

How to Invite a Teacher

Why Invite a Teacher?

If your child has any issues that affect learning or behavior, getting information from teachers about his or her progress can make a big difference in the care the doctor provides. Teachers may require your permission to provide information. You can give this permission in the next step in CHADIS.

- 1. Log into your PCC portal and select the 'CHADIS Home' button.
- 2. Select the appropriate child.
- 3. Under Invitations, click on Go next to Invite a Teacher to do CHADIS.

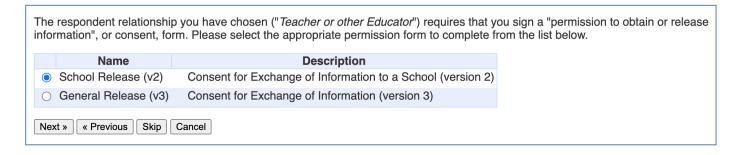




4. Complete the Email or Text Notification form and click **Create Invitation**. An email or text will be sent inviting the teacher to register. You can send an extra note to the teacher in the 'Extra Text' section if desired. However, the standard email will include information on CHADIS and instructions to register.

	Teacher or other Educator ✓	
Email Notification	on (optional)	
Send email 🖭		
Recipient Name		
Email address 😨		
E <u>x</u> tra Text ᠌	Do not include Protected Health Information 253 characters left	
Text Message N	otification (optional)	
Send text ?		
Mobile Phone Number 🕐	Please use '+' for international dialing prefixes.	

- 5. Completing the Email Notification and Text Message Notification is optional. If you do not have the teacher's email address or cell phone number, you will still be able to provide the teacher with the required information. Leave the Email and Text Notification section blank. Click Create Invitation.
- 6. If a teacher is invited to complete questionnaires, CHADIS prompts the user to create a viewable and printable consent form for the teacher.
- 7. Click **Next** to complete the 'School Release' form or **Skip** if you don't need to complete a consent form. This consent form may be required by school districts before teachers may participate. This process documents caregiver consent.





8. Complete the consent form with as many details as possible and uncheck any boxes that for information you do not want to be exchanged:

	CONSENT FOR EXCHANGE OF INFORMATION
I hereby a	thorize
(Agency	or Professional)
(Addres	
to exchang	e information about my child <u>Child Test</u> Date of Birth <u>5/1/15</u> with
(Clinicia	n)
(Addres	
Please exc	hange the following types of information (uncheck any you do not approve):
	uestionnaires
	cademic records edical records
	ental health records
• □ d	evelopmental testing/assessments ubstance use information



Sign Permission:





9. After signing the consent form, you will be shown the teacher's invitation card with instructions for them to register. If you did *not* email or text the teacher in Step 5, you can print this card and provide it to the teacher. If you sent an email or text notification, you do not need to give them this card, as the instructions will be provided in the email/text.

CHADIS Invitation Card

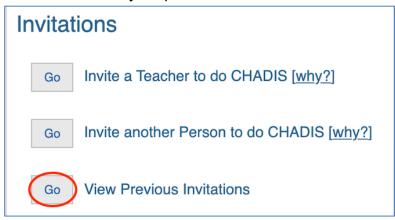
You are being asked to complete questionnaires about Child Test to help his doctor care for him.

To complete these questionnaires:

- 1. Go to www.chadis.com
- 2. Choose 'Register' in the upper right
- When asked, your invitation code is phydrosmerva9mn6i

For questions, please email support@chadis.com or call 1-888-4-CHADIS (1-888-424-2347) ext 1

- 10. After printing the page, click Continue and you will be taken back to your child's CHADIS Detail page.
- 11. You can view your previous invitations here to make sure it was sent:



12. The teacher will log into CHADIS and click on Register. He or she will enter the specific invitation code and complete the registration process. Once logged in, the teacher will be able to view the consent form and complete the appropriate questionnaires.