



Custom Clinic Navigator Searches Request

TheraOffice has the ability to import custom searches per facility. Because of the complexities of custom searches generation and the expensive tools needed to create them, Hands On Technology Inc.'s Professional Service department can aid in the customization of searches, which allows clinicians / staff to easily find a custom piece of data that your practice finds important without have to generate an entire report.

How Does It Work?

1. Complete the attached form and fax it back to Hands On Technology Inc. directly.
2. Hands On Technology Inc's report developer team will review the request and determine feasibility and the amount of time needed to complete the search.
3. A written proposal will be either emailed or faxed back once completed.
4. Review the proposal, if satisfied the signed proposal is faxed back to Hands On Technology Inc.
5. Upon receiving the signed proposal, Hands On Technology Inc.'s team will begin work on the search.
6. Once complete, Hands On Technology Inc.'s Professional Services will contact the facility and transfer the search files via the internet or via CD.
7. Search will be tested for accuracy.

What is a Search?

A search is a grid of patient data that can be displayed from inside the TheraOffice Clinic Navigator. The search allows the staff to managed patients accounts without having to generate a report from a different module. A search allows for patient data to be displayed and then quickly accessed and worked with.

How Much Does It Cost?

Each custom search may be different, some may take minutes while some may take hours to complete. Because of this a formal proposal with a fixed price will be sent after evaluation of the attached form. Pricing structure is as follows:

Change	Price
Formatting / layout changes to the interface.	\$35.00
Change to existing search of up to 3 fields. Includes field data population changes and additions.	\$75.00
New search or changes to 4 or more fields. Includes field data population changes and additions.	\$150.00
Other	\$75.00 / hr.

How Do I Get Started?

Complete the form below and please fax it back to us at: (630) 455-1865.



Phone 630.455.1863 Fax: 630.455.1865



Facility Information:

Facility Name: _____

Contact Name: _____

Phone #: () -

Fax #: () -

Email: _____

Search Information:

Search Title: _____

(If search is a modification of a pre-existing search, please indicate exact existing search name)

Location of Search:

- TheraOffice Scheduling
- TheraOffice Accounting
- TheraOffice Documentation

Access Level:

- Providers
- Schedule and Case Users

Filter By Provider:

- Yes
- No

Search Explanation: _____



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Search Sample:

The final step is to draw a sample of how the final search should look. Please use the below space or please attach a separate blank page to draw a sample search on. Near the bottom there is a place for the report or page footer. Please use this area to specify column totals.

Header:

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Detail:

Footer: *(For totals)*

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