

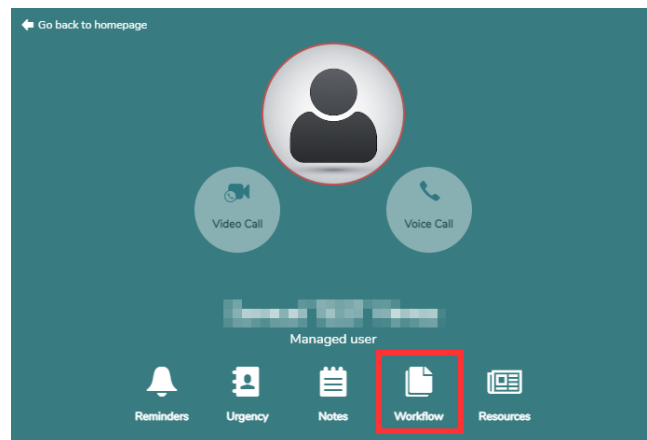
Ontario Patient Experience Survey Setup

Please note:

- You can start the survey (workflow) at any time.
- The workflow does not send any alerts to the managers when completed, though a manager does need to be selected to complete setup.
- Upon completion, the patient's responses will be logged in the workflow history and in the Patient Experience Survey form inside the patient's file.
- All caseload / Patient Groups have been updated with the permission to see the form.
- The responses will be displayed in the Ontario Health data reports available monthly.

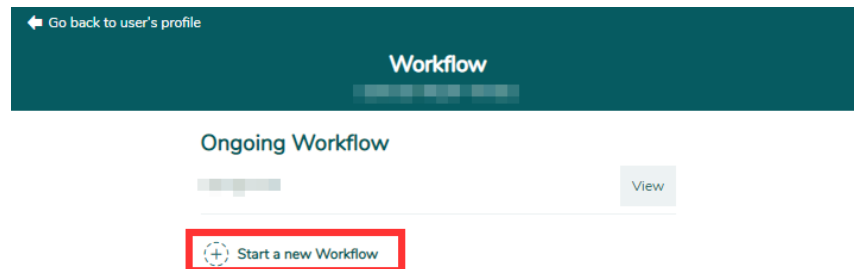
Step 1: Go the patient's homepage on the aTouchAway app.

Step 2: Click on the Workflow button.

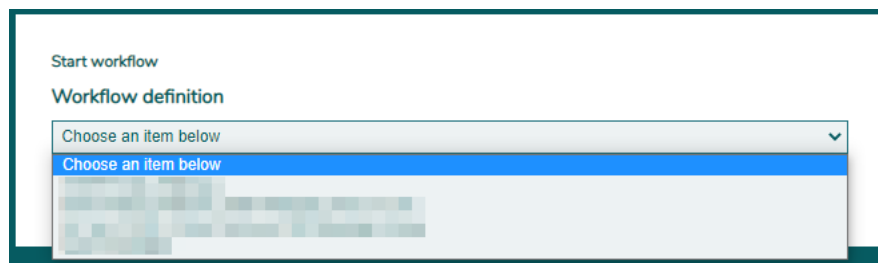


Step 3: Choose the Ontario Patient Experience Survey from the dropdown menu.

Click on the **+Start a new Workflow** button.



Click on **Ontario Patient Experience Survey** from the dropdown.



Step 4: Select a manager to proceed.

On the Workflow window, click **+Add** and choose a manager from the dropdown. *Alerts will not be sent to the chosen manager.*



Step 5: Select the start date / time.

Under “When would you like to send the patient survey?”, choose either **Now** or **Later**.


Choosing **Now** sends the survey immediately to the patient.

If you choose **Later**, specify the date and time that you would like the patient to receive the survey.

When would you like to send the patient survey?

☐ Now
 ☒ Later

Select a start date:



Select a start time:

Hours

Minutes

Step 6: Click Save.