Send a Questionnaire Reminder
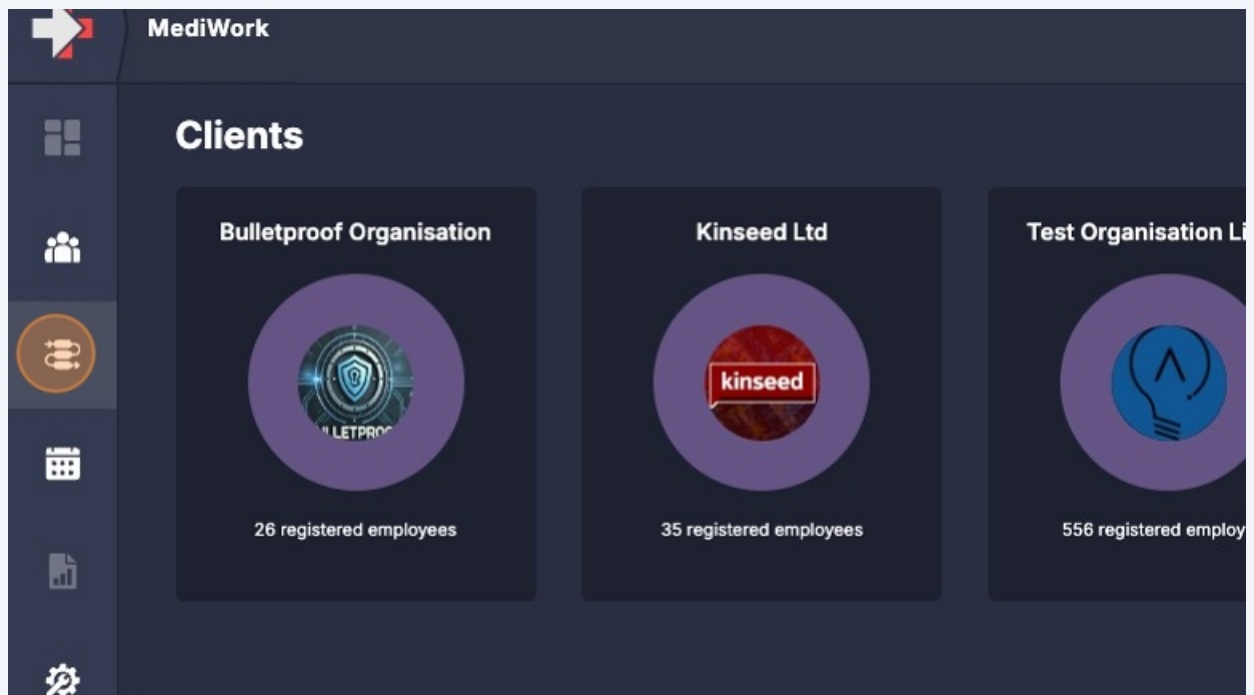
kinseed

Learn how to remind a person to reply to a questionnaire in MediWork

ⓘ 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.
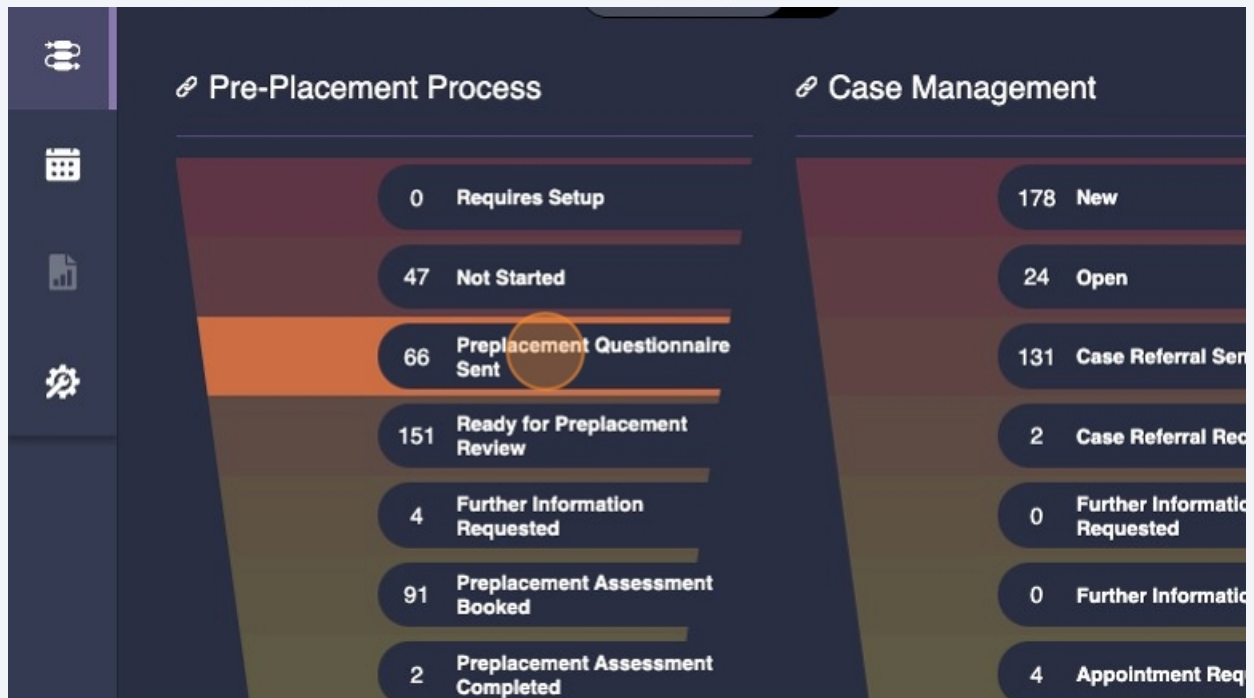
1 Click the **Process View** icon on the left hand navigation bar

2 Click on the **Preplacement Questionnaire Sent** status code

ℹ️ People who are in the status code of **Preplacement Questionnaire Sent** have had their questionnaire sent to them, but have not replied yet.

3 Choose an individual from the list, and click their row to open their Preplacement Episode
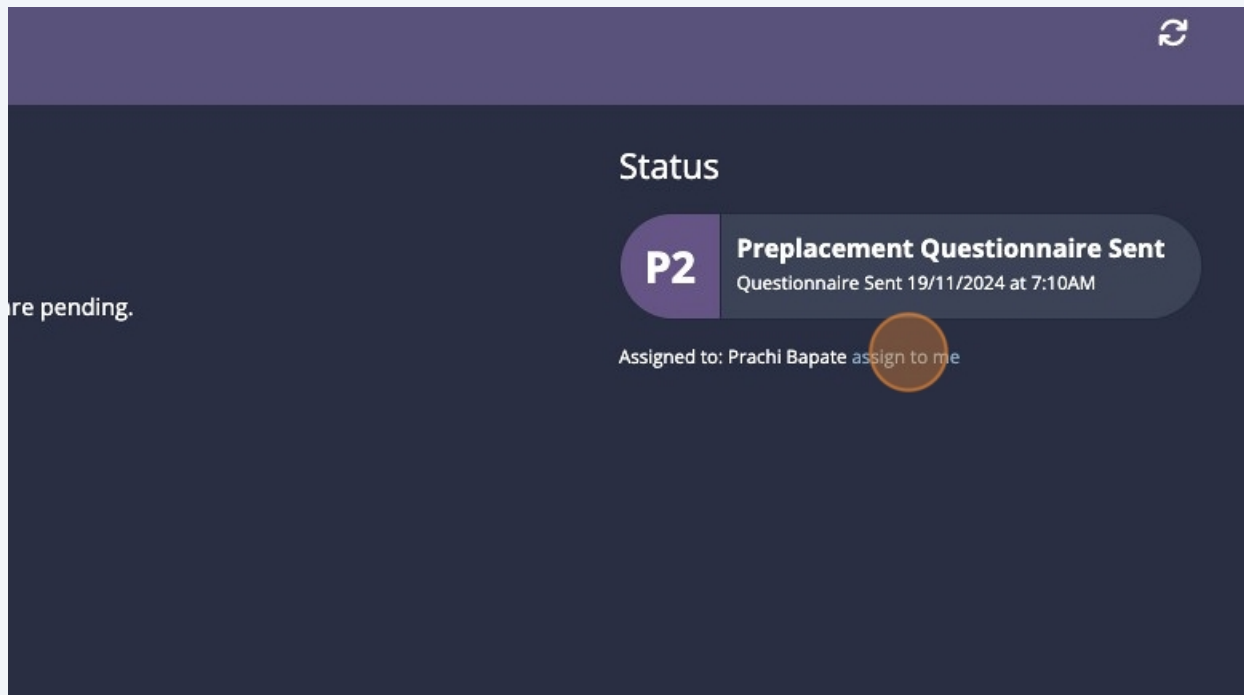
	Client	Process
	All Clients	Preplacement

ID	First Name	Last Name	Status ▽
TOL-000168	Luke	Sweeney	Preplacement Question
TOL-000549	Clark	Rhonie	Preplacement Question
TOL-000546	Lando	Norris	Preplacement Question
TOL-000512	Paul	Bill	Preplacement Question
TOL-000367	Dremell	Ting	Preplacement Question
TOL-000366	Harley	Clayton	Preplacement Question

ⓘ Clicking on someone's entry in the Process view takes you straight to that particular episode - in this case, Pre-Placement - rather than going through their main profile first.
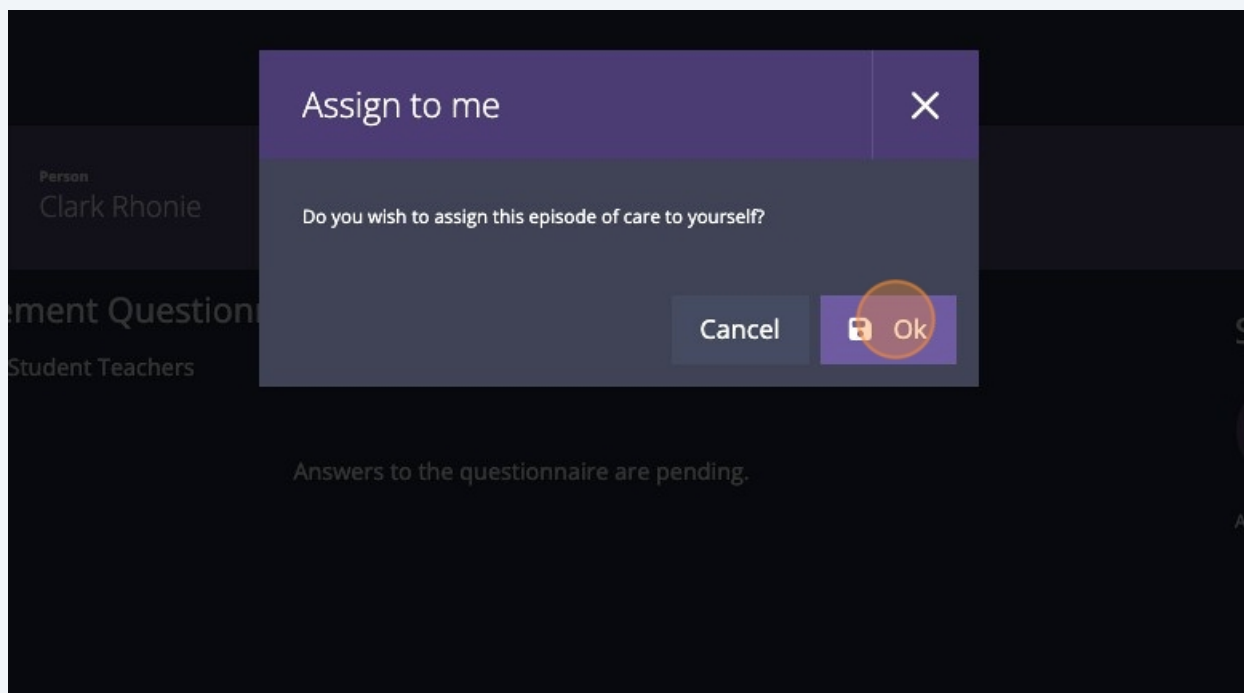
4 If the Episode is currently assigned to someone else, click "Assign to me" to take control.

Status

P2 **Preplacement Questionnaire Sent**
Questionnaire Sent 19/11/2024 at 7:10AM

Assigned to: Prachi Bapate assign to me

5 Click "Ok". This will assign the episode to you, which indicates to the team that you are the last person to be working on the episode.

Person
Clark Rhonie

Assign to me ✕

Do you wish to assign this episode of care to yourself?

Cancel   Ok

ment Questionn
Student Teachers

Answers to the questionnaire are pending.

6 Click "Send reminder email"

7 Click "Send"

8 The person will then receive a reminder email to encourage them to fill out the questionnaire you have requested