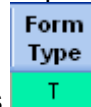




TheraManager Help Note

Subject: Completing a Treatment Plan Form

This Help Note describes how to complete a treatment plan form, and insert it into an open note.




This is a variation of **Completing a Form.pdf**, applying only to forms designated as **T** in the Form Designer. See **Adding or Deleting a Form.pdf** as needed for background.

	Screen	Subscreen
Start at ►	EMR	Clinical Notes

Task	Screen Response
1. From the Patient , titlebox, select the desired patient	Patient appears in titlebox
2. Click the icon OR From the system menu select Notes > New OR Press Ctrl+N	<ul style="list-style-type: none"> At the left of this screen, under , , current date and user initials appear New note appears, with green border, and with the header: Medical Record for [Patient Name] DOB [DOB] written by [User Real Name] on [Day of Week, Day]
3. Click	<ul style="list-style-type: none"> Panels on right side of the screen disappear Form panel (one-click entry mode) appears
4. From , select the desired form (Note 1)	
5. For the first item within a symptom group, click the icon	<p>(Note 2)</p>
6. Select a symptom and treatment target regarding that item [AS APPLICABLE] Repeat steps 3 and 4	



TheraManager Help Note

<p>7. [AS APPLICABLE] Within the form:</p> <ul style="list-style-type: none"> ▪ Click the checkboxes and radiobuttons ▪ Enter text in the field associated with each checkbox/radiobutton group (Note 3) 					
<p>8. [OPTIONAL] Place your cursor anywhere within the form, then right-click Add to History</p>	<p>On EMR History screen, listing of completed form appears in the panel under</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Form</td> <td style="width: 25%;">Score</td> <td style="width: 25%;">Date</td> <td style="width: 25%;">User</td> </tr> </table>	Form	Score	Date	User
Form	Score	Date	User		
<p>9. [OPTIONAL] Click the  icon</p> <p style="text-align: center;">OR</p> <p>From the system menu select Printing > Print</p> <p style="text-align: center;">OR</p> <p>Press Ctrl+P</p>	<p>Print job goes to printer</p>				

Notes

1. If the title of the desired form does not appear ⇒ Select the desired category from . The forms within the selected category will then appear in . Select the blank to have all forms appear in .
2. The list of symptoms appears on the following page. It is not editable.



TheraManager Help Note

Decrease in Energy or Fatigue
Hyperactivity
Impulsivity/Recklessness
Incr. social, occupational, sex activity
Psychomotor agitation/retardation
Restlessness
Academic or work inhibition
Aggression or Rage
Antisocial
Compulsion
Deceitfulness or theft
Destructive
Disorganized
Oppositional/defiant
Self-injurious
Social withdrawal
Violates/Rules
Physical Symptoms
Sleep Disturbance
Anger/hostility

Apathy
Blunted or flat affect
Depressed mood
Elevated/expansive mood
Excitability
Feeling guilty/worthless
Helplessness
Hopelessness
Irritability
Loss of Interest/pleasure
Low self-esteem
Marked mood shifts
Diminished ability to think

Distractability/poor concentration
Impaired abstract thinking
Impaired judgement
Indeciseness
Memory impairment
Circumstantiality
Fligh of ideas/racing thoughts
Incoherence/loosening associations
Pressured speech
Anxiety
Fear of separation
Panic attacks
Phobic responses
Worrying
Delusions
Depersonalization
Hallucination
Paranoia
Recollection of distressful events
Suicidal ideation
Homicidal ideation
Binging/Purging
Decreased/Increased Appetite
Unable to maintain normal body-weight
Substance use despite knowledge effects
Disrupts daily functioning
Inability to decrease use
Persistent desire for substance
Tolerance
Withdrawal
Excessive time to obtain, use, recover
Write symptom name below

3. You can enter as much text in these fields as you wish. However, if you print the form (see next step within the above sequence), only the first few lines within this field will appear. The number of lines that will print depends on the geometry of the box: the larger the box, the more characters will appear.