

Request Further Information from a Person



Learn how to request further information from a person when they have returned a questionnaire

- 1
- In a person's record, open an episode where a questionnaire has been returned and needs further elaboration from them

- 2 If the episode is not currently assigned to you, click **Assign to me**

The screenshot shows a user interface for a 'Preplacement' review. At the top, there is a header bar with a settings icon, a help icon, a notification bell, and the user's name 'Josh Knight'. Below the header, the main content area is divided into two sections. The left section, titled 'Questionnaire Responses', displays a table with the following data:

Question	Response
Mathew Hiley	
mathew.hiley@kinseed.com	
ause you ding work	No
pecialist or eed	No

The right section, titled 'Status', shows a purple box with the text 'P3 Ready for Preplacement Review' and 'Questionnaire response received 19/10/2024 at 1:35AM'. Below this, it says 'Assigned to: Mathew Hiley (OH)' and a red circle highlights the 'assign to me' link.

- 3 Click "Ok"

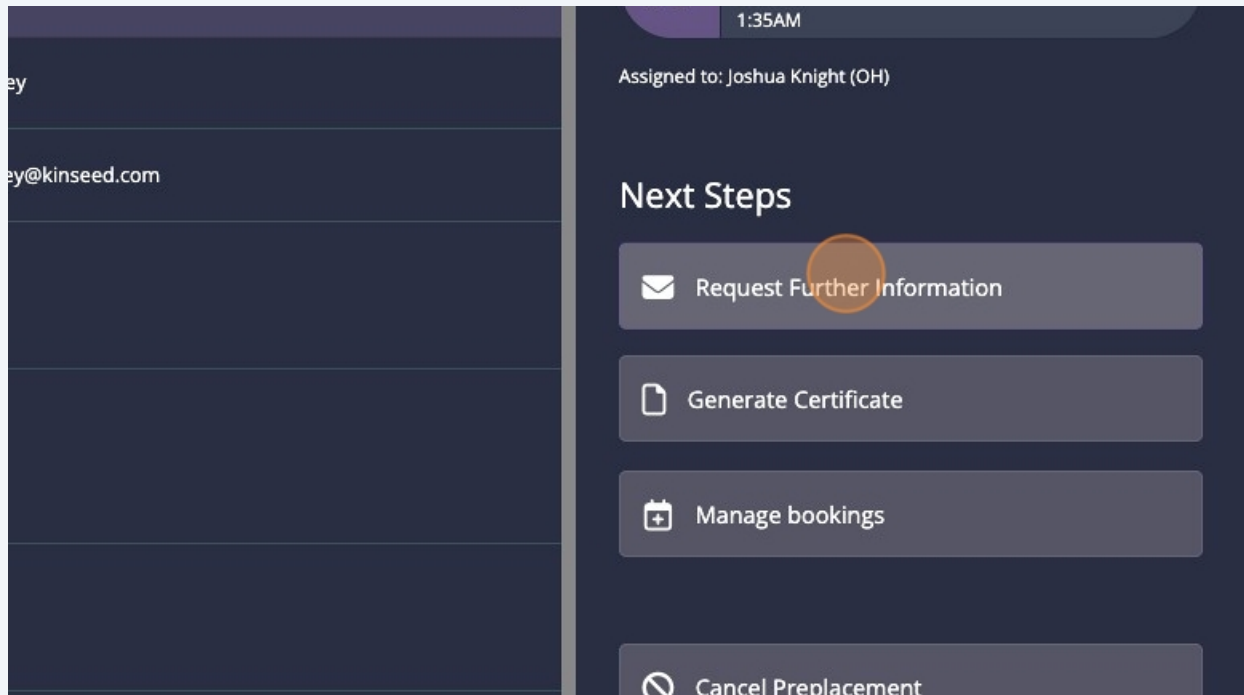
The screenshot shows a modal dialog box titled 'Assign to me' with a close button (X) in the top right corner. The dialog contains the text 'Do you wish to assign this episode of care to yourself?'. At the bottom, there are two buttons: 'Cancel' and 'Ok'. A red circle highlights the 'Ok' button.



Assigning an episode to yourself marks you as the last person to take action on the episode, and allows you to make changes / progress the episode with the Next Steps button

4

Click "Request Further Information"



5

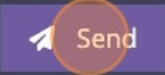
Enter information about what the person should elaborate on - give them enough information to understand which questions you need them to reconsider, and what information you want them to provide.

When ready, click **Send**

Enter details of the additional information required from the person.
When you click "Send", they will receive an email requesting them to provide the information required by editing their previously submitted questionnaire.
The email will be sent to: jamesgrant@testorganisation.oh

Additional information required

You indicated you are allergic to nuts - please be more specific; do you mean Tree Nuts or Legumes, and is this contact only or Airborne?

 Send

on the waiting list to see a specialist or
ration, for which you might need

No

6

The person will get a new email with a link to their questionnaire, with all their existing answers filled in. They can then elaborate on whichever answers need more detail, and will press "Send" again when ready to provide their update.

7

MediWork will update status to show you when further information has been requested (awaiting a return of their questionnaire), or when they've provided the information required.

You can send a reminder email or fill in the questionnaire on their behalf just as before.

The screenshot displays the MediWork user interface. At the top right, there is a navigation bar with icons for settings, help, and notifications, along with the user's name 'Josh Knight'. Below this is a purple header bar with a refresh icon. The main content area is split into two panels. The left panel, titled 'ses', shows a list of patient information for 'Mathew Hiley', including the email 'mathew.hiley@kinseed.com' and a 'No' status. The right panel, titled 'Status', shows a 'Further Information Requested' status with a 'P3a' label. It indicates that further information was requested on 22/11/2024 at 2:24PM and is assigned to 'Joshua Knight (OH)'. Below the status, the 'Next Steps' section includes a button labeled 'Send reminder email' with an envelope icon.

ses
Mathew Hiley
mathew.hiley@kinseed.com
No

Status

P3a **Further Information Requested**
Further information requested 22/11/2024 at 2:24PM
Assigned to: Joshua Knight (OH)

Next Steps

Send reminder email