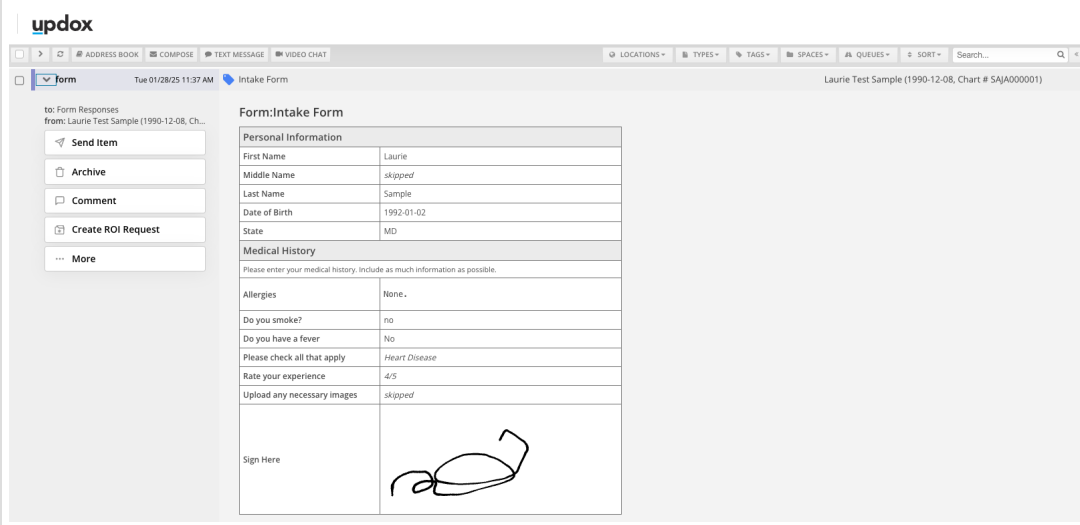


Managing Completed Forms

Last Modified on 01/28/2025 11:46 am EST

1. A patient will be able to submit a form to your practice by accessing the URL, filling out the appropriate fields, and clicking **Submit**.

2. Once the Form is submitted, it will arrive in the Inbox with a purple banner, labeled as a **Form**.



The screenshot displays the Updox interface for a completed 'Intake Form'. The form is titled 'Form: Intake Form' and is associated with the patient 'Laurie Test Sample (1990-12-08, Chart # SAJA000001)'. The form is divided into two main sections: 'Personal Information' and 'Medical History'. The 'Personal Information' section includes fields for First Name (Laurie), Middle Name (skipped), Last Name (Sample), Date of Birth (1992-01-02), and State (MD). The 'Medical History' section includes fields for Allergies (None), Do you smoke? (no), Do you have a fever? (No), Please check all that apply (Heart Disease), Rate your experience (4/5), and Upload any necessary images (skipped). A signature field labeled 'Sign Here' contains a handwritten signature.

Personal Information	
First Name	Laurie
Middle Name	skipped
Last Name	Sample
Date of Birth	1992-01-02
State	MD

Medical History	
Please enter your medical history. Include as much information as possible.	
Allergies	None
Do you smoke?	no
Do you have a fever?	No
Please check all that apply	Heart Disease
Rate your experience	4/5
Upload any necessary images	skipped

3. You can then choose one of the following common actions:

- 'Send Item' to the patient's chart in a connected EHR
- Route to a queue or person under 'Actions'
- Tag the item for another user to take action
- Fax or text to a referral practice or physician