnosis, and CPT codes.
5. To make changes to a question:
  - a. Click to highlight the question you would like to edit.
  - b. Click the **Edit** button in the Survey Administration Toolbar. The **Question Properties** window will open.
  - c. Make your changes.
  - d. Click **OK** to save and close.
6. To change the answer format for a question:
  - a. Open the Question Properties window for the question (see previous step).
  - b. Click the **Answer** button in the Question Properties window. The Answer Properties window will open.
  - c. Make your changes.
  - d. Click **OK** to save and close.
7. To rearrange the order of the questions:
  - a. Close the **Question Properties** window to go back to the survey form that displays the full list of questions.

- b. Use the **Up** and **Down** buttons in the Survey Administration Toolbar to move questions up and down.
  8. When you are finished making changes, click **OK** to save and close.
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