

Online evaluation application - Quick guide

Logging in

- >> Go to the web site: www.hchevaluation.com
- >> Select 'HCH PRACTICE LOGIN' from the website menu
- >> Enter your User ID and Password and click 'Sign in' (user names and passwords will be provided by your HCH Practice facilitator or the evaluation team)

Navigation

Details of practice staff who use the app

Basic reports

Access surveys (see below)

Review practice data

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[Your HCH Practices](#) > [Patient List](#)
Logged in as TP1 User1 - [Account Settings](#) - [Reset Password](#) - [Log Out](#)

Home page and access to patient list

Account details including password management

Practice surveys

- >> Click Practice Surveys tab
- >> Click survey link for relevant survey (for staff surveys, the survey link can be copied and emailed to relevant staff)
- >> Use survey password provided in table to access survey

Survey Name	Survey Round	Due Date	Survey Link	Survey Password
Test Practice 1				
Practice Survey Part B - HCH-A results	1	09/02/2018	Launch Survey	HCH%
Practice Survey Part A	1	09/02/2018	Launch Survey	HCH%I
Practice Staff Surveys	1	16/02/2018	Launch Survey	HCH%

Troubleshooting

If you have any questions regarding the App, please contact info@healthpolicy.com.au

Your HCH practices >> Patient list

You have access to the following HCH Practices

Practice Ref Number	Practice Name	Practice Details
999003	Test Practice 3	Add / View / Manage Patients

Your HCH Patients

search by keyword

Showing 1-11 of 11 [Add filters](#) 25 per page

Patient Number	First or Preferred Name	Last Name	HCH Enrollment Date	HCH Exit Date	Edit Patient
P999001 - 55	A	Testpatient1	05/10/2017		edit
P999001 - 73	B	Person	09/10/2017		edit

[Add Patient](#)

Add a new patient

Edit/view patient details

Adding a new patient

- >> Click 'Add patient' button in the patient list view.
- >> Enter details and click 'Submit'.

Contact details for each newly enrolled HCH patient should be entered into the system to allow the evaluators to contact patients for surveys and interviews.

For patients who do not wish to be contacted for the evaluation, select 'Explicitly requested not to be contacted' in 'ContactStatus' dropdown. Address and telephone contact fields will be removed. All other fields need to be completed for statistical purposes.

Add Patient

ContactStatus *

Address Number

HCH Enrollment Date

Address Street

HCH Tier - Initial

Address Suburb

HCH Tier - Review

Title

State

HCH Exit Date

First or Preferred Name *

Postcode *

HCH Exit Reason

Last Name *

Home Phone

Gender *

Mobile

YearOfBirth *

Email

Preferred Language / Language Spoken At Home

[Back to Patient List](#)

Once details are entered click 'Submit'

Edit/view patient's details

- >> Click the 'Edit' button in the patient list view.
- >> Make the required edits and click 'Submit'.

The edit/view screen similar to the Add Patient screen.

Patient contact details should be reviewed in October 2019 and October 2020 prior to the next set of patient surveys. This will include flagging patients who have left the program, and reason for leaving.

Delete patient details (only for duplicate records)

- >> Click the 'Edit' button in the patient list view
 - >> Click delete
- If patient leaves HCH, exit date should be recorded and the exit reason. Don't delete the record.