



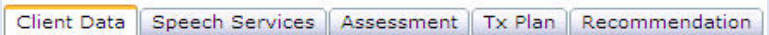
ENTERING YOUR EXISTING CLIENTS TO CREATE PROGRESS REPORTS

STEP 1: CREATE A NEW CLIENT RECORD by selecting the desired report type from "Add a New Client" on the Homepage.

GENERAL INSTRUCTIONS: ENTER INFORMATION INTO MOST DATA FIELDS THE WAY YOU WANT IT TO TRANSFER TO A PROGRESS REPORT: Note: *You must enter something into each field.* if the information is already on file in another location, use N/A if the field does not apply or 'On File'.

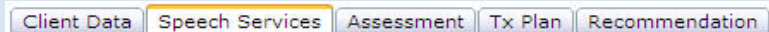
- a) Locate the tabs for each section of the report
- b) Click on each tab and complete the information required under the section headers
- c) Click on the small double arrows to open and close section panes

STEP 2: CLIENT DATA



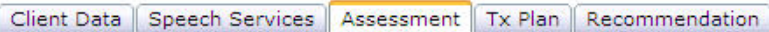
- a) All data fields in the Client Data section transfer from the evaluation to the subsequent report except the History and Medical History sections.
- a) Use N/A or On File in the History and Medical History sections.

STEP 3: SPEECH SERVICES DATA



- a) Company information transfers automatically
- b) Double click to enter dates into the appropriate date fields. This information does not transfer.
- c) Enter the referral source. This information does transfer to the subsequent report.

STEP 4: ASSESSMENT DATA

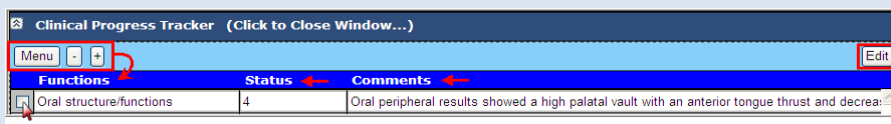


- a) **TESTS ADMINISTERED:** Adding Tests from Menu- 1) Click on Menu, 2) Select listed test(s), 3) Say Add and Click to Close. Test instrument listings do not transfer to the subsequent report.
- b) **PROGRESS TRACKER:** Complete the Progress Tracker as if you were filling out a progress report except for the Status field.

Functions: Functions are communication categories tested during the evaluation. Menu categories reflect functional areas typical of the report type you selected from the Homepage.

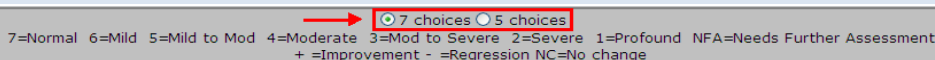
>Menu functions: 1) Click on Menu, 2) Select the Functions evaluated during evaluation process, 3) Say Add and Click to Close.

>Non-menu functions: To add functions not listed in the Menu option, a) Type the function on a blank line, b) < + > adds more lines, c) < - > removes entries. Check the box next to the entry to be removed then select < - >.



Status: Status rates the degree of severity for each function based on 5 or 7 point rating scale selection shown on the legend below the Progress Tracker. Click the radial button from the legend corresponding to the desired scale. The selected severity rating establishes the basis for progress tracking and remains constant throughout the Plan of Care.

>STATUS THE PATIENTS SEVERITY AT THE BEGINNING OF THE SERVICE PERIOD COVERED BY THE REPORT. This will enable progress tracking on the subsequent report.





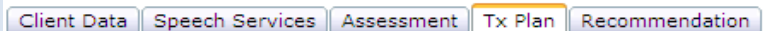
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Comments: RECORD COMMENTS THE WAY YOU WANT THEM TO APPEAR ON THE PROGRESS REPORT.

>**Large Comments View:** Check the box to the left of the functional category which you are editing. Select Edit from the upper right corner of the Clinical Progress Tracker. An edit window appears. Select Add to put the comment on the Progress Tracker. Select Cancel to return to the previous view

c) **SUMMARY - LIMITATIONS** sections: Complete the remaining sections as if you were **FILLING OUT THE PROGRESS REPORT**.

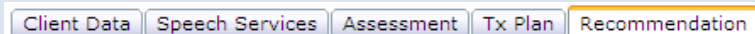
STEP 5: TX PLAN DATA



a) Enter goals in each section **THE WAY YOU WANT THEM TO APPEAR ON A FINISHED PROGRESS REPORT**.

b) Enter accurate service delivery parameters.

STEP 6: RECOMMENDATIONS DATA



a) Enter recommendations **THE WAY YOU WANT THEM TO APPEAR ON A FINISHED PROGRESS REPORT**.

b) Double click in all the signature and date fields. Use 'Order on File' for the physician's signature if appropriate.

STEP 7. SAVE THE CLIENT RECORD

a) Save from the Quick Clicks box in the upper right hand corner of the TreatWrite program.

>Note: If this is the first time you are saving this document, you will be required to authorize visits before continuing.



STEP 8. FINALIZE THE REPORT

a) From an open report, freeze the document contents by selecting 'Finalize' from the Documents tab of the toolbar.

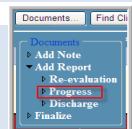
>You will be prompted to complete any sections missing data.

>After freezing the document, double click in the designated areas to apply a date signifying where reports are sent.

STEP 9. CREATING A PROGRESS REPORT

a) Open the client's file to the Document Manager

b) Select 'Progress' from the report listings under the Documents tab on the toolbar.



STEP 10. COMPLETING THE PROGRESS REPORT

a) Client Data section- change data to match any changes in the client's information.

b) Speech Services Data section- complete service date range and number information.

c) Assessment Data section- provide the 'Now' column status rating and click in the 'change' field of the Progress Tracker.

d) TX Plan Data section- Complete the 'Date Changed' field. Use N/A if not applicable.

e) Recommendations section- Click in the signature fields and identify the correct Care Plan dates.

For more information about TreatWrite go to www.treatwrite.com or call our Customer Service Department at 888-394-0739.

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