

Parent Steps to Complete a CHADIS Survey Sent to the OP Patient Portal

Last Modified on 01/26/2022 11:03 am EST

Version 20.15

About

The steps in this article assume that a CHADIS survey has already been sent to the OP Patient Portal for a patient. For instructions on how to send the survey to the portal, click [here](#).

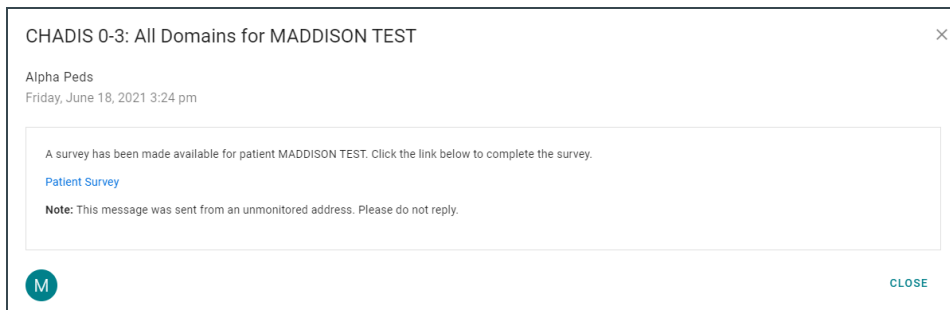


Attention: Practices who are accustomed to using the former OP Patient Portal must note that Surveys sent to the IntelliChart Patient Portal are not accessed via Forms in the portal. **They are received as Messages and should be accessed in the Message Center on the portal or from the patient's homepage.**

Parent Steps to Complete a CHADIS Survey

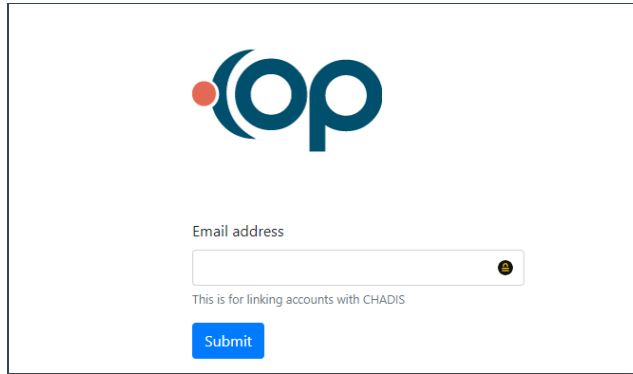
When a CHADIS survey is sent to the OP Patient Portal, the parent receives a message notification (if enabled). **In the Patient Portal, the Message is accessible via the Message Center or from the Messages from your Care Team section of the portal homepage.** The parent will complete the following steps to complete the survey.

1. Click the **Message** in the Message Center or the **Read Message** link in the Message on the portal homepage. The message is displayed containing a **Patient Survey** link.



Note: A **note** is included to inform the parent/patient not to reply to the CHADIS survey message. In addition, a CHADIS survey, sent to the Patient Portal, will **expire after 30 days**.

2. Click the **Patient Survey** link and enter your email address.



Note: OP will run a validation check to make sure the email is associated with the contact record for that patient within OP and the contact record is properly set up in Family Contacts. If the contact passes the validation check, the parent/patient will be passed to CHADIS, authenticated, and logged in to complete their surveys. If there is no email match, the below message will display.

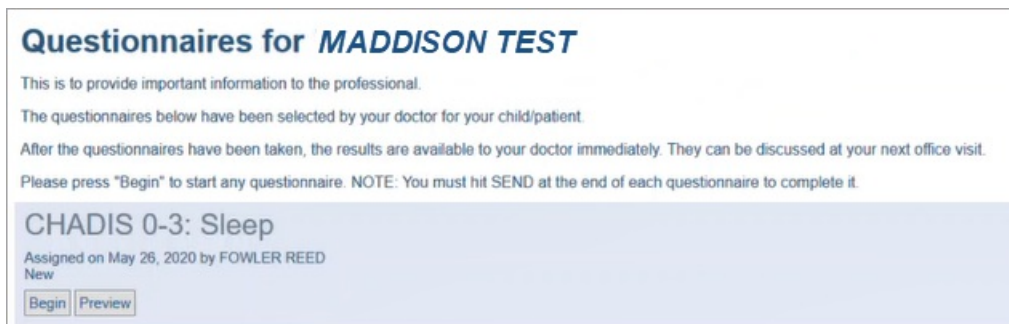
"The email provided does not match the one the practice has on file. Check that you're using the right email and try again, or contact the practice to update."

Additionally, OP will validate the Family Contact record to confirm the Res? checkbox is selected **or** the Authority of Joint or Exclusive is selected. If the validation of the Family Contact record is not met the below message will display.

"Our records indicate you do not have access to this patient's record. Please contact the practice."

For additional information on how to properly set up a Family Contact record, click [here](#).

- The CHADIS window is displayed listing all available surveys for the patient. Click the **Go** button located in the Questionnaires section of the window. The Questionnaires window is displayed.



Questionnaires for MADDISON TEST

This is to provide important information to the professional.

The questionnaires below have been selected by your doctor for your child/patient.

After the questionnaires have been taken, the results are available to your doctor immediately. They can be discussed at your next office visit.

Please press "Begin" to start any questionnaire. NOTE: You must hit SEND at the end of each questionnaire to complete it.

CHADIS 0-3: Sleep

Assigned on May 26, 2020 by FOWLER REED
New

- Click the **Begin** button to take the survey.
- Enter a response to each survey question, using the **Next** button to go to the next question.
- When complete, click the **Send it. I'm Done!** button. The Questionnaires page is displayed with the completed survey listed as Submitted.

Note: Once the Send it. I'm Done button is clicked, the Survey responses are sent to OP. The Survey status is marked Received and the Informant is listed as Web Portal User:

Title	Informant	Admin Date ▾	By	Score	Assessment	Status	Notes	 DX Description	DX	Visibility	Review Dt	By
CHADIS 0-3: Sleep	Web Portal User	05/26/2020	2035	N/A		Received				Any staff member		2035

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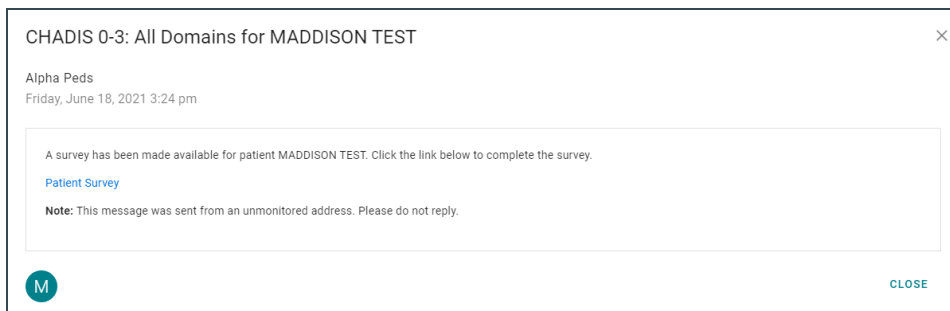


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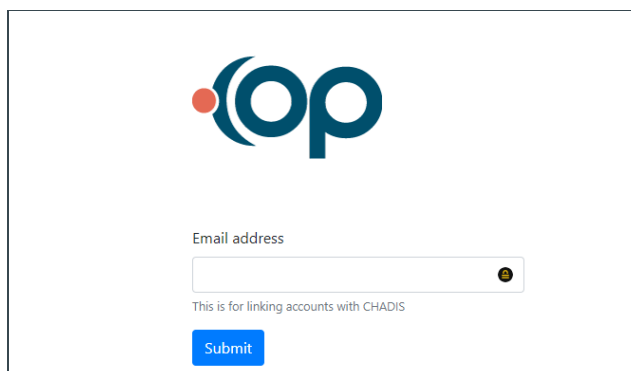
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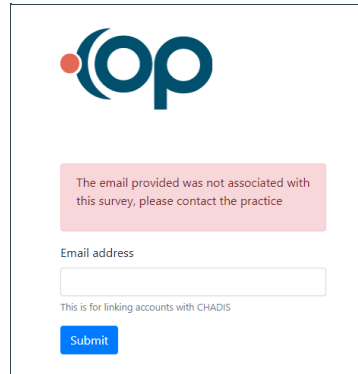
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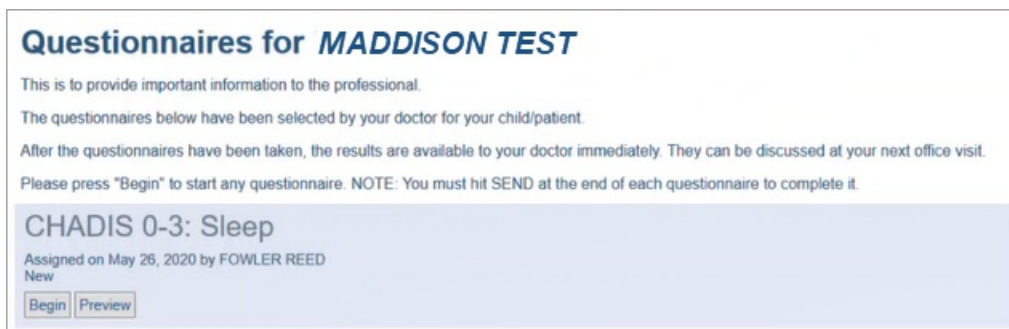


Note: OP will run a validation check to make sure the email is associated with the contact record for that patient within OP. If there is a direct match, which there should be as this is the same email that was used to identify them with the IntelliChart Patient Portal, the parent/patient will be passed to CHADIS, authenticated, and logged in to complete their surveys. If there is no email match or the Family Contact record is not complete, the below message will display. For

additional information on how to properly set up a Family Contact record, click [here](#).

3. The CHADIS window is displayed listing all available surveys for the patient. Click the **Go** button located in the Questionnaires section of the window. The Questionnaires window is displayed.



4. Click the **Begin** button to take the survey.
5. Enter a response to each survey question, using the **Next** button to go to the next question.
6. When complete, click the **Send it. I'm Done!** button. The Questionnaires page is displayed with the completed survey listed as Submitted.

Note: Once the Send it. I'm Done button is clicked, the Survey responses are sent to OP. The Survey status is marked Received and the Informant is listed as Web Portal User.

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