

How to Fill Out Your Weekly Assessment Forms via Halaxy

At Brain Aid Clinics, we use **Halaxy** to securely store your information and assessment results. These assessments help us understand how you're feeling and ensure your treatment is right for you, every step of the way.

 **You don't need to create a Halaxy account.** Each week, we'll send you a secure link by email. Just follow the steps below.

 **Your privacy matters.** All information you provide in these forms is stored securely in your patient file and handled in accordance with the **Australian Privacy Principles**. That's why we ask you to verify your identity before starting the form—so your responses are protected and accessible only to your treating team.

Step 1: Look for the Email

You'll receive an email from **Halaxy** with the following details:

Subject: *Brain Aid Clinics Assessment Forms*
From: noreply@halaxy.com

Open the email and look for the **form link**.

Brain Aid Clinics Assessment Forms External Inbox x

✦ Summarize this email

 **noreply@halaxy.com**
 to me ▼

 Create task

Dear Mau,

Thank you for choosing Brain Aid Clinics for your care.

Before your visit, please:

Complete our intake form at [Click here to fill our online intake form](#) before your consultation.

Watch for a **confirmation email with your access code**.

Fill out any questionnaires (eg PHQ-9, DASS10) to help us understand your baseline

Need help or need to reschedule? Call us at 0466 352 811, or email Mau (copied).

We look forward to supporting you on your brain health journey.

Warmly,

Brain Aid Clinics Team

Step 2: If You're Using a Smartphone

If you're completing this on your **mobile phone**, here's what to do to make things easier:

1. **Press and hold** on the form link in the email until you see some options pop up.
2. Tap **"Copy Link"** (it may also say "Copy URL" depending on your phone).
3. **Open your internet browser:**
 - If you're using an **iPhone or iPad**, open **Safari**
 - If you're using an **Android phone**, open **Google Chrome**
4. Tap on the address bar at the top, then **press and hold** until the "Paste" option appears.
5. Tap **"Paste"**, then hit **Go** or **Enter** on your keyboard to open the form page.

✓ This step is important because it lets you **go back to your email to get the verification code** without losing your place on the form.

Step 3: Wait for Your Code

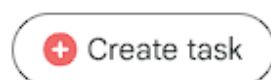
After opening the link, Halaxy will send a **verification code** to your email automatically.

Now, **go back to your inbox** and look for the new email with your one-time code.



noreply@halaxy.com

to me ▼



Dear Mau [REDACTED],

Please enter the verification code **786460** to access the intake form

Code: 786460

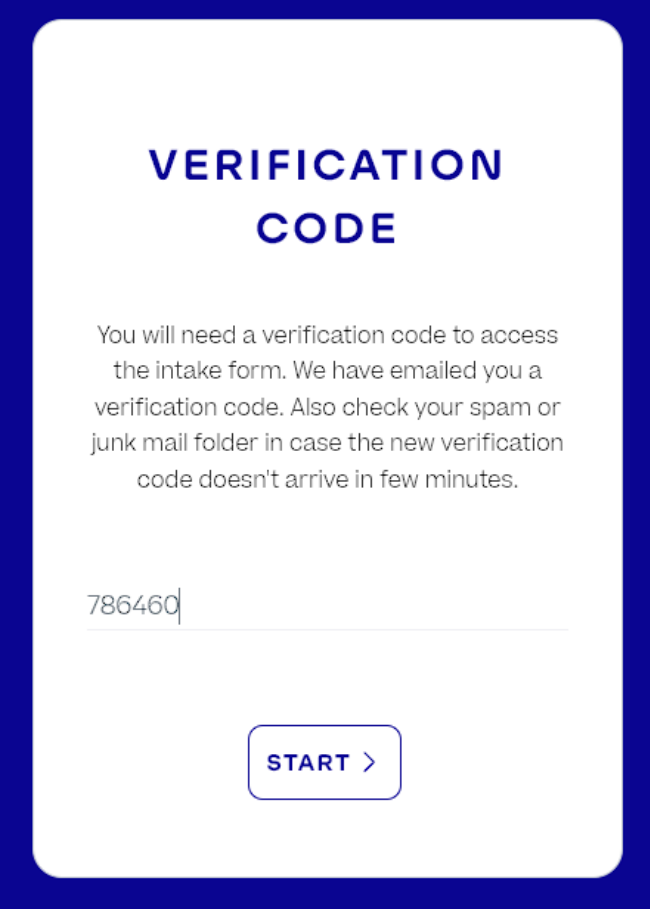
Regards,

The Halaxy Team

Step 4: Enter the Code

Return to your browser (Safari or Chrome) where the form is still open.

Type in the code, then tap **Start**.

A mobile app screen with a dark blue border. The title "VERIFICATION CODE" is centered at the top in bold blue capital letters. Below it, a paragraph explains that a verification code has been emailed and to check spam or junk mail. A text input field contains the code "786460" with a cursor at the end. At the bottom, there is a blue button with the text "START >".

**VERIFICATION
CODE**

You will need a verification code to access the intake form. We have emailed you a verification code. Also check your spam or junk mail folder in case the new verification code doesn't arrive in few minutes.

786460

START >

Step 5: Review Your Details

The first page will show the personal details we have on file for you. Please:

- Check that your name, email, and other details are correct
- Update anything that's missing or outdated

When you're ready, tap **Save and Continue**

The screenshot shows the 'Patient Details' form. On the left is a sidebar menu with options: 'Patient Details' (highlighted), 'Patient Health Questionnaire (PHQ-9)', 'Generalised Anxiety Disorder-7 (GAD-7)', 'DASS-10', and 'Mark Completed'. The main form area is titled 'PATIENT DETAILS' and contains the following fields:

- Name:** A row of four input fields for 'Title', 'Mau', 'Middle Name', and 'Surname'.
- Preferred Name:** A single input field.
- Date of Birth:** Three dropdown menus for day (7), month (Jan), and year (2025).
- Gender:** A dropdown menu with a '-' selection.
- Contact Email:** An input field labeled 'Email Address'.
- Timezone:** A dropdown menu labeled 'Select a time zone'.
- Addresses:** A section header.
- Address Type:** A dropdown menu with 'Home' selected.

Step 6: Complete the PHQ-9

This section checks in on your depression symptoms (if any).

Tap **Save and Continue** once finished.

The screenshot shows the 'Patient Health Questionnaire (PHQ-9)' form. The sidebar menu on the left is the same as in Step 5, with 'Patient Health Questionnaire (PHQ-9)' highlighted. The main form area is titled 'PATIENT HEALTH QUESTIONNAIRE (PHQ-9)' and contains the following content:

- Introductory text: 'Over the past 2 weeks, how often have you been bothered by any of the following problems?'.
- 1. Little interest or pleasure in doing things**
 - ☐ Not at all
 - ☐ Several days
 - ☐ More than half the days
 - ☐ Nearly every day
- 2. Feeling down, depressed or hopeless**
 - ☐ Not at all
 - ☐ Several days
 - ☐ More than half the days
 - ☐ Nearly every day

Step 7: Complete the GAD-7

This section checks in on your anxiety symptoms (if any).

Fill it out based on your experience, then tap **Save and Continue**

Patient Details	GENERALISED ANXIETY DISORDER-7 (GAD-7)
Patient Health Questionnaire (PHQ-9)	
Generalised Anxiety Disorder-7 (GAD-7)	Over the last 2 weeks, how often have you been bothered by the following problems?
DASS-10	1. Feeling nervous, anxious or on edge ☐ Not at all ☐ Several days ☐ More than half the days ☐ Nearly every day
Mark Completed	2. Not being able to stop or control worrying ☐ Not at all ☐ Several days ☐ More than half the days ☐ Nearly every day

Step 8: Complete the DASS-10

This final form gives us a broader understanding of your emotional wellbeing.

After answering, tap **Save and Continue**

Patient Details	DASS-10
Patient Health Questionnaire (PHQ-9)	
Generalised Anxiety Disorder-7 (GAD-7)	
DASS-10	Please read each statement and select the response which indicates how much the statement applied to you over the past week. There are no right or wrong answers. Do not spend too much time.
Mark Completed	1. I felt down hearted and blue ☐ Not at all ☐ Some of the time ☐ Considerable degree ☐ Very much
	2. I found it difficult to work up the initiative to do things ☐ Not at all ☐ Some of the time ☐ Considerable degree ☐ Very much

Step 9: Confirm and Submit

At the end of the form, you'll see a question with a small circle next to it (called a **radio button**):

☒ *Yes, I've checked that I've completed the form and saved my answers*

Tap this option, then tap **Submit** to send your responses.

Why This Matters

These weekly forms help us:

- Monitor your mood and emotional health
- Adjust your treatment if needed
- Support you more effectively over time

It only takes a few minutes, but it plays a **very important role in your care.**

Need Help?

If you're unsure or get stuck at any point, please call us. We're happy to guide you through it.

Call only: 0466 352 811
Email: info@brainaidclinics.com

We're here to support you every step of the way.