

CONTACT US FORM REQUIREMENTS

Revision Status

Date	Revised By
August 8, 2016	Penni West
October 18, 2016	Penni West

Introduction to be placed on form page content copy field

Henry Ford Health System is committed to ensuring you receive the help and information needed to better manage your health. We read all messages and work to provide each individual with a satisfactory response.

This form cannot process emergency requests. In any medical emergency, always call 911.

Form Location:

Content Page: /sitecore/content/Home/About/Contact Us/Form

Reply Page: /sitecore/content/Home/About/Contact Us/Form/Thank You

Form: /sitecore/system/Modules/Web Forms for Marketers/Henry Ford/Henry Ford Contact Us

Subjects: /sitecore/content/Global/Contact Us/Henry Ford Contact Subjects

Form Fields

Required	Field Label	Field Type	Description
*	First Name	Single-Line Text	
*	Last Name	Single-Line Text	
*	Email	Single-Line Text	
*	Phone	Single-Line-Text	
*	Select a Location	Drop List	Henry Ford West Bloomfield Hospital Henry Ford Macomb Hospital and Health Centers Henry Ford Hospital and Medical Centers Henry Ford Wyandotte Hospital
*	Comments	Multi-Line Text	
	Submit	Button	Based on the selected location, internal email notification is sent to the applicable email address

Add Captcha

Internal Email Notification

Field	Description
To	Based on the selected location, internal email notification is sent to the applicable email address Henry Ford West Bloomfield Hospital -patingq@hfhs.org, enroll@hfhs.org Henry Ford Macomb Hospital and Health Centers - enroll@hfhs.org, dschroe1@hfhs.org, shanewa1@hfhs.org Henry Ford Hospital and Medical Centers - patingq@hfhs.org; enroll@hfhs.org Henry Ford Wyandotte Hospital - HDEEP1@hfhs.org, enroll@hfhs.org, patingq@hfhs.org
From	One From address is used for all Webforms. Usually this is a do-not-reply@hfhs.org.
Subject	www.henryford.com Contact Us request – [Selected Location]
Message	A contact us form has been received. List all fields on the form Field Label: Entry

Submitter Email Notification

Field	Description
To	Email address entered on form
From	One From address is used for all Webforms. Usually this is a do-not-reply@hfhs.org . From address can also be entered on the form.
Subject	Contact Us Confirmation – [Selected Location]
Message	Thank you for contacting us online. We have received your email and a representative from [Selected Location] will be contacting you within 24 business hours.

Reply Page Content

Field	Description
Headline	Contact Us Form Submitted
Content Copy	Thank you for contacting us online. A representative will contact you within 24 business hours.

Will this form be created using the WFFM? Will HFHS have the ability to edit this form going forward?

MedTouch: Yes this form is in Webforms. HFHS can manage this form.

Our current page lists many different patient service related tasks. We would like to retain these options going forward.

<https://www.henryford.com/body.cfm?id=40156>

Customer Service (This is where the Contact Us form appears)

Billing Questions – provides link to the Billing page

Employment Opportunities – Links to Careers

Medical Records Request – Links to page

Vendor Information – Links to page

Other Questions – Links to page

MedTouch: Content page mentioned is page 8.9 and has been migrated