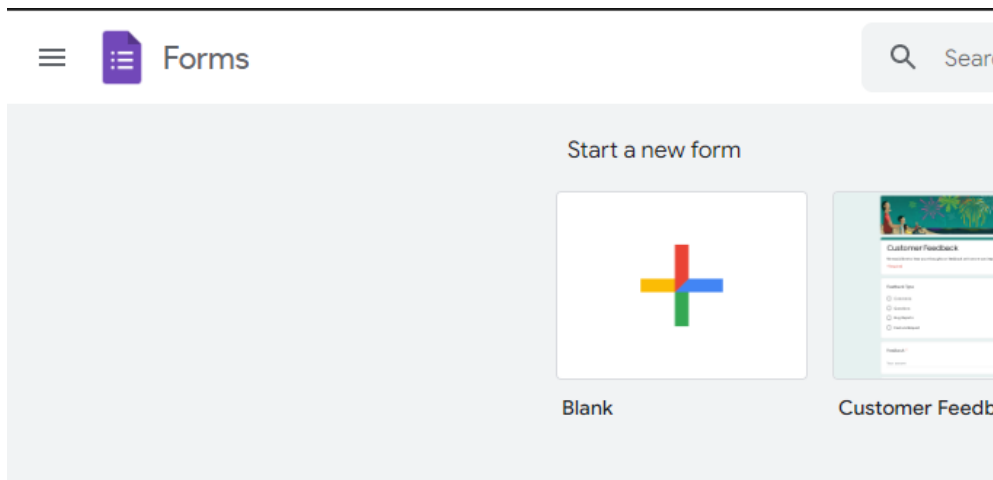




## Instructions for Creating RTM Google Form

1. Open forms.google.com
2. Sign in with your Google Account (create one if needed). Please take care in assessing all security and HIPAA related requirements prior to using any 3rd party software.
3. Choose the "Blank" option



4. Create the following types of questions. You can customize as needed:

a.

A screenshot of a single question in a Google Form. The question text is "Patient MRN" in a grey box. Below it is a "Short answer text" input field. To the right of the question text is a dropdown menu set to "Short answer". At the bottom right of the question area, there is a "Required" toggle switch which is currently turned on (purple). A vertical toolbar on the right side of the question area contains icons for adding, deleting, and duplicating questions.

b.

A screenshot of a single question in a Google Form. The question text is "Episode of Care Name" in a grey box. Below it is a "Short answer text" input field. To the right of the question text is a dropdown menu set to "Short answer". At the bottom right of the question area, there is a "Required" toggle switch which is currently turned off (grey). A vertical toolbar on the right side of the question area contains icons for adding, deleting, and duplicating questions.



- c. For the provider name question, you can either choose to free text, or you can choose to use a dropdown and enter your provider names as options

This screenshot shows the configuration interface for a question titled "Provider Name". The question type is set to "Short answer". Below the title, there is a rich text editor with icons for Bold (B), Italic (I), Underline (U), Link (G), and Unlink (X). The text area contains the placeholder "Short answer text". At the bottom right, there is a "Required" toggle switch which is currently turned on (indicated by a purple dot).

- d.

This screenshot shows the configuration interface for a question titled "Interaction Type". The question type is set to "Multiple choice". Below the title, there is a list of options: "Phone Call", "Video Call", and "Monitoring Time", each with a radio button and a delete icon (X). There is also an option to "Add option or add 'Other'". At the bottom right, there is a "Required" toggle switch which is currently turned on.

- e.

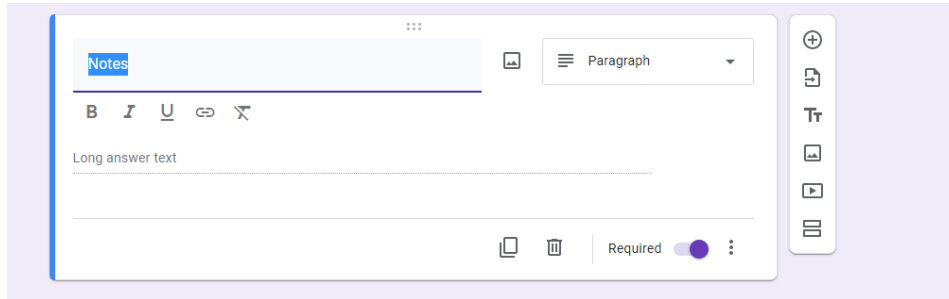
This screenshot shows the configuration interface for a question titled "Date of Activity". The question type is set to "Date". Below the title, there is a rich text editor with icons for Bold (B), Italic (I), Underline (U), Link (G), and Unlink (X). The text area contains the placeholder "Month, day, year" and a calendar icon. At the bottom right, there is a "Required" toggle switch which is currently turned on.

- f.

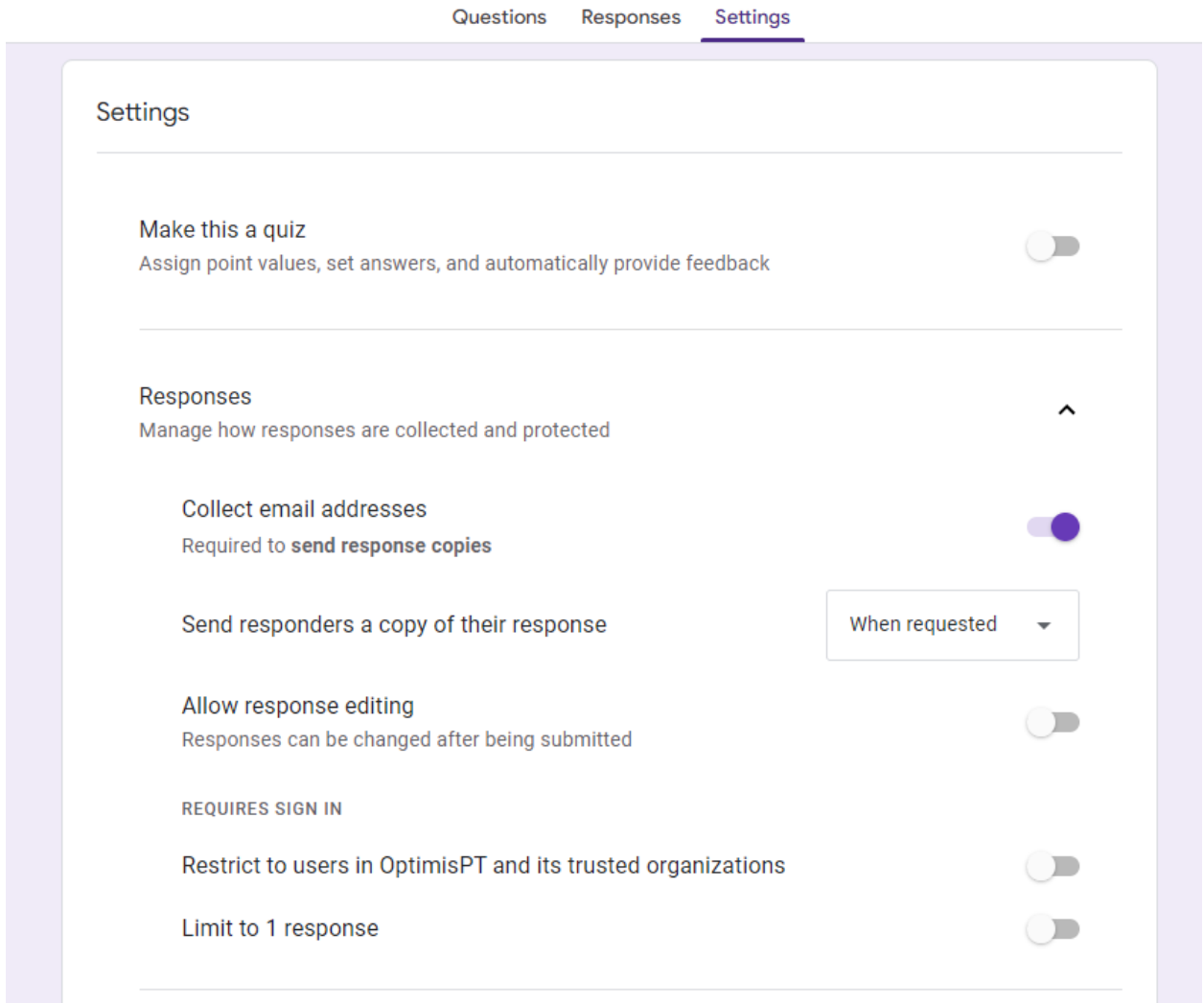
This screenshot shows the configuration interface for a question titled "Duration (Total Minutes)". The question type is set to "Short answer". Below the title, there is a rich text editor with icons for Bold (B), Italic (I), Underline (U), Link (G), and Unlink (X). The text area contains the placeholder "Short answer text". At the bottom right, there is a "Required" toggle switch which is currently turned on.



9.



5. You will want to change a few settings as well.



6. Now you are done and can send the link to fill in the form to your team.



7. You also can also track the responses in Google Sheets by clicking the green button in the Responses tab:

