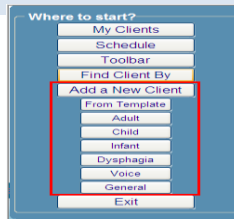


CREATING EVALUATION REPORTS

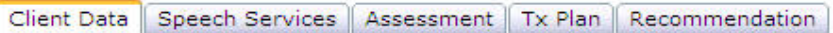
STEP 1. CREATE A NEW CLIENT RECORD: Select the desired report type from "Add a New Client" on the Homepage.



STEP 2. ENTER BASIC INFORMATION: a) Locate the tabs for each section of the report. b) Click on each tab and complete the information required under the section headers. *You must complete each data field.* Use N/A if the field does not apply or 'On File' if information is already on file in another location. Click on the small double arrows to open and close section panes.



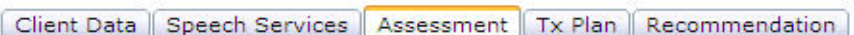
CLIENT DATA SECTION



CODING

Adding CPT and ICD9 Codes: a) Click in the CPT or ICD9 code box. b) Select the desired code(s), c) Review the codes in the view box in the upper right side of the window, d) 'Add' and then say 'OK'. A complete listing and explanation for each CPT and ICD9 code is located in the Online Help and Printable Manual available from the Help Menu of the toolbar.

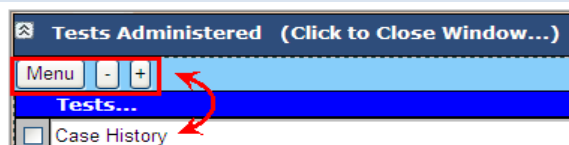
ASSESSMENT DATA SECTION



TESTS ADMINISTERED

Adding Tests from Menu: a) Click on Menu, b) Select listed test(s), c) Say Add and Click to Close.

Adding Non-Menu Tests: a) Type test name on blank line, b) < + > adds more lines, c) < - > removes entries. Check next to the entry to be removed then select < - >.

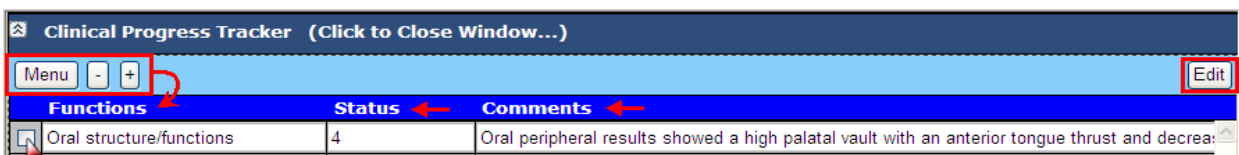


CLINICAL PROGRESS TRACKER

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

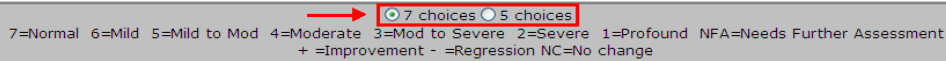
Menu: a) Click on Menu, b) Select the Functions evaluated during evaluation process, c) Say Add and Click to Close.

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 < - >.



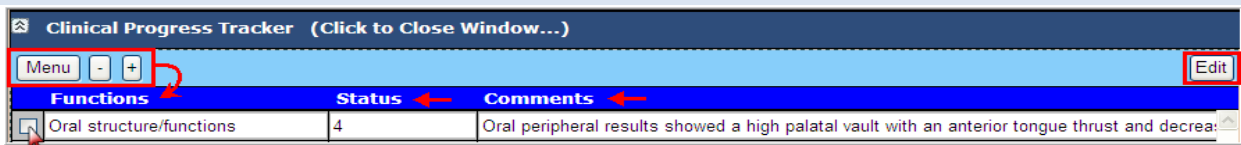
CLINICAL PROGRESS TRACKER, con't.

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.



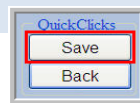
Comments: Record all test results in this section.

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.



STEP 3. COMPLETE ALL DATA FIELDS for all report data sections.

STEP 4. SAVE THE CLIENT RECORD: Save the report from the Quick Clicks box in the upper right hand corner of the screen.



STEP 5. AUTHORIZE VISITS: The first time you save a client record the Authorizations Box pops up. Enter the number of visits in the client's Care Plan. Don't know? Enter 20 visits in the ending visit date and any known date range information. Use 999 for privately paying clients. Then click 'Calculate' and 'Authorize'. You may adjust this information any time from the Business Activities section of the toolbar.

STEP 6. DOCUMENT MANAGER CONFIRMATION: You will see the Document Manager after you select 'Authorize' from the Authorization box. This confirms you have successfully entered your client into TreatWrite.



STEP 7. FINALIZING A REPORT: Finalizing freezes the report contents and enables you to create a subsequent report. You must complete this step before creating a subsequent report. Select Finalize from the toolbar Documents tab options. See the Quick Reference Card or Manual for more information about finalizing.

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

TreatWrite Makes Documentation Simple!