

Kiosk

Overview

Kiosk is a way to send a clinical document to your client and have them complete it independently. There are several ways to kiosk a clinical document. This article will cover each of these and point you to additional instructions.

Different Ways to Kiosk a Form

- Kiosk a form via [Client Portal](#)
- Kiosk a form via [client's email](#)
- Put a computer or tablet in [Kiosk Mode](#)

Setup Requirements

1. Go to **Settings** Module.
2. Click **Setup** tab.
3. Under the **Appointments** section complete the following fields (examples below)
 - **Reply e-mail for client appointment notifications (required):** Enter a valid e-mail address.
 - **Subject for self service e-mail:** Enter the Subject line that should appear when a form is kiosk to a client's email.
 - **Self service e-mail:** Enter the text you would like the e-mail to say when a form is kiosk to a client's email.
 - **Text to show before self service forms:** Enter the text you'd like to appear in the form window when the client clicks on the form link in the email.
 - **Text to show after self service forms:** Enter the text you'd like to appear in the form window when the client submits the form.
 - **Text to show if self service link has already been used:** Enter the text to appear when the client has already used the form link in the email.

Appointments

Blink Appointments when client arrives:

Minutes to blink appointment after arrival:

Default Appointment Length:

Reply e-mail for client appointment notifications (required):

Subject for client appointment notifications:

Client appointment notice: (You can use <staff>, <date>, <client>, <dayofweek>, <day>, <time>, <location_name>, <address1>, <address2>, <city>, <state>, <zip>, and <optout> to embed the details of the appointment)

Client appointment notice (SMS):

Printed Reminder Message:

Show warning when scheduling client at a different location:

Show warning when availability location does not match appointment location:

Force selection of location:

Subject for self service e-mail:

Self service e-mail:

Text to show before self service forms:

Text to show after self service forms:

Text to show if self service link has already been used:

You have an appointment with <staff> on <dayofweek> <date> at <time>. Please click this link if you no longer want to receive these reminders <optout>

You have an appointment with <staff> on <dayofweek> <date> at <time>. Reply "ok" to confirm or "cancel" to cancel.

Please click of the following link to access and complete paperwork.

When you are done, choose submit at the bottom of the screen. This information is sent through a secure connection. For security reasons, if your browsing session ends before you have submitted the paperwork, data in the forms will not be saved.

Thank you.

Please complete the following forms as thoroughly as possible and submit.

Thank you. Your paperwork has been submitted securely to our system.

Information has already been sent electronically.

Important Note: When auto-fill settings are enabled in the Chrome browser, this can cause some fields within Procentive to auto-fill with incorrect data, often within clinical documents. Procentive recommends disabling auto-fill settings. This article will explain how to do this in the Chrome browser: [Stop Fields from Auto-Filling](#)

Where to Kiosk

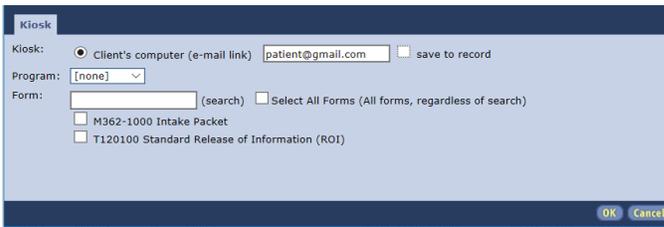
- [Clients Module](#)
- [Appointments Module](#)
- [Clinical/Charting Module](#)

Note: Only Client Type forms will appear as options in the kiosk link found in the Clients Module and the Appointments Module.

Clients Module

Number	First Name	M.I.	Last Name	Phone	Payer	Staff	DOB	Age	Minor	Notes	Active	Date Created	Date Modified	
1012	Jane		Doe	(555) 782-6031	BCDS - MN CD	Dave Jones	5/12/1960	37			Yes	3/2/2015	6/13/2017	kiosk
1005	Jane		Doe	(555) 555-5555	Health Partners (MN)	Tom Jones	5/12/2010	7	<input checked="" type="checkbox"/>		Yes	9/28/2011	6/14/2017	kiosk

1. Click the **kiosk** link to the far right of the client's line.
 - The form selection window will open.



2. Verify client's email address.
 - The email address will flow in from the client's record in the Client's Module.
 - You can add or update the email address here and click **save to record** to save the email address to the client's record.
3. Check the form you would like to send.
4. Click **OK**.

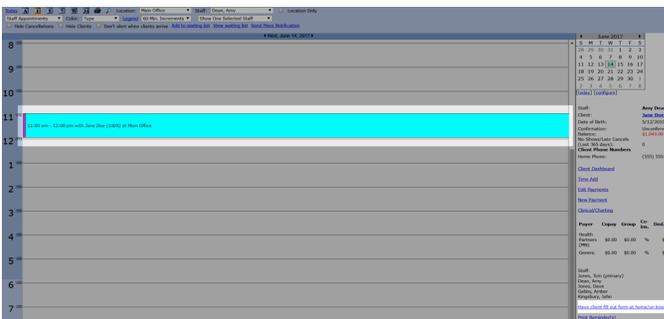
Important Note:

If you have set up your database to send forms to Client Portal, the Kiosk option will say Client portal vs. Client's computer (email link).



Appointments Module

1. Click on an **appointment** to highlight.
 - Client information will appear in the Info Panel to the right.
2. Click **Have client fill out form at home/on kiosk link**.
 - The form selection window will open.
 - If you do not see this option, you may still need to [configure your info panel](#).



3. Verify client's email address.

- The email address will flow in from the client's record in the Client's Module.
 - You can add or update the email address here and click **save to record** to save the email address to the client's record.
4. Check the form you would like to send.
 5. Click **OK**.

Clinical/Charting Module

Date	Number	Client	Staff	Doc Line	Form #	Type/Title	Form Active	Program	Date Created	Date Modified	Link
6/14/2017	1002	Wolfeham, Ragnald	(Supervisor)	0/1	T120095	Standard Group Progress Note	Yes	Residential Substance Abuse	2/3/2017	6/14/2017	kiosk
1/31/2017	1003	Robbison, Denise	(Supervisor)	0/2	T120095	Standard Group Progress Note	Yes	Mental Health OP	2/2/2017	3/10/2017	2002 kiosk

1. Click the **kiosk** link to the far right of an existing form.
 - The form selection window will open.
2. Verify client's email address.
 - The selected form will be checked.
3. Click **OK**.

Completed Kiosk Forms

Once the clinical document has been completed by your client, you can find this document in the Clinical/Charting Module.

Additional Resources

[Track Kiosk Forms](#)