

- MyChart is a secure, online patient portal that allows patients to access their health information from anywhere, at any time and at no cost.
- Questionnaires have been built in MyChart to assist providers with getting answers to historical health information.
- This document details the steps for **submitting an exemption or outside immunization document via MyChart questionnaire**. Exemptions are offered to Students/employees for the **required flu shot**.

Questionnaire Activity in MyChart

Gather data such as historical patient information and/or high risk factors using health questionnaires.

The screenshot shows the MyChart eCheck-In interface. At the top, there is a navigation bar with icons for Menu, Visits, Messages, Test Results, and Medications. Below this, the 'eCheck-In' section is visible, with a progress bar showing 'Contacts' and 'Insurance' completed. The main content area is titled 'Primary Reason for Visit' and contains a questionnaire about back pain. A green callout box with the title 'More info about questionnaires...' is overlaid on the right side of the questionnaire, containing the following text:

- Questionnaires are automatically sent to patients during the eCheck-in process.
- You can send ad-hoc questionnaires to a patient with a MyChart message.
- By collecting information from questionnaires before a visit, providers can have more efficient and patient-focused appointments.

The questionnaire includes the following questions and options:

For an upcoming appointment with your provider, your back pain is a...

Your back pain is a...
Recurring = you had back pain like this before.
 new problem recurring problem

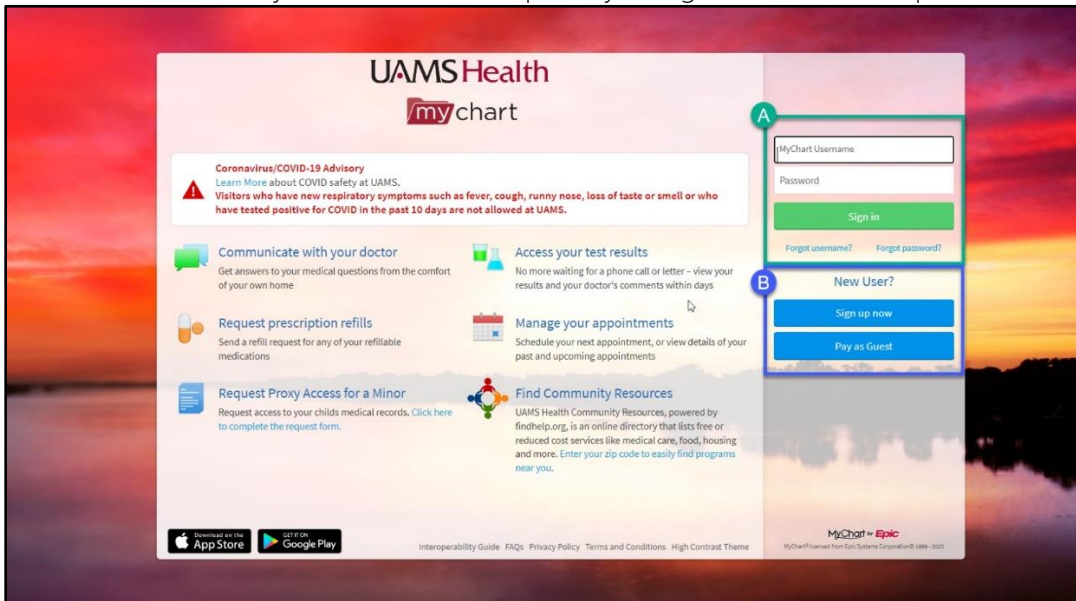
When did you first notice your back pain?
 Today Yesterday In the past 7 days 1 to 4 weeks ago More than 1 month ago
 More than 1 year ago

How often do you feel back pain?
 Constantly 2 to 4 times per day Daily Every several days Occasionally Rarely

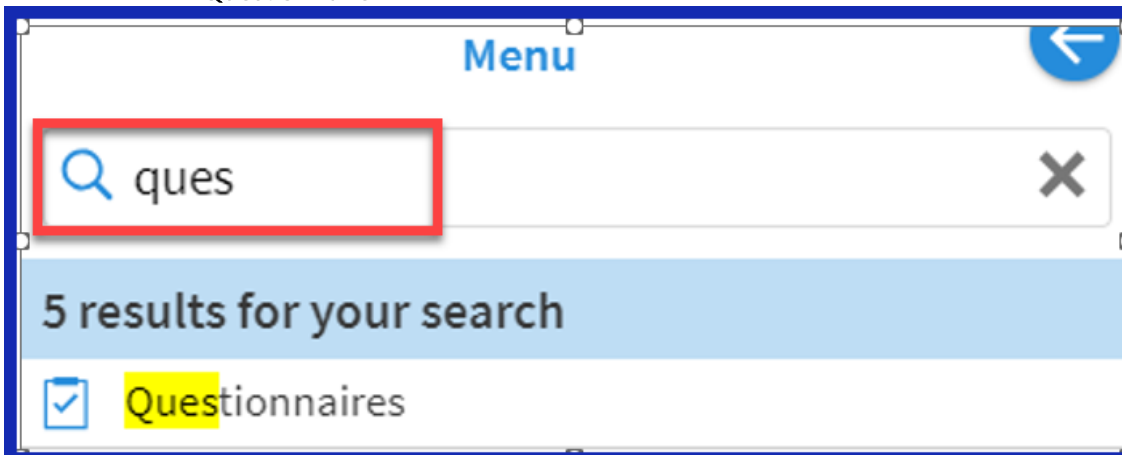
Since you first noticed your back pain, how has it changed?
 Rapidly worsening Gradually worsening Always present, but gets better and worse Unchanged
 Gradually improving Rapidly improving No longer a problem

1. Log into MyChart using the app or website mychart.uamshealth.com.
2. On the right-hand side of the screen, you can complete the following actions:

- a. If you are an **Established User**, enter in your **Username** and **Password**, and then click **Sign-In**.
 - i. If you forgot your username or password, click the **Forgot Username?** or **Forgot Password?** Links under the **Sign-In** button to reset them.
- b. If you are a **New User**, in the **New User?** field, click **Sign up now** to create a username and password. Once your account is set up and you login, continue to step 4 in the instructions.



3. After logging into **MyChart** click on the **Menu** icon on the home screen.
4. Search **"Questionnaire"** within the search field.



5. Navigate to the **Optional Questionnaires** section.

6. Select the appropriate Questionnaire(s) that need to be completed.

Questionnaires

Optional Questionnaires

- Annual Medical Screening for Students and Employees only
Annual Medical Screening
Last submitted 8/22/2024 at 3:42 PM
- Student Pre-Enrollment Immunization Information
Immunizations
Last submitted 7/25/2024 at 9:07 AM
- Respiratory Screening for Students and Employees only
Respiratory
Last submitted 8/22/2024 at 3:40 PM
- Submission of Outside Immunization Documents to SEHS
SEHS Outside Immunization **1**
- Student and Employee Health Submission of Medical Exemption
SEHS Medical Exemption **2** Not yet answered →
- Student and Employee Health Submission of Religious Exemption
SEHS Religious Exemption **3** Not yet answered →
- Social Factors Not yet answered →

Back to the home page

These are the questionnaires to complete regarding the flu shot requirement. Student/Employee will answer the appropriate questionnaire based off of their individual preference.

7. You will be prompted to select “what type of document you are submitting”:

8. Select continue to submit the questionnaire. The SEHS nurse will review responses.

9. Additionally, student/employee can provide proof of immunizations or an **exemption document** by importing the document(s) directly into MyChart.

Please upload your document ⓘ

Add a document

Click add document from the exemption submission window.

Continue Finish later Cancel

10. Upload a document, in this case "immunization records" by clicking on "Add a document" hyperlink.
 - If patients have different documents for each immunization, will need to fill out each of those questionnaires and upload the documentation if appropriate.
11. Select the *saved* document and click open.

The image shows a file explorer window at the top and a questionnaire form below. A red dashed arrow points from the 'Add a document' button in the questionnaire to the 'Add a document' button in the file explorer.

File Explorer Window:

Name	Date modified	Type	Size
2024 AMB Recert	7/22/2024 12:54 PM	File folder	
MyChart Recert	7/3/2024 11:18 AM	File folder	
Old AMB Recert	12/27/2023 8:46 AM	File folder	
Gamble Coates Vx Hx	2/6/2024 8:58 AM	Adobe Acrobat D...	326 KB
Genetic - PDF	1/4/2024 12:54 PM	Adobe Acrobat D...	68 KB
Genetic Edited	1/12/2024 1:41 PM	Adobe Acrobat D...	68 KB
MyChart - OB Genetics old	3/1/2024 1:56 PM	Adobe Acrobat D...	78 KB
OB Intake	2/8/2024 3:42 PM	Adobe Acrobat D...	89 KB
Remote-Work-Agreement-Fillable-FL...	7/16/2024 2:35 PM	Adobe Acrobat D...	169 KB
unnamed	2/6/2024 8:08 AM	JPG File	44 KB

Questionnaire Form:

blood test. The test must be within 1 year of start date.; or 3.) Those joining UAMS from a United States medical organization may provide written documentation from that organization (must be on formal letterhead and include the name, address, phone number, and fax number of the organization, and include the name, address, phone number, and fax number of the individual providing the information, dates and results of testing, and annual screening) of: a.) a two-step TB testing (TST) or IGRA (preferred) screening for the immediate period before enrollment at UAMS. IF, you have had a Positive TB test result: Please call (501) 686-6565 and ask to speak to one of the Nurses regarding this issue.

Yes No

*Do you have proof of documentation for the TDAP vaccine?
Documentation of vaccine dose within the past 10 years.

Yes No

*Do you have proof of documentation for the Varicella vaccine?
Documentation of: 1.) 2 doses of varicella vaccine; or 2.) a positive varicella titer showing immunity.

Yes No

Please upload your immunization record(s) ⓘ

Please upload your immunization record(s) ⓘ

12. When finished **click continue**.
13. This brings the patient back to the MyChart home screen where they can add the additional immunization information/record as needed.
14. Once the final questionnaire has been completed, the patient will **click Submit**.

Question	Answer	Edit
Are you exposed to Blood and/or Body Fluids?	Yes	Edit
Do you have proof of documentation for Hepatitis B?	Yes	Edit
Do you have proof of documentation for the influenza vaccine?	Yes	Edit
Do you have proof of documentation for the MMR vaccine?	Yes	Edit
Do you have proof of documentation for the TB screening?	Yes	Edit
Do you have proof of documentation for the TDAP vaccine?	Yes	Edit
Do you have proof of documentation for the Varicella vaccine?	Yes	Edit
Please upload your immunization record(s)	Gamble Coates Vx Hx.pdf	Edit
Please upload your immunization record(s)		Edit
Please upload your immunization record(s)		Edit
Please upload your immunization record(s)		Edit
Please upload your immunization record(s)		Edit
Do you wish to apply for medical or religious exemption?	No	Edit
Will you work in areas where animals are utilized or handle animals or animal samples?	No	Edit