

Fill in a Questionnaire on a Person's Behalf

kinseed

Learn how to support people receiving Occupational Health care by filling out their questionnaires on their behalf.



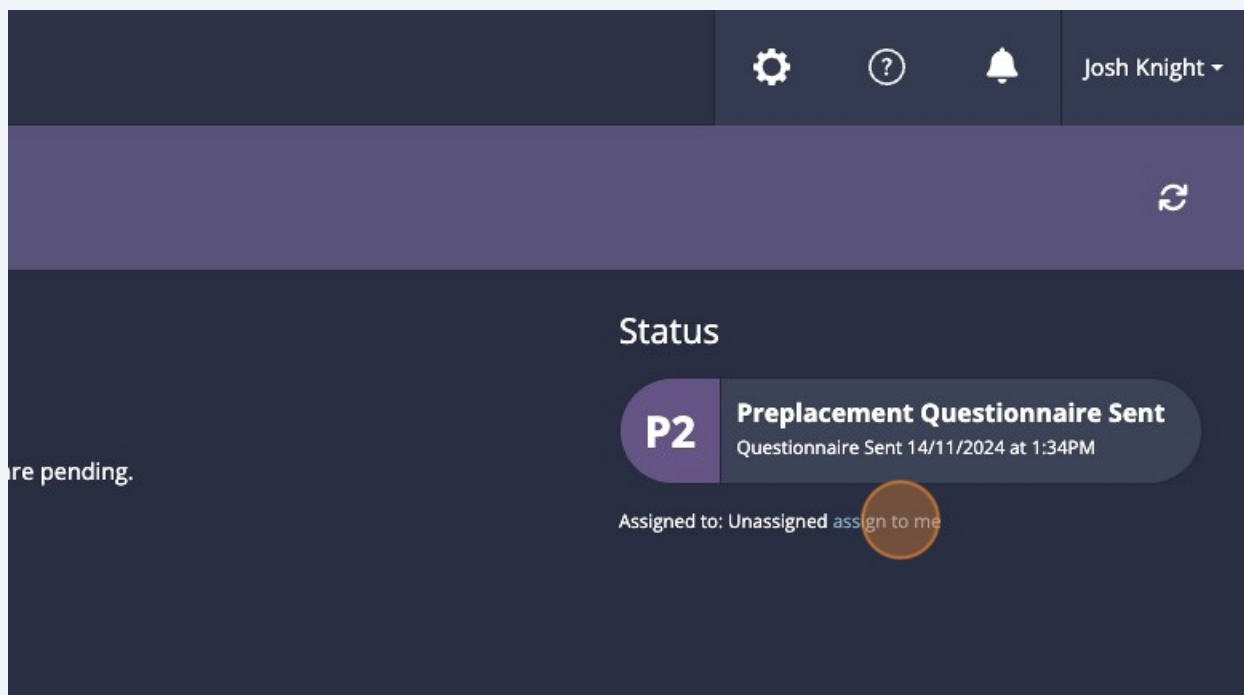
Questionnaires can be sent as part of any episode. In this example, we'll use Pre-Placement, but the process works in the same way for all episode types when a questionnaire has been sent to a person.

1

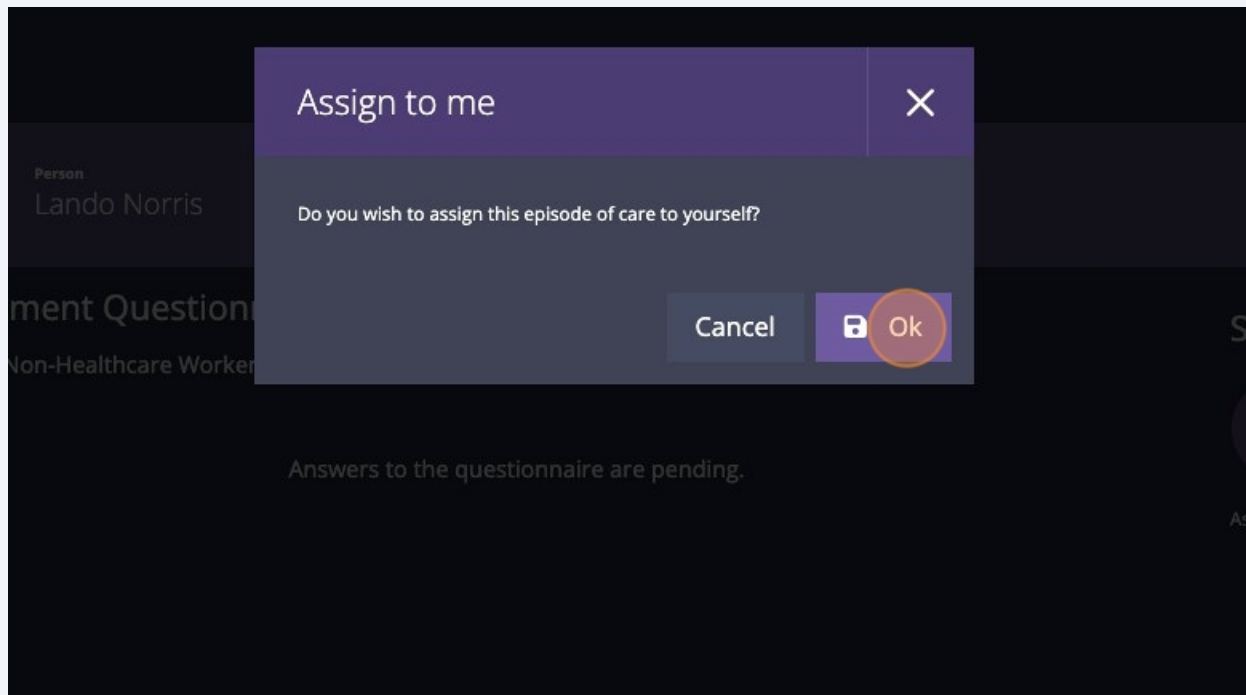
Open any episode of care where a person has been issued a certificate, and you are waiting for a reply

2

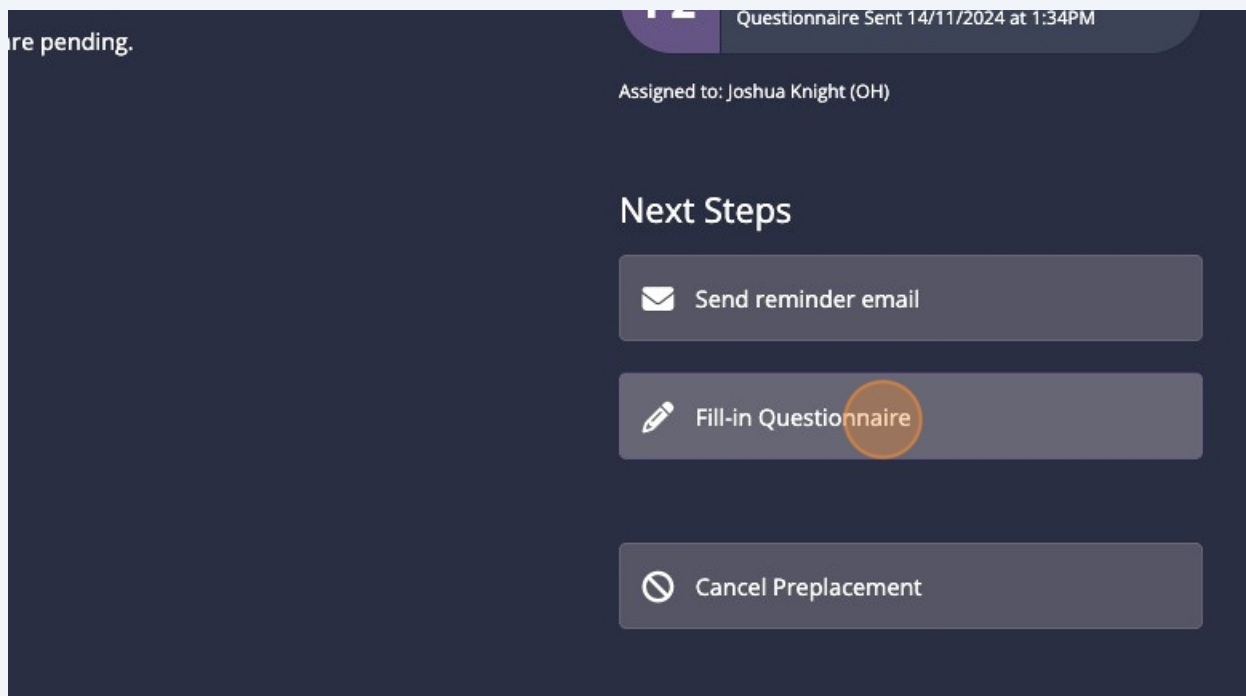
If the episode is not already assigned to you, click "Assign to me"



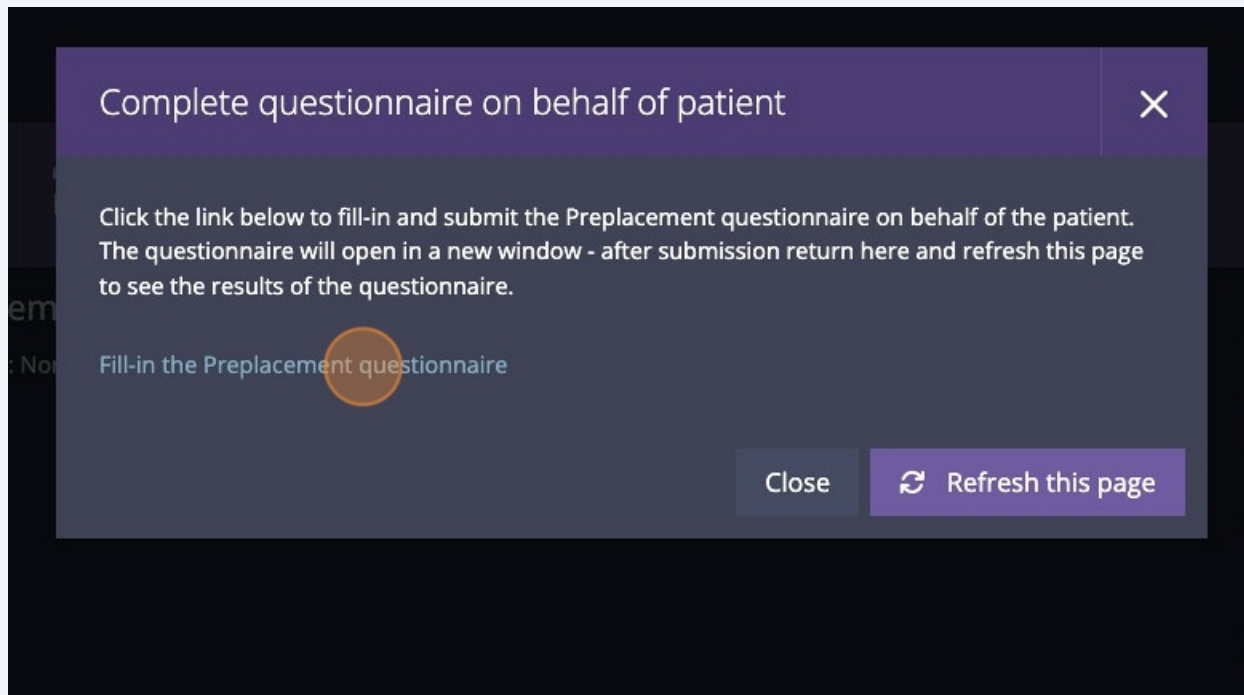
3 Click "Ok"



4 Click "Fill-in Questionnaire"



5 Click "Fill-in the Preplacement questionnaire"



6 The system will open the questionnaire in a new browser window, as if you were the person opening it from their email inbox. The questionnaire you see is the exact form which the person would see if opening it themselves.

conditions which may compromise health and safety. We will not be able to confirm your fitness for the role without your completion of this questionnaire.

Data Protection Statements

All data including special category (health) data that is collected in this process is for the purposes of providing occupational health advice to your employer. This data is entirely confidential and stored by [redacted] and will not be revealed to anyone else, either inside or outside the organisation unless you have provided consent, there is a legal obligation, or it is of substantial public interest as outlined by the information Commissioner's office (ICO).

The clinical information gained in this questionnaire will be retained securely in the [redacted] Medical Information System only and deleted 10 years after the last last entry made in our records, in keeping with our information retention policy and compliance with the requirements of the UK General Data Protection Regulation (GDPR). Our privacy statement can be found here. You have the right to request a copy of your clinical records at any time by contacting [redacted]

7

Complete all the steps in the questionnaire, and correct any fields which are marked as invalid or needing attention.

8

When you're finished, click "Submit"

| | |
|---|-----------------------|
| I consent to undergo a further health assessment by a clinician for employment purposes if necessary. | <input type="radio"/> |
| I consent to a copy of the certificate of fitness being sent to the employer who has requested this assessment. | <input type="radio"/> |

Certificate Request

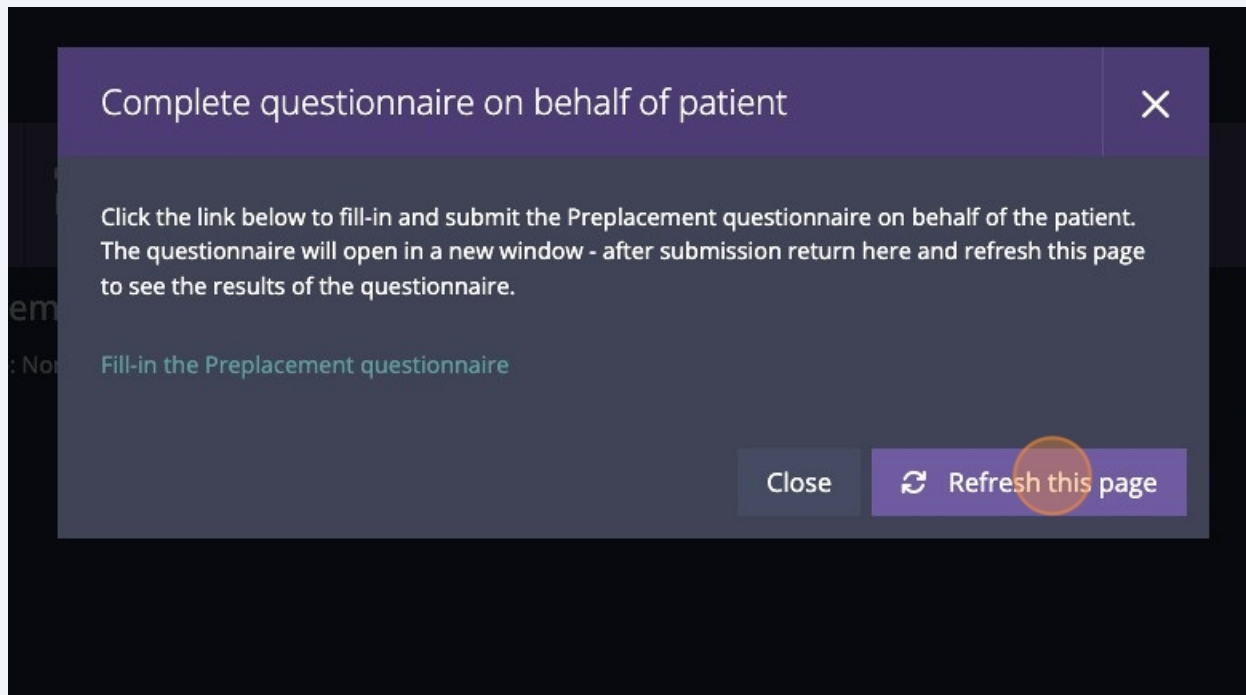
| | |
|---|--------------------------|
| | Yes |
| I wish to have a copy of the certificate of fitness | <input type="checkbox"/> |

Submit

9

Close the browser window when the form has been submitted, and return to MediWork

- 10 Click "Refresh this page"



- 11 The episode will update with the responses gathered through the questionnaire, and can now be processed as usual