

Applies to:	Island Health patients who have active MyHealth patient portal accounts.
Purpose:	To learn how to access, review and complete your clipboard forms through your MyHealth patient portal account.

The clipboard function within MyHealth lets you review and enter information about your health before your next appointment, including any concerns about your visit and health.

The following functions are available within MyHealth (click each link to take you to that section of this document):

- [Viewing Clipboard Forms](#)
- [Completing Clipboard Forms](#)
- [Reviewing and Submitting a Clipboard Form](#)
- [Reviewing a Completed Clipboard Form](#)

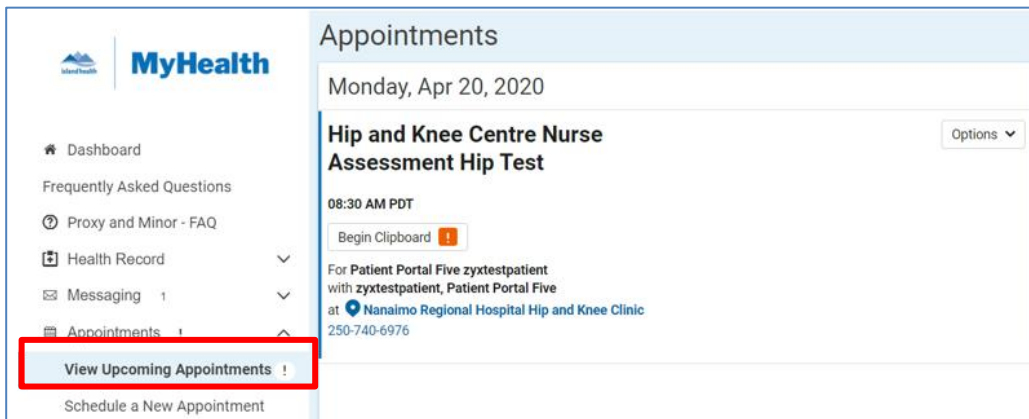
Viewing Clipboard Forms

There are three ways to view and manage clipboard forms through your MyHealth account:

- From **Appointments**
- From the MyHealth home page
- From **Messages**

To view clipboard forms from Appointments:

1. From your **MyHealth Dashboard** menu, click **Appointments** and then select **View Upcoming Appointments**.

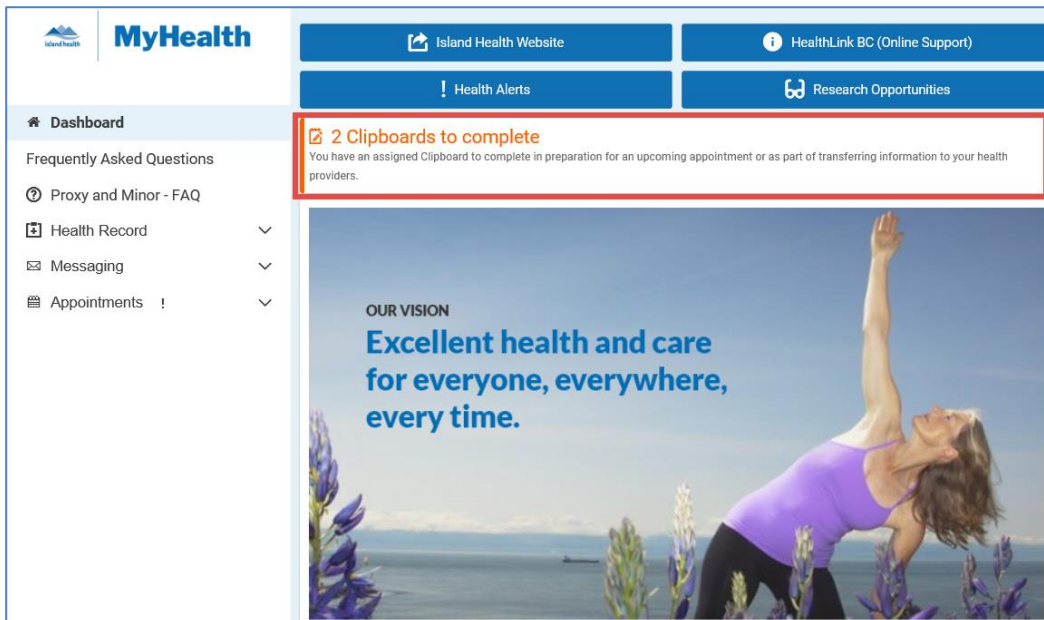


2. In the **Appointments** section, click **Begin Clipboard** to open the clipboard for this appointment.

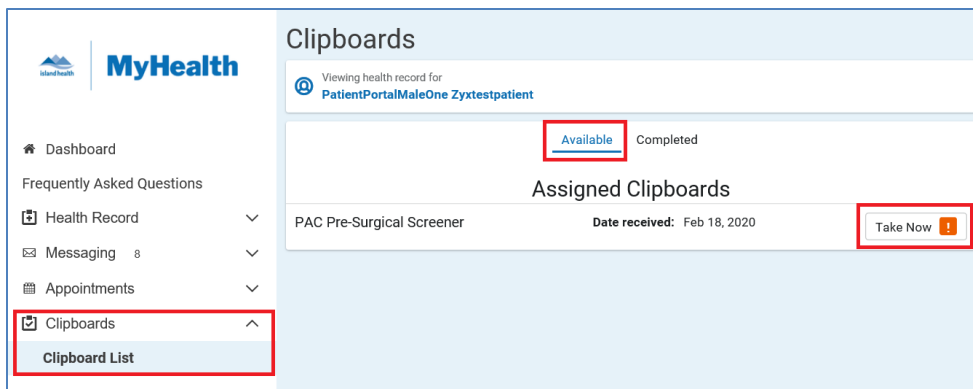
Note: If any upcoming appointments have a clipboard associated with it, an exclamation mark (!) appears beside the menu and a **Begin Clipboard** button appears in the appointment details.

To view clipboard forms from the MyHealth home page:

1. From the **MyHealth** home page, click the notification card that shows there is a clipboard(s) to complete.



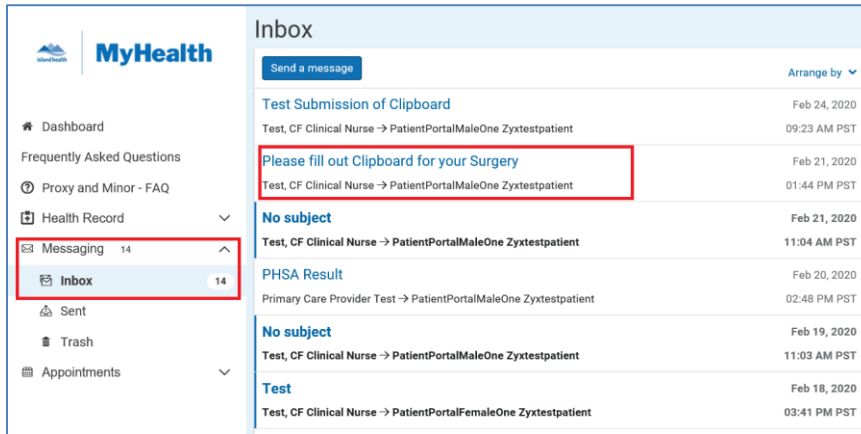
2. When the **Clipboards** window appears, click **Clipboards** and then **Clipboard List**.



3. Under **Available**, click **Take Now** to open the **Clipboards** page.

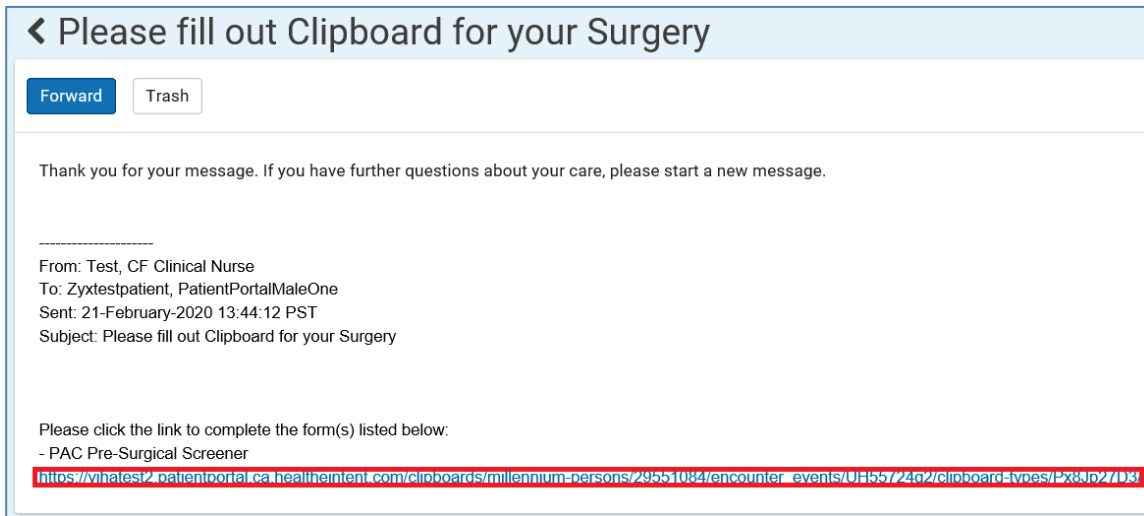
To view clipboard forms from Messages:

1. Go to your MyHealth Dashboard menu, click **Messaging** and then select **Inbox** to see the new clipboard notification message.



Note: A clipboard only shows here if it was not linked to an upcoming appointment.

2. Click the link that appears in the message to take you to the **Clipboard** page.



Completing Clipboard Forms

Clipboard forms contains a list of questions that help your health care team achieve best outcomes for your health and care.

To open a Clipboard form:

1. Click the **Begin** button.

Overview

[Back to Clipboard List Page](#)

Hip and Knee Centre Nurse Assessment Knee

Monday, Apr 20, 2020 at 09:45 AM PDT

For Patient Portal Five zyxtestpatient with zyxtestpatient, Patient Portal Five at Nanaimo Regional Hospital Hip and Knee Clinic

Pre-Surgical Screening Questionnaire

This is the Section Description (what goes in here)

Begin

Note: To go back to the **Clipboard List**, click **Back to Clipboard List Page**.

To complete a clipboard form:

1. Click the drop-down arrow to the right of each question and select the best answer that appears for each question.
 - If an appropriate answer does not appear on the list, you can type to search.
2. Once you have completed all the questions, click **Next**.

Click to view the list, or type to search.

How many years have you been in remission?

have you been hospitalized in the past 12 months?

Yes

Click to view the list, or type to search.

Medical Specialists Involved in Care?

Do you have medical specialists involved in your care?

Yes

Click to view the list, or type to search.

Please select the medical specialists currently involved in your care:

Cardiologist (Heart Specialist)

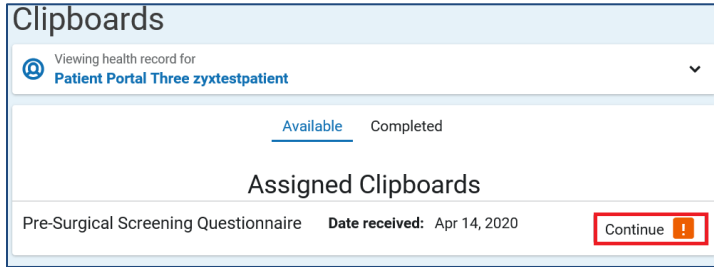
Click to view the list, or type to search.

< Previous **Next >**

- You must answer all of the mandatory questions (those marked with a red asterisk *****) before you can go to the next page.
- If you exit while completing the form, you can always go back to the unfinished page. MyHealth will save the information that you have already entered.

To go back to the Clipboard List:

1. Click **Continue** to go back to the unfinished page.

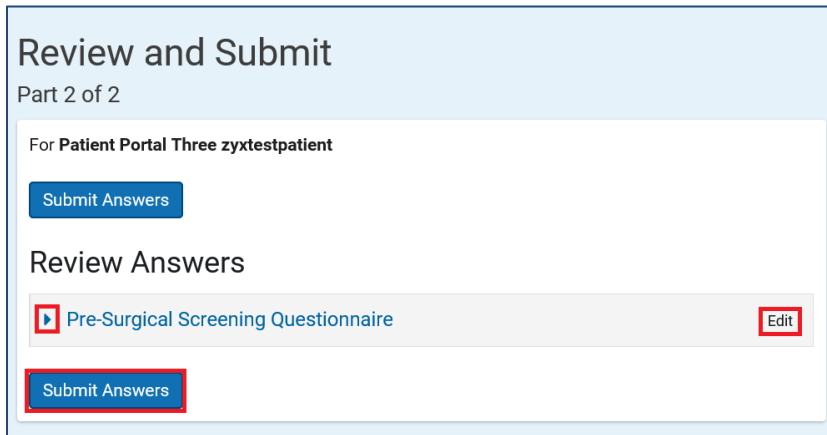


Reviewing and Submitting a Clipboard Form

The **Review and Submit** page is the last page of every clipboard; you can review and edit answers before you submit the clipboard.

To review and submit a clipboard form:

1. Click the **right-pointing arrow** to see more details in each section.
2. Click **Edit** to make changes to information you entered.
3. Click **Submit Answers** after you finish looking at all the sections.



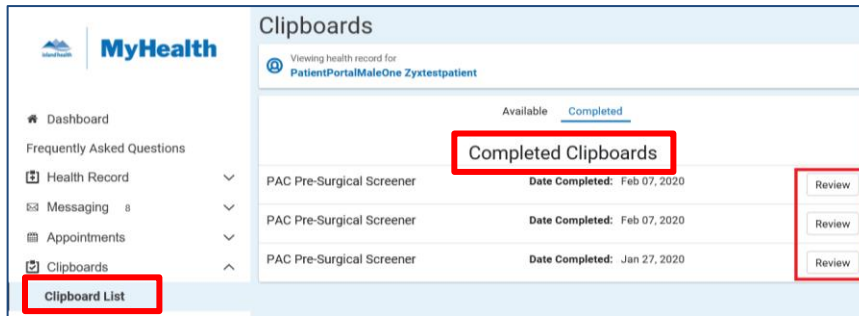
Reviewing a Completed Clipboard Form

There are two ways to review a completed clipboard form from the Dashboard, after submission.

Option I:

1. From the **Dashboard** menu, click **Clipboards**, and then select **Clipboard List** and click **Completed**.

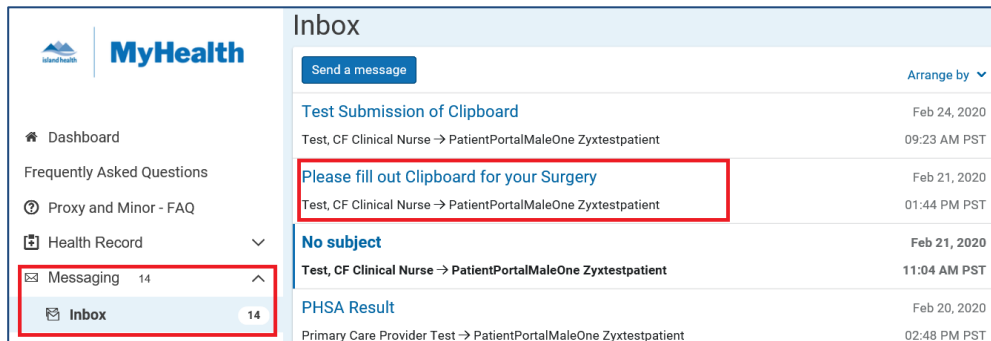
- A list of already completed clipboards displays.



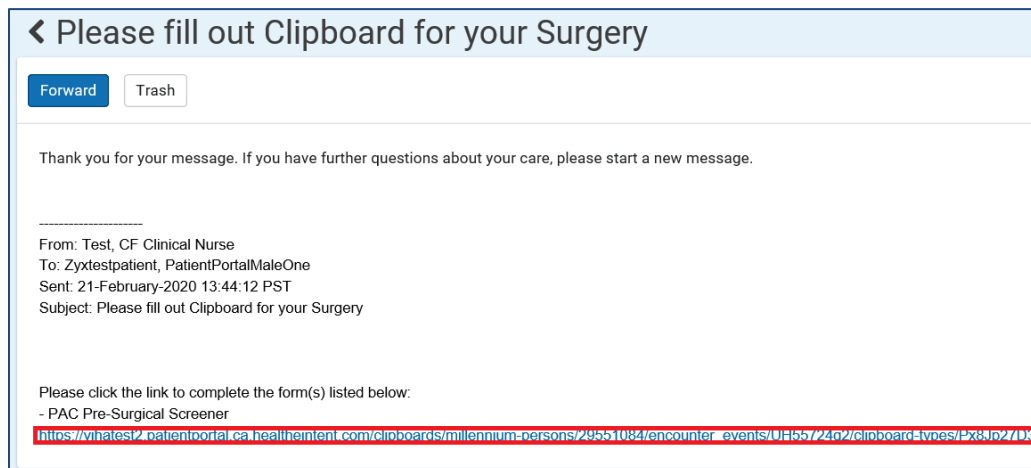
- Click **Review** to look at a completed clipboard.

Option II:

1. From the **Dashboard** menu, click **Messaging** and then **Inbox**, and then click the clipboard message you want to look at.



2. Click the link provided in the message.



- The completed clipboard opens.