MYHEALTH – MANAGING CLIPBOARD FORMS



QUICK REFERENCE GUIDE

Applies to:	Island Health patients who have active MyHealth patient portal accounts.
Purpose:	To learn how to access, review and complete your clipboard forms through your MyHealth patient portal account.

The clipboard function within MyHealth lets you review and enter information about your health before your next appointment, including any concerns about your visit and health.

The following functions are available within MyHealth (click each link to take you to that section of this document):

- <u>Viewing Clipboard Forms</u>
- <u>Completing Clipboard Forms</u>
- <u>Reviewing and Submitting a Clipboard Form</u>
- <u>Reviewing a Completed Clipboard Form</u>

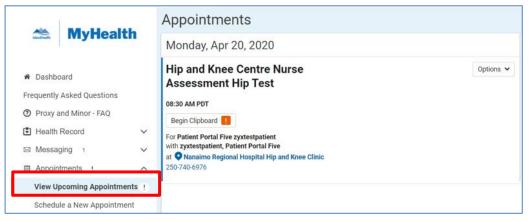
Viewing Clipboard Forms

There are three ways to view and manage clipboard forms through your MyHealth account:

- From Appointments
- From the MyHealth home page
- From Messages

To view clipboard forms from Appointments:

1. From your **MyHealth Dashboard** menu, click **Appointments** and then select **View Upcoming Appointments**.



2. In the **Appointments** section, click **Begin Clipboard** to open the clipboard for this appointment.

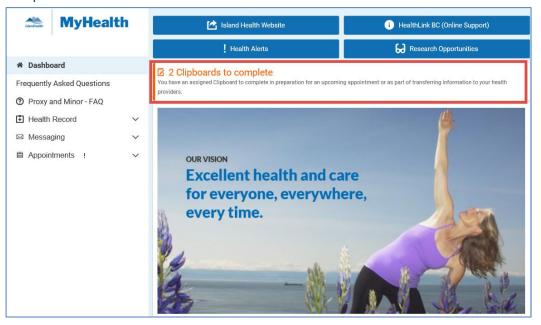
Note: If any upcoming appointments have a clipboard associated with it, an exclamation mark (!) appears beside the menu and a **Begin Clipboard** button appears in the appointment details.

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To view clipboard forms from the MyHealth home page:

1. From the **MyHealth** home page, click the notification card that shows there is a clipboard(s) to complete.



2. When the Clipboards window appears, click Clipboards and then Clipboard List.

	Clipboards
MyHealth	Viewing health record for PatientPortalMaleOne Zyxtestpatient
希 Dashboard	Available
Frequently Asked Questions	Assigned Clipboards
Health Record	PAC Pre-Surgical Screener Date received: Feb 18, 2020 Take Now 1
⊠ Messaging 8 ∿	
Appointments	
Clipboards	
Clipboard List	

3. Under Available, click Take Now to open the Clipboards page.



To view clipboard forms from Messages:

1. Go to your MyHealth Dashboard menu, click **Messaging** and then select **Inbox** to see the new clipboard notification message.

	Inbox	
MyHealth	Send a message	Arrange by 🗸
🖨 Dashboard	Test Submission of Clipboard Test, CF Clinical Nurse → PatientPortalMaleOne Zyxtestpatient	Feb 24, 2020 09:23 AM PST
Frequently Asked Questions ⑦ Proxy and Minor - FAQ	Please fill out Clipboard for your Surgery Test, CF Clinical Nurse → PatientPortalMaleOne Zyxtestpatient	Feb 21, 2020 01:44 PM PST
Health Record Messaging 14	No subject Test, CF Clinical Nurse → PatientPortalMaleOne Zyxtestpatient	Feb 21, 2020 11:04 AM PST
년 Inbox 14	PHSA Result Primary Care Provider Test → PatientPortalMaleOne Zyxtestpatient	Feb 20, 2020 02:48 PM PST
 ■ Trash ■ Appointments 	No subject Test, CF Clinical Nurse → PatientPortalMaleOne Zyxtestpatient	Feb 19, 2020 11:03 AM PST
	Test Test, CF Clinical Nurse → PatientPortalFemaleOne Zyxtestpatient	Feb 18, 2020 03:41 PM PST

Note: A clipboard only shows here if it was not linked to an upcoming appointment.

2. Click the link that appears in the message to take you to the **Clipboard** page.

 Please fill out Clipboard for your Surgery
Forward
Thank you for your message. If you have further questions about your care, please start a new message.
From: Test, CF Clinical Nurse To: Zyxtestpatient, PatientPortalMaleOne
Sent: 21-February-2020 13:44:12 PST
Subject: Please fill out Clipboard for your Surgery
Please click the link to complete the form(s) listed below:
- PAC Pre-Surgical Screener https://vihatest2.patientoortal.ca.healtheintent.com/clipboards/millennium-persons/29551084/encounter_events/UH55724g2/clipboard-types/Px8Jp27D3

Completing Clipboard Forms

Clipboard forms contains a list of questions that help your health care team achieve best outcomes for your health and care.

To open a Clipboard form:

1. Click the **Begin** button.

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Overview
Back to Clipboard List Page
Hip and Knee Centre Nurse Assessment Knee Monday, Apr 20, 2020 at 09:45 AM RDT
Monday, Apr 20, 2020 at 09:45 AM PDT For Patient Portal Five zyxtestpatient with zyxtestpatient, Patient Portal Five at Nanaimo Regional Hospital Hip and Knee Clinic
Pre-Surgical Screening Questionnaire
This is the Section Description (what goes in here)
Begin

Note: To go back to the Clipboard List, click Back to Clipboard List Page.

To complete a clipboard form:

- 1. Click the drop-down arrow to the right of each question and select the best answer that appears for each question.
 - If an appropriate answer does not appear on the list, you can type to search.
- 2. Once you have completed all the questions, click Next.

lick to view the list, or type to search.		
2 ave you been hospitalized in the past 12 months? Yes Kedical Specialists Involved in Care? Kedical Specialists Involved in Care? Yes Kedical Specialists involved in your care? Yes Kedical Specialists currently involved in your care: Kedical Specialists currently involved in your care: Kedical Specialists x Kedical Specialists currently involved in your care: Kedical Specialists x Kedical Specialist x Kedical Specia	e list, or type to search.	
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Yes × tick to view the list, or type to search. * tedical Specialists Involved in Care? * Yes × tick to view the list, or type to search. * Please select the medical specialists currently involved in your care: * Cardiologist (Heart Specialist) ×		
Yes × tick to view the list, or type to search. × to you have medical specialists involved in your care? × Yes × tick to view the list, or type to search. × Please select the medical specialists currently involved in your care: × Cardiologist (Heart Specialist) ×	n hospitalized in the past 12 months?	
Medical Specialists Involved in Care? No you have medical specialists involved in your care? Yes × tick to view the list, or type to search. Please select the medical specialists currently involved in your care: Cardiologist (Heart Specialist) x	x	~
to you have medical specialists involved in your care? Yes x lick to view the list, or type to search. Please select the medical specialists currently involved in your care: Cardiologist (Heart Specialist) x	e list, or type to search.	
Yes x fick to view the list, or type to search. Please select the medical specialists currently involved in your care: Cardiologist (Heart Specialist) x	sialists Involved in Care?	
The ase select the medical specialists currently involved in your care: Cardiologist (Heart Specialist)	medical specialists involved in your care?	
Please select the medical specialists currently involved in your care: Cardiologist (Heart Specialist) x	x	~
Cardiologist (Heart Specialist) X	e list, or type to search.	
Cardiologist (Heart Specialist) X		
	t the medical specialists currently involved in your care:	
lick to view the list, or type to search.	t (Heart Specialist) 🗙	~
	e list, or type to search.	
Previous		ex

- You must answer all of the mandatory questions (those marked with a red asterisk *) before you can go to the next page.
- If you exit while completing the form, you can always go back to the unfinished page. MyHealth will save the information that you have already entered.



To go back to the Clipboard List:

1. Click **Continue** to go back to the unfinished page.

•			1 0
Clipboards			
Viewing health record for Patient Portal Three zyxtestpatie	ent		~
	Available	Completed	
As	signed	Clipboards	
Pre-Surgical Screening Questionn	aire Date	e received: Apr 14, 2020	Continue !

Reviewing and Submitting a Clipboard Form

The **Review and Submit** page is the last page of every clipboard; you can review and edit answers before you submit the clipboard.

To review and submit a clipboard form:

- 1. Click the **right-pointing arrow** to see more details in each section.
- 2. Click Edit to make changes to information you entered.
- 3. Click **Submit Answers** after you finish looking at all the sections.

Review and Submit	
For Patient Portal Three zyxtestpatient	
Submit Answers	
Review Answers	
Pre-Surgical Screening Questionnaire	Edit
Submit Answers	

Reviewing a Completed Clipboard Form

There are two ways to review a completed clipboard form from the Dashboard, after submission.

Option I:

1. From the **Dashboard** menu, click **Clipboards**, and then select **Clipboard List** and click **Completed**.

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• A list of already completed clipboards displays.

		Clipboards			
МуНеа	lth	Viewing health record for PatientPortalMaleOne Zystestpatient			
希 Dashboard			Available Completed		
Frequently Asked Questions	3		Completed Clipboards		
E Health Record	\sim	PAC Pre-Surgical Screener	Date Completed: Feb 07, 2020	Review	
Messaging 8	\sim	PAC Pre-Surgical Screener	Date Completed: Feb 07, 2020	(more than the second	
Appointments	~	i Ao i le odigiou obreenei	but completes i to officie	Review	

• Click **Review** to look at a completed clipboard.

Option II:

1. From the **Dashboard** menu, click **Messaging** and then **Inbox**, and then click the clipboard message you want to look at.

	Inbox		
MyHealth	Send a message	Arrange by 🐱	
	Test Submission of Clipboard	Feb 24, 2020	
🖀 Dashboard	Test, CF Clinical Nurse \rightarrow PatientPortalMaleOne Zyxtestpatient	09:23 AM PST	
Frequently Asked Questions	Please fill out Clipboard for your Surgery	Feb 21, 2020	
⑦ Proxy and Minor - FAQ	Test, CF Clinical Nurse \rightarrow PatientPortalMaleOne Zyxtestpatient	01:44 PM PST	
Health Record	No subject	Feb 21, 2020	
⊠ Messaging 14 ∧	Test, CF Clinical Nurse \rightarrow PatientPortalMaleOne Zyxtestpatient	11:04 AM PST	
🕅 Inbox 14	PHSA Result	Feb 20, 2020	
	Primary Care Provider Test → PatientPortalMaleOne Zyxtestpatient	02:48 PM PST	

2. Click the link provided in the message.

Please fill out Clipboard for your Surgery
Forward Trash
Thank you for your message. If you have further questions about your care, please start a new message.
From: Test, CF Clinical Nurse To: Zyxtestpatient, PatientPortalMaleOne Sent: 21-February-2020 13:44:12 PST Subject: Please fill out Clipboard for your Surgery
Please click the link to complete the form(s) listed below: - PAC Pre-Surgical Screener https://vihatest2.patientoortal.ca.healtheintent.com/clipboards/millennium-persons/29551084/encounter_events/UH55724o2/clipboard-types/Px8Jb27D81

• The completed clipboard opens.