



## Custom Auto Task Request

Hands On Technology Inc. has taken great care of creating a standard set of auto tasks for analysis for general practices, however we realize the uniqueness of each practice. TheraOffice has the ability to import custom auto tasks per facility for the TheraOffice. Because of the complexities of custom auto task generation and the expensive tools needed to create them, Hands On Technology Inc.'s Professional Service and consulting department can aid in the creation and customization of auto tasks, which allows clinicians to treat patients / staff to up-to-date, and have custom auto tasks available to be sure they are proactively managing their practice and completing all desired tasks.

### 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 Professional Services team will review the request and determine feasibility and the amount of time needed to complete the auto task.
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 Professional Services will begin work on the auto task.
6. Once complete, a Hands On Technology Inc. Professional Services developer will contact the facility and transfer the files via the internet or via CD.
7. Auto task will be tested for accuracy.

### What is an Auto Task?

An auto task is a reminder that can be assigned to an individual staff member or group of staff members. An auto task gets created when an individual piece of data per patient matches a predetermined value. If the two values match a task is created only on that date and is assigned to the staff member(s).

### How Much Does It Cost?

Each custom auto task 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         |
|-------------------------------|---------------|
| Change to existing auto task. | \$75.00       |
| Create new auto task.         | \$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: \_\_\_\_\_

## Auto Task Information:

Auto Task Title: \_\_\_\_\_

*(If auto task is a modification of a pre-existing auto task, please indicate exact existing auto tasks name)*

Auto Task Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Send Task To:** *(Select one)*

Provider Name: \_\_\_\_\_

Distribution List: \_\_\_\_\_

Specific User: \_\_\_\_\_

**Value Returned:** *(describe area/ location of value located in software)*

Yes *(if yes fill out below)*     No

Module: \_\_\_\_\_

Description: \_\_\_\_\_

