

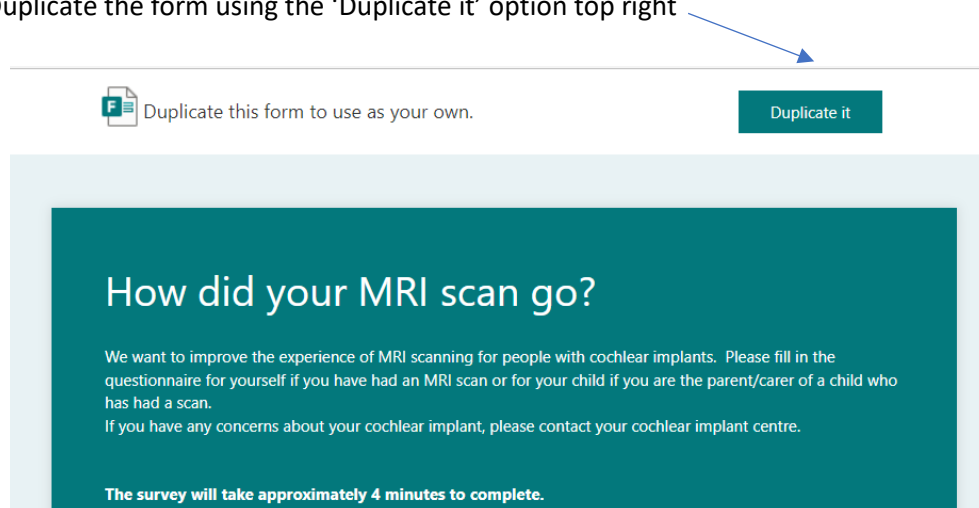
BCIG MRI Questionnaire Instructions

BCIG would like as many people with CI as possible to complete a questionnaire relating to their experience of having an MRI scan during 2023. Centres will need to identify a person/people who will send out the link to the questionnaire to patients when they are told that a CI user is having an MRI scan. The questionnaire template first needs to be duplicated at the CI centre, to ensure that it is returned to them, not to us! Preferably schedule the email to be sent to the patient at 17:00 on the day of the scan. At the end of the year, the completed questionnaire responses can then be exported to Excel. The person responsible will need to ensure that the device type is added and that patients' names and dates of birth are removed before the data are sent to BCIG.

1. Click on the link:

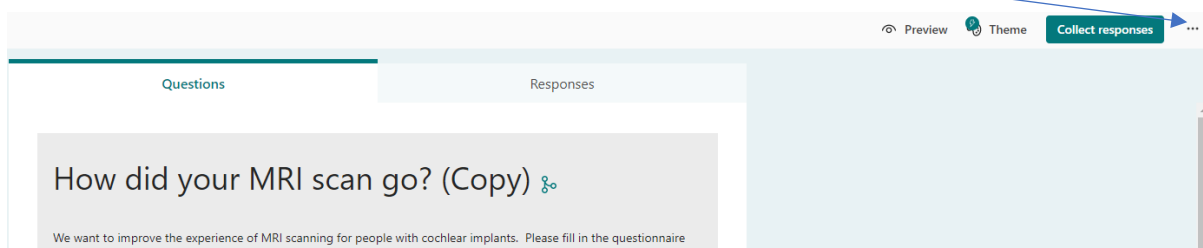
<https://forms.office.com/Pages/ShareFormPage.aspx?id=veDvEDCgykuAnLXmdF5JmmtKnjLgpGJBtjqE4boE8oIUQUdJUzFPREVZUOM1RINHskNNU1VZWVl2Ti4u&sharetoken=TGDUDYPqsTeGk43nI0N9>

2. Duplicate the form using the 'Duplicate it' option top right



3. Remove 'Copy' from the end of the title.

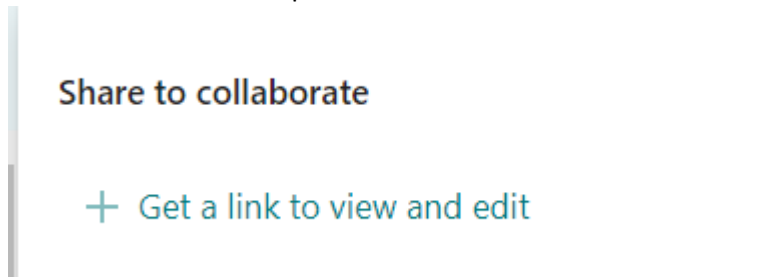
4. Click on the three dots on the right



Prepared by Mary Grasmeder and members of the BCIG MRI Adverse Events Group

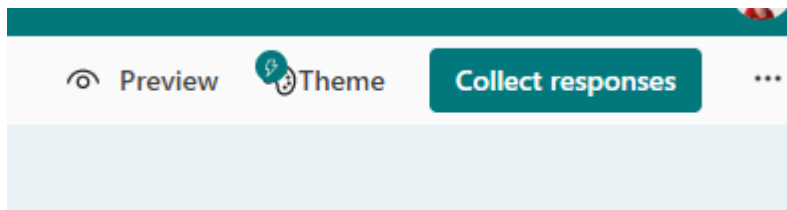
December 2022

5. Select collaborate or duplicate

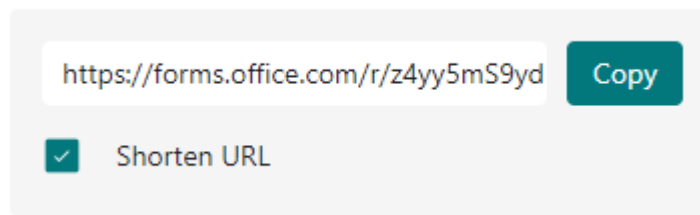


6. Copy the link to send to other staff in your department who may wish to view the responses

7. Click 'collect responses'



8. Tick the box to shorten URL



9. Copy the link and send to patients

10. If you are the person who sent the questionnaire, you will receive an email when a response is returned. Click on the link in the email to view the response. If you would like to view the response(s), but are not the person who sent the questionnaire, you will need to click on the link to the questionnaire created by the person who shared it with you. It is also possible to open the responses in Excel. If you are the person who created the questionnaire, you will also be able to see it in Microsoft Office Forms.

11. When it is time to send the responses to BCIG, please add the patients' implant types in an additional column. Then remove patients' names and dates of birth.