

### What are My Forms?

My Forms within My Connected Care let you review and enter information about your health before your next appointment, including any concerns about your visit and health. They serve the same purpose as paper forms you might be given on a clipboard at a clinic.



With My Forms in My Connected Care, you can:

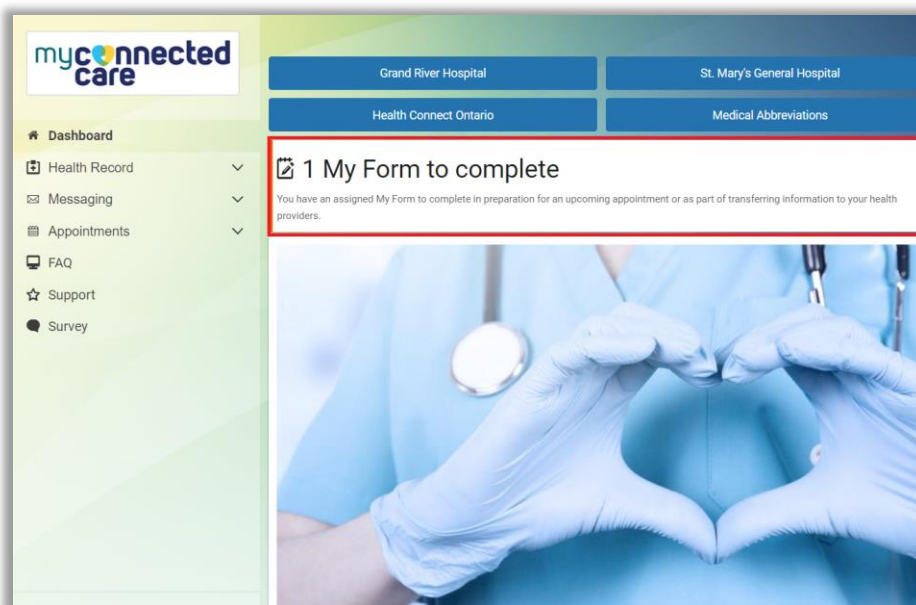
- Review and update health information such as allergies, home medications, procedures, family history, and immunizations.
- Communicate health status and concerns to your clinician before an appointment.
- Provide updates requested by a clinic before an appointment.

Your healthcare team will review the information and update your electronic health record as needed.

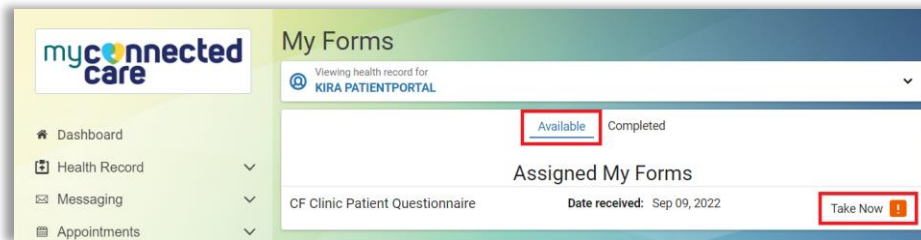
### Completing a My Form


1. Log in to My Connected Care.
2. Access the form in one of three ways:
  - **My Connected Care Home Page:** If a My Form is assigned to you, your Home Page (Dashboard) will display a notification card.

Click the link to open the Clipboards page.

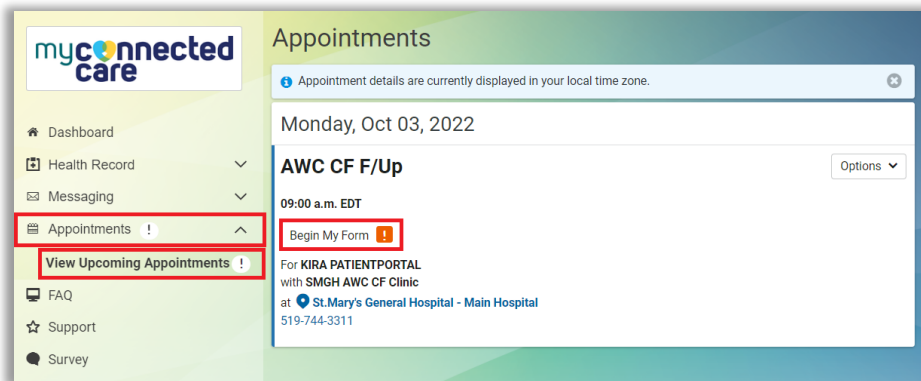


Under the **Available** tab, click **Take Now**  to open the form.



- **Appointment Details:** If you have an upcoming appointment with an associated form, an exclamation mark () appears beside the appointment in your My Connected Care Dashboard menu.

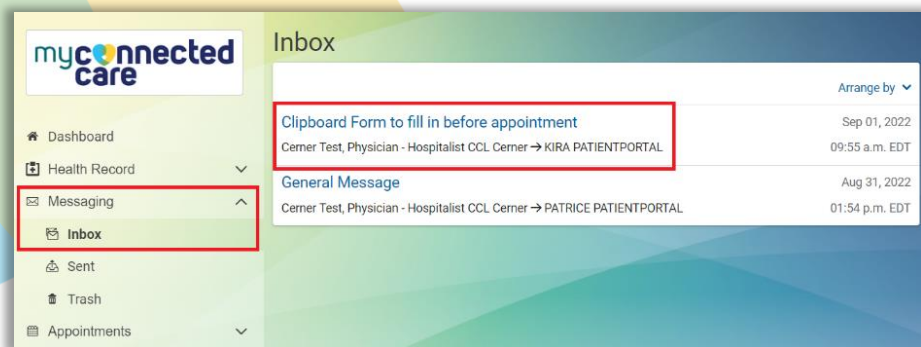
From your **My Connected Care Dashboard** menu, click **Appointments** and then select **View Upcoming Appointments**.



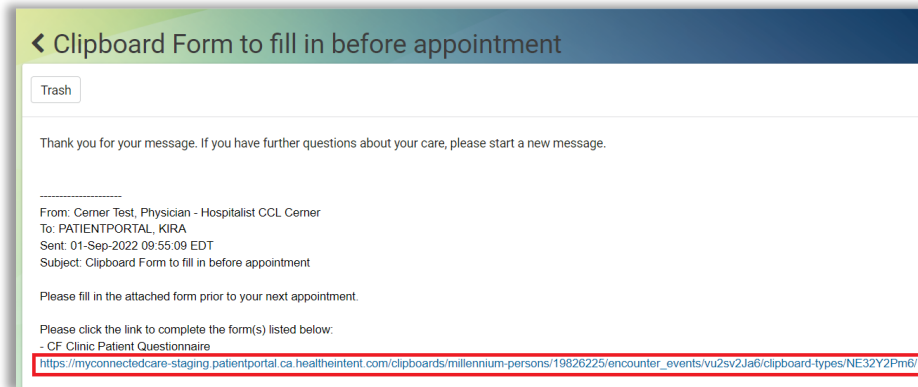
In the **Appointments** section, click **Begin My Form**  to open the form for the appointment.

- **Portal Message:** If a My Form is assigned to you through a message, an email reminder is sent to the email address you have provided to the hospital.

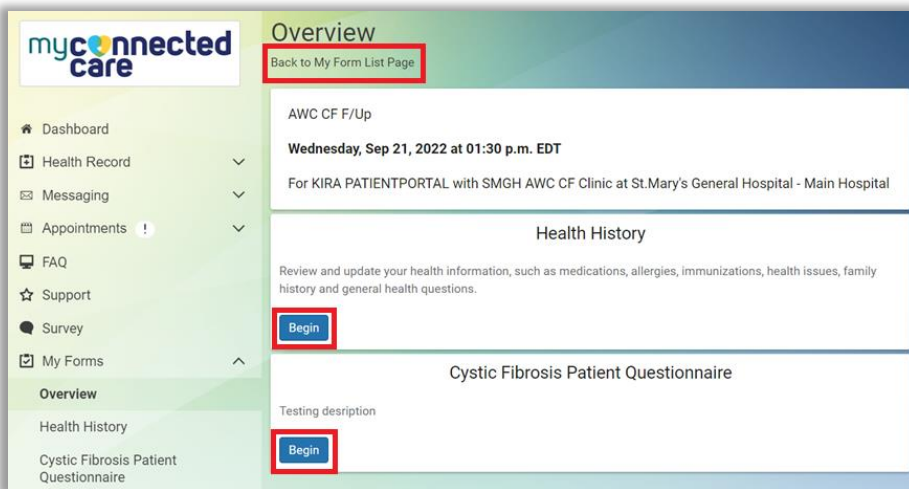
Go to your **My Connected Care Dashboard** menu, click **Messaging** and then select **Inbox** to see the new notification message.



Click the link that appears in the message to take you to the form.

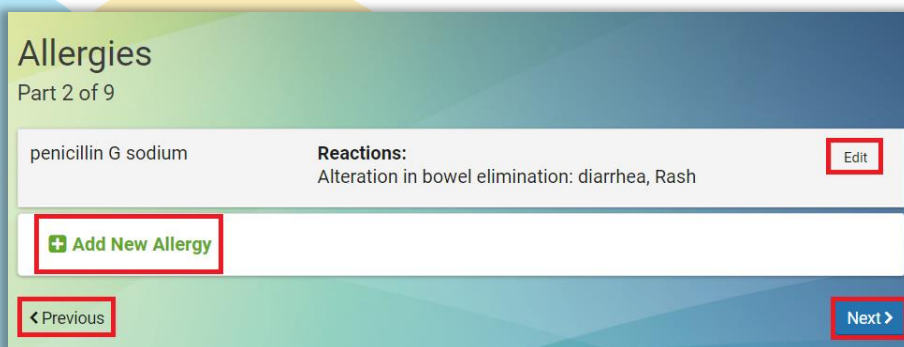


3. The Overview page displays the sections for a My Form with their completion status. Each section is listed in the left navigation panel and on the page. Click the **Begin** button. (If you previously started a section click **Continue** instead.)



4. Each section may have multiple forms or pages.

Click the **Add** button (+) to add new information or click the **Edit** button to update existing information. Use the **Previous** and **Next** buttons to move between sections.



- Each form retrieves information from your patient chart. You can confirm that information is correct, request an update, request removal, or request additional information to be added.

- Each form has a label at the top indicating your progression through the form, such as **Part 2 of 8**.

5. Some fields have lists of options to choose from, indicated by a dropdown arrow (▼).

Click in the box or begin to type to see a list to choose from. You must choose from a list.

Repeat the process to select more than one option.

- ✎ Fields marked by a red asterisk (\*) are required.
  - ✎ Some fields can accept free-text entries (e.g. Comments).
  - ✎ Fields with radio buttons allow you to select only one option; Fields that allow more than one choice display as boxes.
6. Click **Save** to save your entry.
- ✎ You must answer all of the mandatory questions marked with a red asterisk (\*) before you can go to the next section.
  - ✎ You do not need to fill in every box unless marked as mandatory.
  - ✎ If you exit while completing the form, you can return to the unfinished page later. My Connected Care will save the information that you have already entered.
7. The Review and Submit page is the last page of every form, where you can review and edit answers before you submit the form.

Click the **right-pointing arrow** (▶) to see more details in each section.

Click **Edit** to make changes to the information you entered.

Click **Submit Answers** after you finish your review.

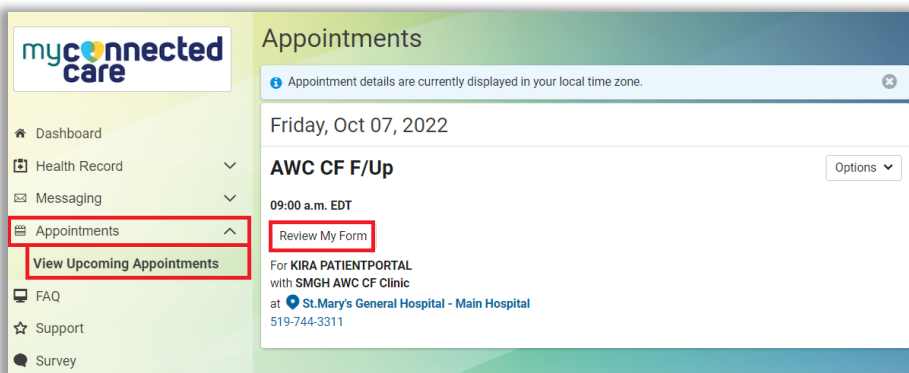
- ✎ The information you submit will not be reflected in your Health Record in My Connected Care until it has been reviewed and accepted by a clinician.

## Review a Completed and Submitted My Form

You can review a form you submitted, depending on how you accessed it to fill it in. Once a form is submitted, it cannot be changed.

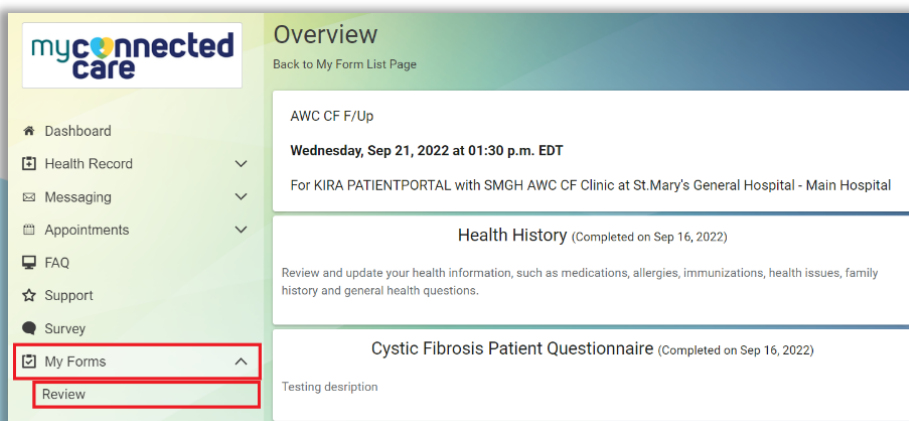
### Option 1: You accessed your form through an appointment

1. From the Dashboard menu, click **Appointments** and then click **View Upcoming Appointments**.
2. Click the **Review My Form** button in the appointment box.



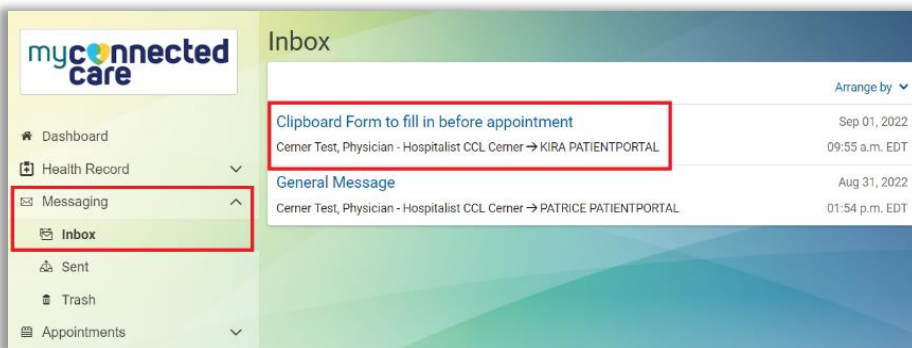
- ✎ You will be able to review your My Form only before your appointment, not afterward.

3. Click on the **My Forms** item in the menu and then click **Review**.



## Option 2: You received your form through a message

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



3. Click the **link** provided in the message. The completed My Form opens.

