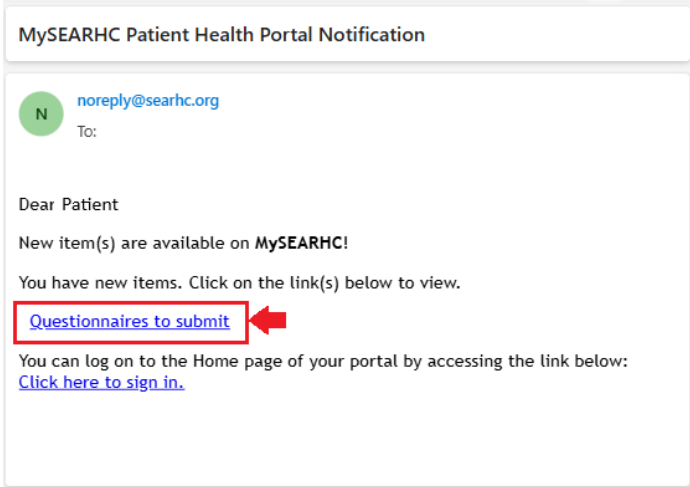
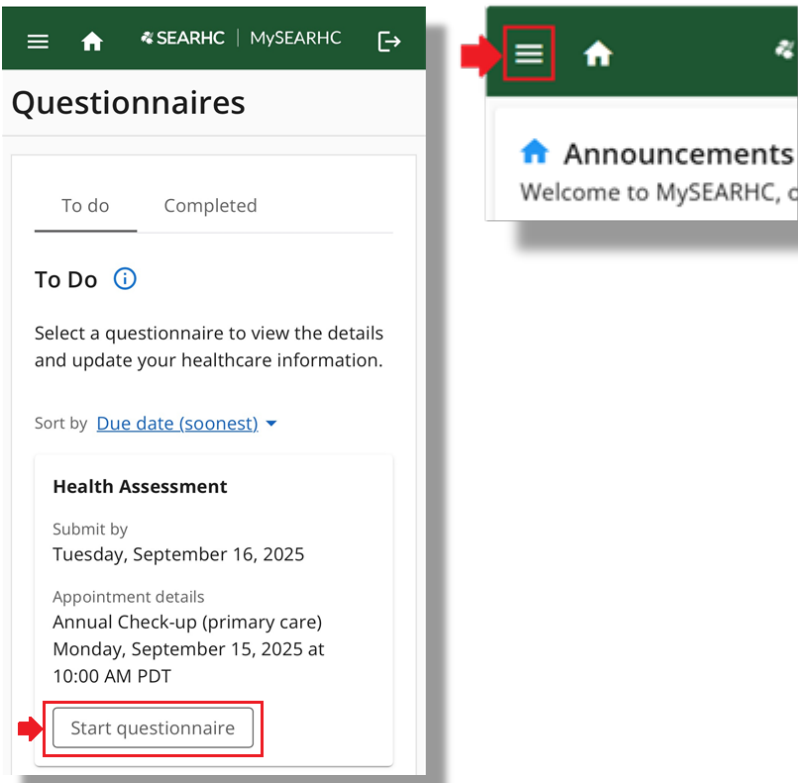


MySEARHC Quick Reference Guide

Submitting Questionnaires

Real-time notifications are sent when questionnaires are available for certain scheduled appointment types.

<p>1</p>	<p>Select the Questionnaires to submit link in the notification (e.g., email notification).</p> <p>NOTE: You will be prompted to Sign in to MySEARHC to access the full message.</p> <p>TIP: Add noreply@searhc.org to your email safe sender list to ensure portal email notifications are received.</p>	
<p>2</p>	<p>Select the Start questionnaire button.</p> <p>NOTE: When signing into MySEARHC without using the notification link, access a questionnaire by:</p> <ul style="list-style-type: none"> • Selecting it from the Questionnaires card on the Dashboard (home page), or • Navigating to the Questionnaires page from the three-line menu icon 	

3

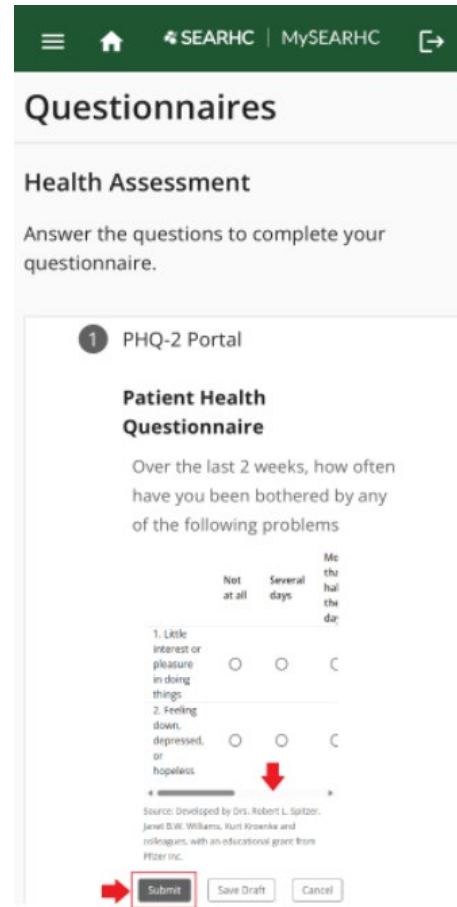
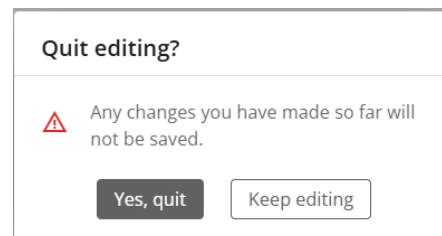
Answer questions, complete the questionnaire, then select **Submit** once completed.

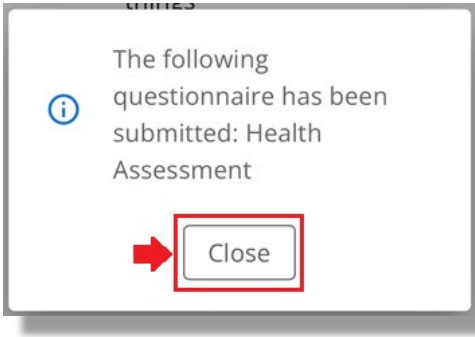
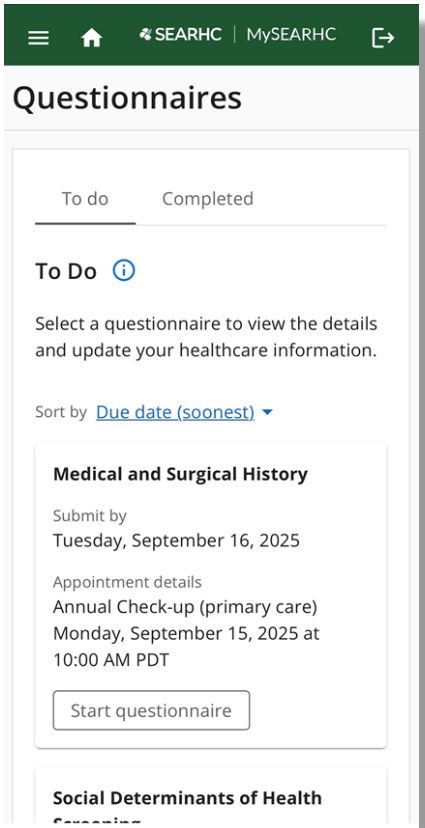
NOTE: On smaller screens (e.g., mobile devices), select the **scroll bar** when visible to scroll and display additional questions.

Other Options:

- Selecting **Save Draft** saves the questionnaire for later completion
- Selecting **Cancel** opens the 'Quit editing?' confirmation window (see lower image). Select the button that meets your needs

IMPORTANT: Selecting **Keep editing** returns to the questionnaire for editing; however, selecting **Yes, quit** removes ALL answers, which will then need to be re-populated.

<p>4</p>	<p>Confirm your questionnaire has been submitted and select Close to return to the Questionnaires page</p>	
<p>5</p>	<p>Review the To do tab of the Questionnaires page for additional questionnaires to complete.</p> <p>Select the Completed tab to view previously submitted questionnaires.</p>	
<p>Looking for further help? Contact the Patient Support Center at 907.463.0400</p>		