

How-To Issue Pre-Employment Questionnaire



1. Employer View

- Open existing employee profile or create new employee within 'Employee Management'. At this time, check that there is a 'personal' email address listed on the profile; this will be the address the questionnaire will be sent to.
- Select 'Send questionnaires' from menu at the top of the screen.

This screenshot shows the 'Alert Health' interface. On the left is a dark sidebar with a menu containing 'Employee Management' (with sub-items 'Employee overview' and 'Create new employee') and 'Other' (with sub-items 'Information library' and 'My Account'). The main content area has a top bar with 'Back' and three tabs: 'Employees overview', 'Edit details', and 'Send questionnaires'. Below the tabs is a 'Test Portal' form with fields for 'Employee number', 'Department' (set to 'Admin'), 'Division', and 'Job title' (set to 'Ops').

- Tick 'Pre-placement Questionnaire' and select 'Send'.

This screenshot shows the 'Alert Health Client Portal' interface. The sidebar is identical to the previous screenshot. The main content area has a top bar with 'Back', 'Save as new module', and 'Send' (highlighted with a red arrow). Below the top bar are two panels. The 'Employee Details' panel on the left shows fields for 'Employee Number', 'Name' (Rachel Edmunds), and 'Department' (HR). The 'Select Questionnaire(s)' panel on the right shows a list with one item: 'C-Q-PPS-0519-Z.1 Pre-Placement Questionnaire' (checked with a blue box) and the number '1' below it. A red arrow points to the 'Send' button in the top bar.

2. Employee View

The employee will receive an email to the address listed under 'personal' and a text message advising them that the questionnaire has been sent to their email address.

- The email will contain a link to the patient portal.

This screenshot shows the 'Alert Health Client Portal' 'Questionnaire Request' page. The page has a title 'Questionnaire Request' and a message: 'We have sent you an SMS with a validation code. Please enter the code below or press the resend button to send the code again.' Below the message is a text input field and two buttons: 'Submit code' and 'Resend code'. At the bottom, it says 'Management Portal by Meddbase' and 'COPYRIGHT © 2025 Meddbase.com - ALL RIGHTS RESERVED.'

- b. On opening the questionnaire link, an authorisation code will be sent to the individual's mobile to be entered on the browser.
- c. Selecting 'Start Questionnaire' will take the employee through the Pre-Placement Questionnaire, using the buttons at the bottom of the page to navigate.

Questionnaire Request

Status: Incomplete
Expiration: 26/07/2025, 12:00AM

Start Questionnaire

Questionnaire Request

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Every employer has a responsibility under the Health & Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of employees. This not only means ensuring nothing in the workplace may harm their health, but also ensuring nothing might make an existing problem worse.

The purpose of this questionnaire is to determine whether an employee is fit to carry out the work to which they are assigned. It is also to identify those who may have a disability requiring adjustments at work.

All information given in this questionnaire will be treated in the strictest confidence. It will only be used by Alert Health to advise the Company on employability issues.

If it is considered necessary, you may be contacted by telephone to clarify answers or asked to attend Alert Health for a medical consultation or

- d. When all questions have been answered, questionnaire can be submitted for review. The browser can be closed at this stage.

No

Prev

Save for later

Next

Finish

Questionnaire Complete

Thank you for completing this questionnaire. You can now close this window.

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