

How to schedule/send Patient Emails

Prostate Database

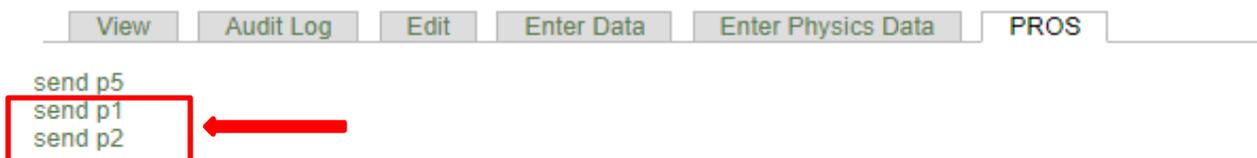
- Under the patient's record, select the PROs tab



View Audit Log Edit Enter Data Enter Physics Data **PROS**

send p5
send p1
send p2

- Select "send P1" or "send P2" to send the baseline patient survey



View Audit Log Edit Enter Data Enter Physics Data PROS

send p5
send p1
send p2

- Submit the patient's email address. Carefully type it, do not copy/paste the email address and select submit.

PROS Configuration -- p1

Warning: Once you have configured PROS settings for this subject, you will not be able to modify them. Please check to make sure this information is accurate before pressing submit.



Subject's Email address

PROs Configuration
p1 ▼

Submit

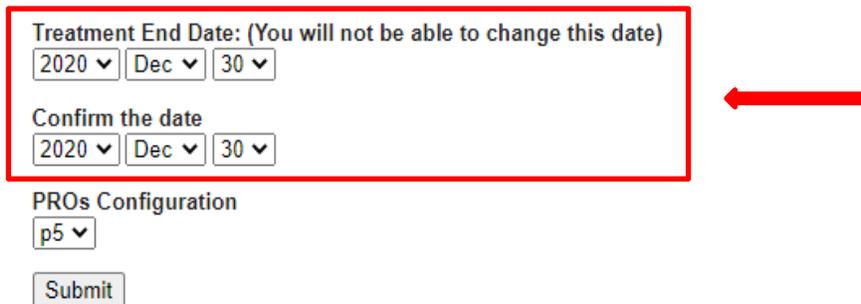
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4. To schedule the **follow-up patient survey**, click on the “send P5” and enter the RT-end date before selecting submit.



The screenshot shows a navigation bar with buttons: View, Audit Log, Edit, Enter Data, Enter Physics Data, and PROS. Below the PROS button, a dropdown menu is open, showing options: send p5, send p1, and send p2. The 'send p5' option is highlighted with a red box, and a red arrow points to it from the right.

PROS Configuration -- p5

Warning: Once you have configured PROS settings for this subject, you will not be able to modify them. Please check to make sure this information is accurate before pressing submit.



The screenshot shows the PROS Configuration form for p5. A red box highlights the 'Treatment End Date' and 'Confirm the date' fields, both set to 2020 Dec 30. A red arrow points to the right side of the box. Below the date fields, there is a 'PROs Configuration' dropdown set to 'p5' and a 'Submit' button.

5. How to read information on the PROs tab:

- **requestCreated:** the date the email was scheduled in the database by the CDA
- **sendOn:** the date the email was sent to the patient
- **Date:** the date the survey was completed by the patient
- **Finished:**
 - = **True:** the patient completed the survey
 - = **False:** the patient has answered questions on the survey and closed the survey window without selecting the final “submit” button.
 - = **na:** the survey is not completed and the patient has not opened the survey link.
- **Remove:** select “REMOVE” to **stop or resend a survey**
- **Stats:** gives a little more information about the status of the survey once a patient has completed it (1=yes and 0=no)

Example of a completed survey:

View	Audit Log	DICOM Upload	Edit	Enter Data	Enter Physics Data	PROS
timepoint	requestCreated	sendOn	Date	Finished	Remove	stats
baseline	2020-12-08T16:52:25Z	2020-12-08T16:52:24Z	2020-12-08T19:23:30Z	True	Remove	{"sent":1, "failed":0, "started":1, "bounced":0, "opened":1, "skipped":0, "finished":1, "complaints":0, "blocked":0}

View	Audit Log	Enter Data	Enter Physics Data	PROS	Revisions	
timepoint	requestCreated	sendOn	Date	Finished	Remove	stats
p1	2020-07-15T19:40:17Z	2020-07-16T19:40:17Z	2020-07-26T23:03:41Z	False	Remove	{"sent":1, "failed":0, "started":1, "bounced":0, "opened":1, "skipped":0, "finished":1, "complaints":0, "blocked":0}

Example of a not completed survey/ no response: Date and Finished are set as NA, and there aren't any data on the stats.

View	Audit Log	DICOM Upload	Edit	Enter Data	Enter Physics Data	PROS
timepoint	requestCreated	sendOn	Date	Finished	Remove	stats
baseline	2020-12-11T19:56:37Z	2020-12-11T19:56:37Z	na	na	Remove	

6. Important reminders before scheduling a patient email:

- ❖ Once an email address is submitted, it cannot be removed or viewed in the database.
- ❖ A reminder email is sent to the patient one week after the original email was sent if the survey has not been completed
- ❖ Patients should complete either a paper survey or email survey but not both.