Step 1:

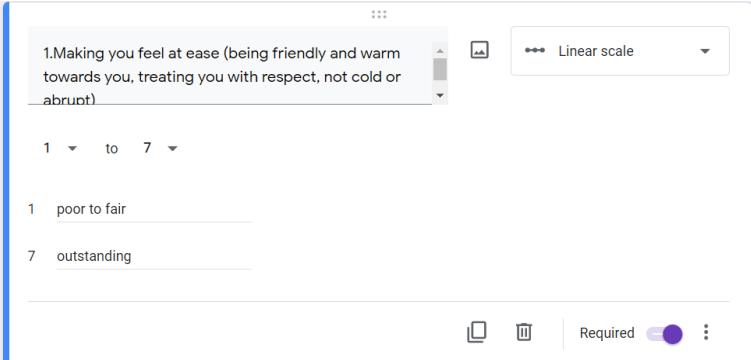Create a google log in if you don't have one already

---

Step 2:

Go to google forms: there will be 9 dot grid in the right hand corner for google apps- click and scroll to find forms. click "start new form"

Step 3:

Copy and paste the questions from this form into your own form (remember to create your own form, if you use this link to send to your patients it will auto populate my form): https://forms.gle/3Jugn6LBN9pJQRDv7

Example of what it looks like during editing
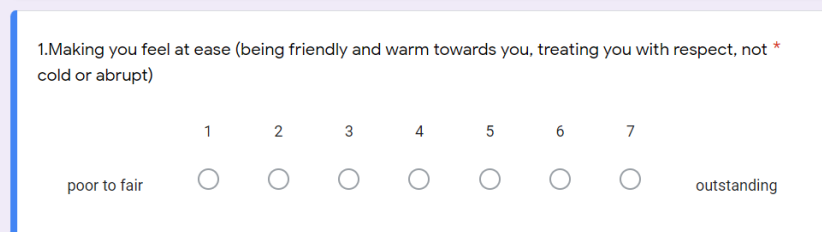
Example of what it will then look like after saving the form:

Step 4:

Save the form and copy the link. You can use this toolbar in the upper right corner to preview the form (eye icon). Click the Send button, here you will find the link for the form – see example.
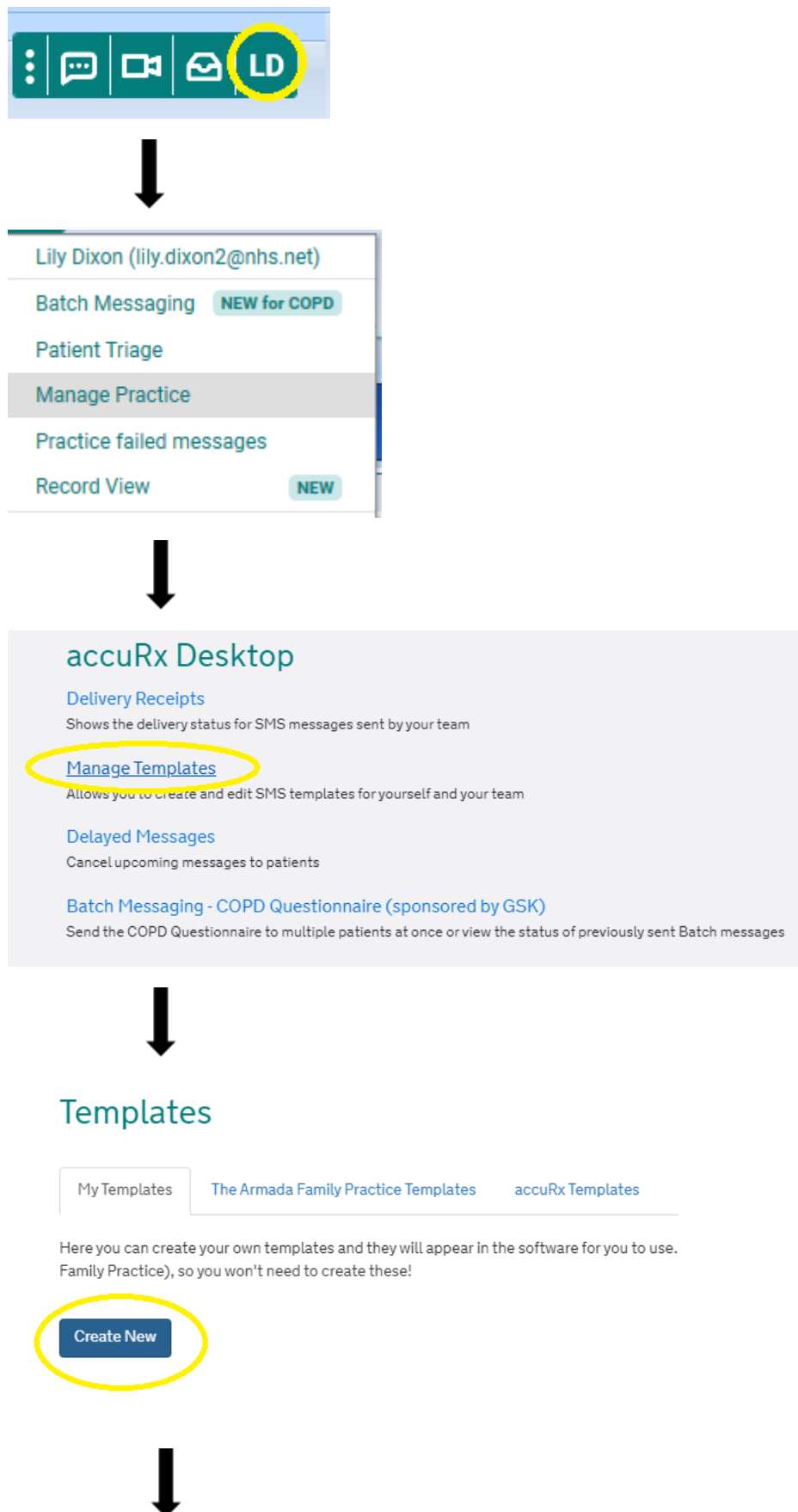
Step 5:

Open up AccuRx in emis and create a new template , click the link for a how to guide :
https://support.accurx.com/en/articles/4325836-how-do-i-make-my-own-sms-templates-in-accurx-web

Or see the example infographic:

Create new template

Title

PSQ

Message

Dear Miss Patient,

Please could you fill out this brief questionnaire regarding feedback on your consultation today. This Feedback forms part of the ongoing appraisal process of the clinician you spoke to today

This should take no more than 1 minute to complete

Thanks, Lily Dixon

Default reply setting

☐ Allow patient to respond once (with photos or text)

Category (Optional)

This will organise templates in the dropdown.

e.g. Admin

SNOMED Code (Optional)

-- No SNOMED Code selected --

If you can't find the code you're looking for let us know.

[Save] [Cancel]

Step 6

Your template will now be saved under my templates in the drop down "message Florey"

Message | Florey

Click or type here to search templates

No template
My templates
OTC
PSQ

Message Patient   _ □ ✕

NHS No. Unknown   Male

✓ Consent given for communication by SMS text messaging (02-11-21)

number

[_____] [Phone] [Email]

Message | Florey

PSQ

PSQ 1

Dear ,

Please could you fill out this brief questionnaire regarding feedback on your consultation today. This Feedback forms part of the ongoing appraisal process of the clinician you spoke to today

This should take no more than 1 minute to complete

https://docs.google.com/forms/d/e/1FAIpQLSc_gsFp1uhIpFEiZ5SUcrJujuwdMf2DbKsty_O3Xzyaqk9DMA/viewform?usp=sf_link

Thanks, Lily Dixon

☐ **Allow response**   ⏱ **Now**

📎 **Attach documents and NHS.UK advice**
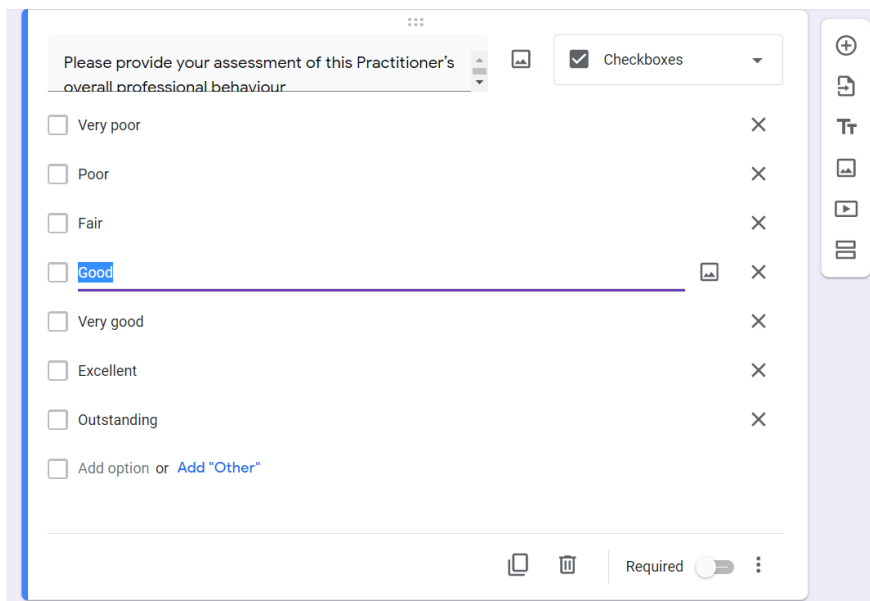
185 characters remaining

Creating a Google form for Multi source feedback

to send via email to colleagues

Step 1:

Repeat step 1-4 of the above process for the Multi source feedback and send the link via email to your work colleagues

Copy and paste questions from this form for MSF : https://forms.gle/92ALPrJ7SV7mW6ud6

Example of what it looks like during editing

Example of what it will then look like after saving the form: