**How to complete and upload the 'Referring Doctor EEG ERP Questionnaire'**

Please note that any unchecked box in this form is an indication of an absence of that condition. So, please go thru this form thoroughly.

This form is format protected to prevent accidental change of basic content.

You are provided two types of boxes for entering information.

1. Check boxes to mark appropriately

2. Text boxes to enter information in text form

Once completed, save the document using the "Save as" feature and use the patient's name or your ID# for the name of the file. This way the original 'Referring Doctor Injury Questionnaire' file will remain available for future studies.

Once completed and saved, upload the new patient file to the Cognision System under the patient's records. Here are the steps for completing that process:

1. Click “Patient Manager” on the left side of the screen
2. Click the binoculars icon at the top of the screen to search
3. Select “Search” and all patients will appear on the left side of the screen
4. Click on the “+” button to the left of the patient’s name
5. Right-click on “Uploaded Files” and select “New”
6. Next to the “File” section, click on the box with three dots “…” to browse files
7. Make file selection and select “Open”
8. Click “Save” to upload file
9. Click “OK” when message “Uploaded File was saved successfully” appears

How to access uploaded files:

1. Click “Patient Manager” on the left side of the screen
2. Click the binoculars icon at the top of the screen to search
3. Select “Search” and all patients will appear on the left side of the screen
4. Click on the “+” button to the left of the patient’s name
5. Click on the “+” button to the left of “Uploaded Files”
6. Select file and “Download”
7. Select desired folder and click “OK”
8. To open file, click “Yes” when message stating “File downloaded. Do you want to open it?” appears