How to request an Assessment (Form) from Clintel

Last Modified on 03/07/2020 9:28 am ACST

Clintel can build custom assessments (electronic forms) in your CareRight instance for you.

You will need to provide a design of the form, or an existing paper form that you want converted.

Please be aware of the following restrictions when building a simple online form:

Elements (Questions / Answers)

Make sure it is clear that each element of the form can be reduced to the following basic elements:

- Label / Question
- Answer format, one of:
    - Check-box
    - Selection from a list - If so, provide all allowed values
    - Free text - short one line response
    - Free text - unlimited length
    - Date picker
    - A value from the patient record (e.g. name, date of birth)
- Whether the answer is mandatory or not

Layout

If there is plain text on the form, such as instructions for the user or other information, review the text to make sure it makes sense in an online format. Make sure it is clear that the text should be included or not.

- The assessment will be a single page list of questions, with a question on the left and a form element on the right

    - In other words, it's going to look like normal data entry screens in CareRight

- Complex layout requirements are possible but still restricted and will require more work

- Minimal HTML formatting is available in labels and dynamic text

- Images can be placed in the assessment

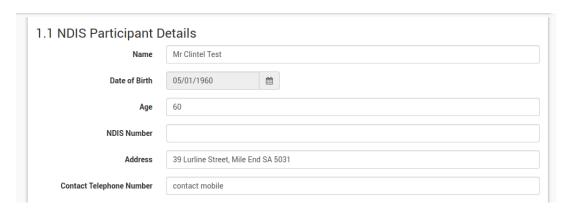- Other formatting and styling can not generally be added

As an example, an original form with style and colour like this:

PART 1 – Participant and Plan Management Details

1.1   NDIS Participant Details

Name	
Date of Birth	
Age	
NDIS Number	
Address	
Contact Telephone Number	

After conversion to an assessment in CareRight may look similar to this:

1.1 NDIS Participant Details

Name	Mr Clintel Test
Date of Birth	05/01/1960
Age	60
NDIS Number	
Address	39 Lurline Street, Mile End SA 5031
Contact Telephone Number	contact mobile

Printing Options

Default printing for an assessment will look similar to the on-screen version, with a fixed patient banner. There is only limited configuration of this.

If exact positioning or custom layout is required for printing, a merge PDF can be used, but this will take extra time to implement.

Conversion of Paper to Electronic

Although a paper form can be converted to electronic as-is, consider:

- Does every question make sense to have in an electronic record?

- Is the existing layout based on limited paper size? Would it make it easier for the user to change it?