

All your questionnaire answers, comments and details will be treated in complete confidence by qualified staff and will be subject to the provisions of the Data Protection Act 1998 and issues around the laws of confidentiality. Access to your results on screen can only be obtained by the use of your individual username and password.

## Disclaimer

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The information provided by the questionnaire is intended for guidance only and should not be used in isolation. It should only be used in conjunction with other assessments of health, including previous and current medical history, examination findings and the results of relevant investigations. Some of these assessments may only be available by consulting a general practitioner or specialist.

Although the use of the questionnaire is intended to be used as an assessment tool, when interpreting reports, it should always be borne in mind that errors sometimes occur in transcribing, transferring or storing questionnaires, information and data. Subjects who are concerned about any aspect of their health (whether or not covered by this questionnaire) are strongly advised to seek medical advice, irrespective of the results of the results of this questionnaire.

We have updated our Privacy Notices in line with the data protection legislation (General Data Protection Regulation (GDPR)/Data Protection Act 2018. For more information about how we use your personal data please visit our website at:

<https://bwc.nhs.uk/privacy-policy>

**NHS**

**Birmingham Women's  
and Children's**  
NHS Foundation Trust

Information leaflet on

# Using epaq-online

An electronic questionnaire to help with your care

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## What is epaq®?

The epaq® is a computerised system (electronic personal assessment questionnaire) that has been developed to help assess health, illness and quality of life.

**Its use is entirely optional.** If you can't use the system before your appointment, do not have access to a computer at home, or prefer not to use it, don't worry - you will be able to do so when you actually attend for your appointment.

If you do complete it on-line, do remember to make a note of your username, password and questionnaire ID number, so that you can keep your information and make it available to your clinician in the future.

epaq-online is a public access web site. It allows use of the epaq® anonymously & privately over the Internet. It takes **20 - 30 minutes** to complete & afterwards you can

1. Look at your results, print them out and take them with you to a clinic or an appointment
2. Make your results available to a clinic that you are attending
3. Delete your results if you wish

The web site address is:  
[www.epaq-online.co.uk](http://www.epaq-online.co.uk)

## How do I use the epaq-online website?

If you have never used this web site before, don't worry - we've made it as easy as possible.

## Simply follow the following 3 steps...

### Step 1

- Go to the epaq-online web site using the web address above.
- You will then be asked to **REGISTER**. This involves you entering your e-mail address (optional).
- You will need to create your own user name (this can be anything you want, as long as it's 6 characters or more. To keep your data private, don't use your own name - think instead of a family pet, favourite place, random letters or numbers) and a password (this can be anything you want, as long as its 6 characters or more).
- Make a careful note of your user name and password and keep these in a diary or other safe place.

### Step 2

- Click the **START NEW QUESTIONNAIRE** button on the computer screen.
- The questionnaire should start automatically & allow you to work through, question by question.
- The screen will appear larger & easier to use if you press the **F11** button at the top of your keyboard, or use the **'View / Full screen'** function in the windows explorer toolbar on the screen.
- The questionnaire sometimes runs slowly, depending on the speed of the Internet.
- Please be patient & be prepared to take your time - about 20 minutes or so.

### Step 3

- On completion of the questionnaire you will have a number of options.
- Choose the **'View summary'** button
- Please **print** this summary if possible and bring it with you to your appointment
- You can also keep a copy of your results for your own use. If you wish to do this, print both the **'Summary'** and **'Detailed'** reports.
- Please make a note of your **username** and **password** and bring them with you to your appointment.

## What if I can't finish the questionnaire?

**Don't worry.** As long as you have kept a note of your **username** and **password**, you can go back and find your record, print your results, resume the questionnaire or delete your answers at a later date. To do this, just go back to the [www.epaq-online.co.uk](http://www.epaq-online.co.uk) web site and log on again, using your original username and password.

## What if I don't have access to the Internet at home?

If you don't have access to the Internet at home, you may have a friend or relative who can help you with this. Alternatively you could complete it in clinic.