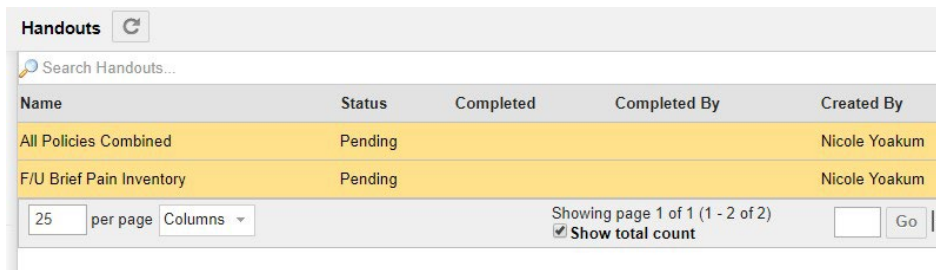


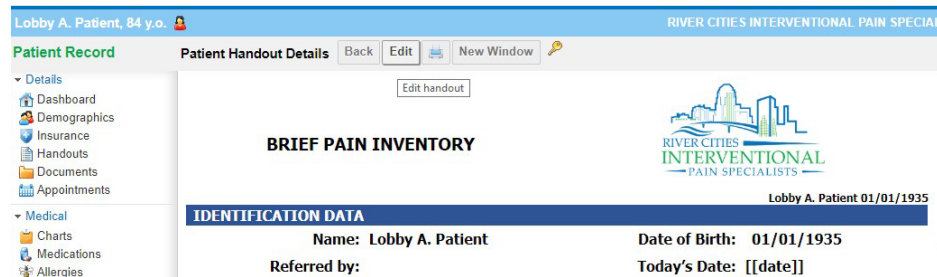
# Complete Visit Paperwork in Portal

1. Select HANDOUTS in side bar on right side of screen. Listed in chronological order and pending are highlighted orange. Select Handout to complete (F/U Brief Pain Inventory, Alternate Contacts, etc.)



| Name                     | Status  | Completed | Completed By | Created By    |
|--------------------------|---------|-----------|--------------|---------------|
| All Policies Combined    | Pending |           |              | Nicole Yoakum |
| F/U Brief Pain Inventory | Pending |           |              | Nicole Yoakum |

2. Click **Edit** at top of Handout



**BRIEF PAIN INVENTORY**

**IDENTIFICATION DATA**

Name: Lobby A. Patient      Date of Birth: 01/01/1935

Referred by:      Today's Date: [[date]]

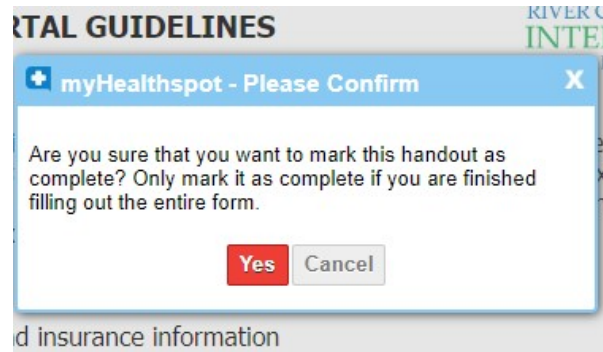
3. After answering all of the questions scroll back to the top of the webpage and click **Save & Complete**.

# Complete Visit Paperwork in Portal

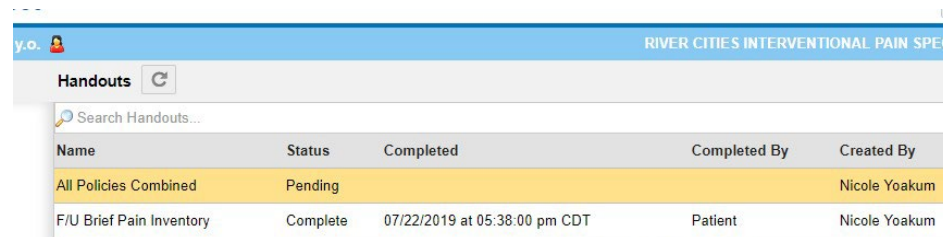


*NOTE: Once marked complete you CANNOT edit the form so check that all questions are answered and correct. If you need to save the document and continue filling it out later then select Save*

- Confirmation window will pop up asking to confirm that you want to mark the Handout as complete, select **Yes**



- Handout is now saved to your Patient Health Record and accessible by the staff



| Name                     | Status   | Completed                     | Completed By | Created By    |
|--------------------------|----------|-------------------------------|--------------|---------------|
| All Policies Combined    | Pending  |                               |              | Nicole Yoakum |
| F/U Brief Pain Inventory | Complete | 07/22/2019 at 05:38:00 pm CDT | Patient      | Nicole Yoakum |

*No need to print to bring to appointment with you since it is already in your PHR. Just inform the staff at check-in that visit paperwork was completed online.*

# Complete Visit Paperwork in Portal

## For Your Records

To print a copy for yourself, click the Handout you want to Print and select Print icon at top of page

