



Custom Report Request

Each practice using TheraOffice is unique in the way it treats patients to the way it manages its practice. Hands On Technology Inc. has taken great care of creating a standard set of reports for analysis for general practices, however we realize the uniqueness of each practice. TheraOffice has the ability to import custom reports per facility for both the TheraOffice Report Viewer and the TheraOffice Enterprise Manager applications. Because of the complexities of custom report 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 reports, which allows clinicians to treat patients, not learn how to create complex database reporting.

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 report.
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 report.
6. Once complete, a Hands On Technology Inc. report developer will contact the facility and transfer the report files via the internet or via CD. 7. Report will be tested for accuracy.

What Kind Of Reports Can Be Created?

A good rule of thumb is that if the data is collected in TheraOffice then there is a good chance it can be pulled out for reporting. Therefore standard column reports or charts and graphs can be created. TheraOffice Report Viewer reports can be created for a single database, while TheraOffice Enterprise Manager reports can be created for one too many different TheraOffice databases.

How Much Does It Cost?

Each custom report 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 of report (no field additions or changes to the way a field is populated)	\$35.00
Change or addition of 1-3 fields – this includes any changes to a way a field is populated.	\$75.00
New Report or change or addition of more than 3 fields.	\$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.



Hands On
Technology

Phone 630.455.1863 Fax: 630.455.1865



Facility Information:

Facility Name: _____

Contact Name: _____

Phone #: () – Fax

#: () –

Email: _____

Report Information:

Report Title: _____

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

Report Engine:

___ TheraOffice Enterprise Manager

___ TheraOffice Report Viewer *(Please check 1 of the above)*

Report Explanation:



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Input Options:

Please specify any report input parameters. For example if this is report will need to gather information between a given time frame, or a specific patient, please note so that the proper selections can be made for the report to generate. If no input criteria is required, please leave this section blank.

1. **Input Type:** *(Circle One)* Date Range / 1 Select Combo / Multi Select Combo

Description:

2. **Input Type:** *(Circle One)* Date Range / 1 Select Combo / Multi Select Combo

Description:

3. **Input Type:** *(Circle One)* Date Range / 1 Select Combo / Multi Select Combo

Description:

Report Sample:

The final step is to draw a sample of how the final report should look. Please use the below space or please attach a separate blank page to draw a sample report 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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