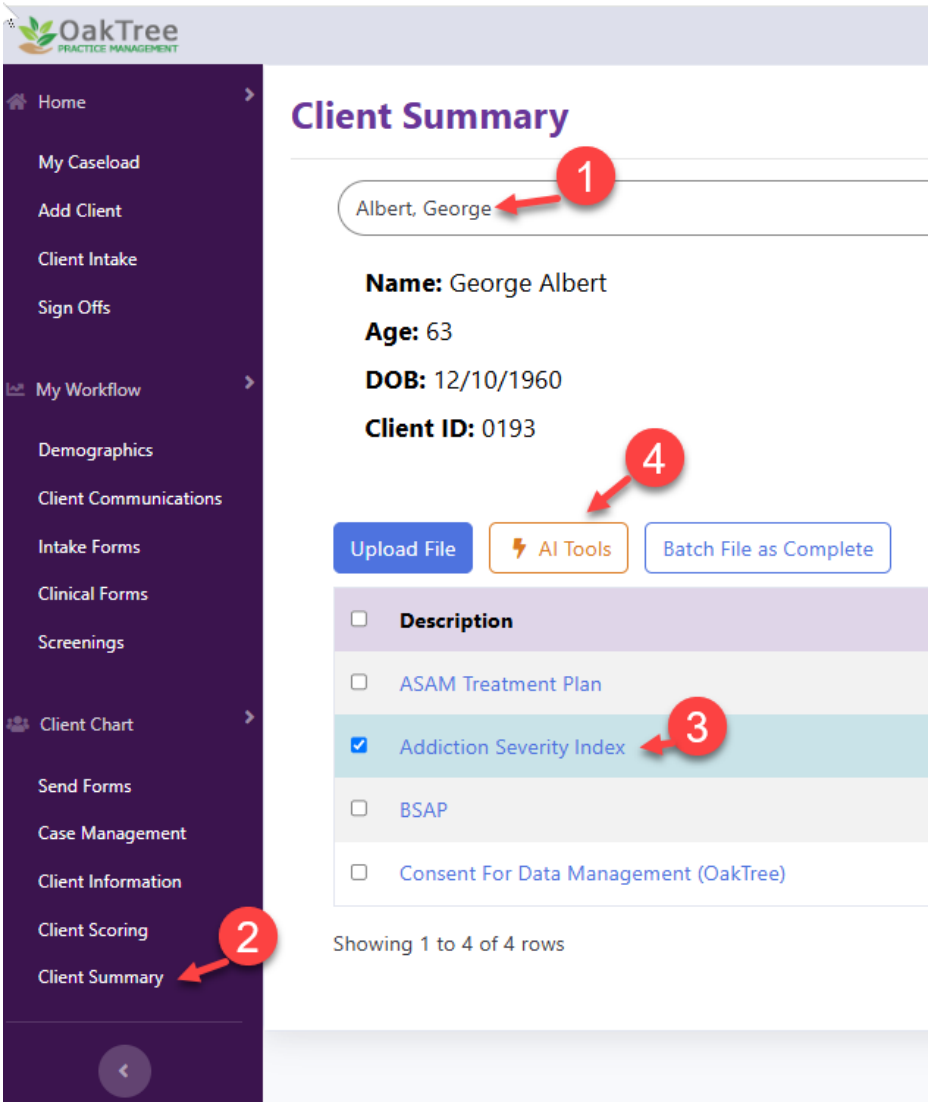
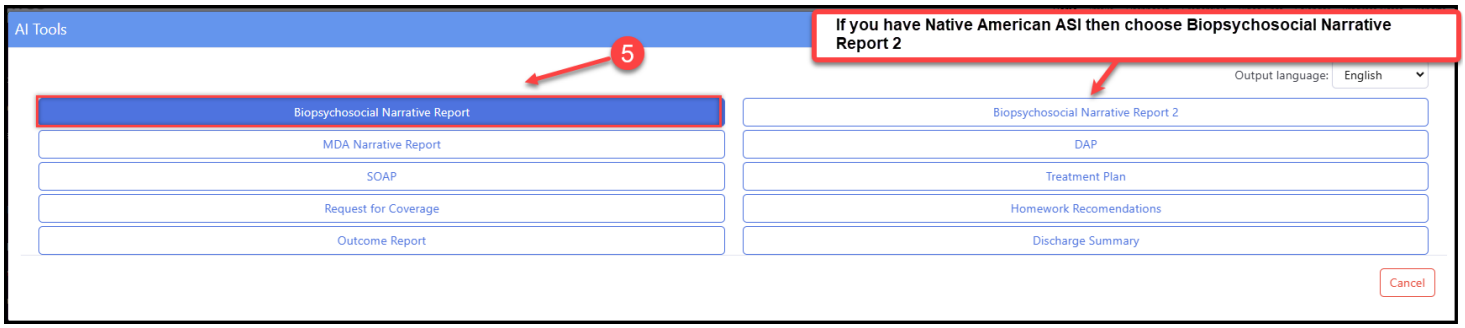
AI Reporting: Printing an ASI Assessment Biopsychosocial Narrative

To print a report in OakTree you will need to run a selected form or forms against the AI Tool. This compiles your form inputs into a report. The report is then printed in the Report Viewer. The following steps will show you how to create the report.

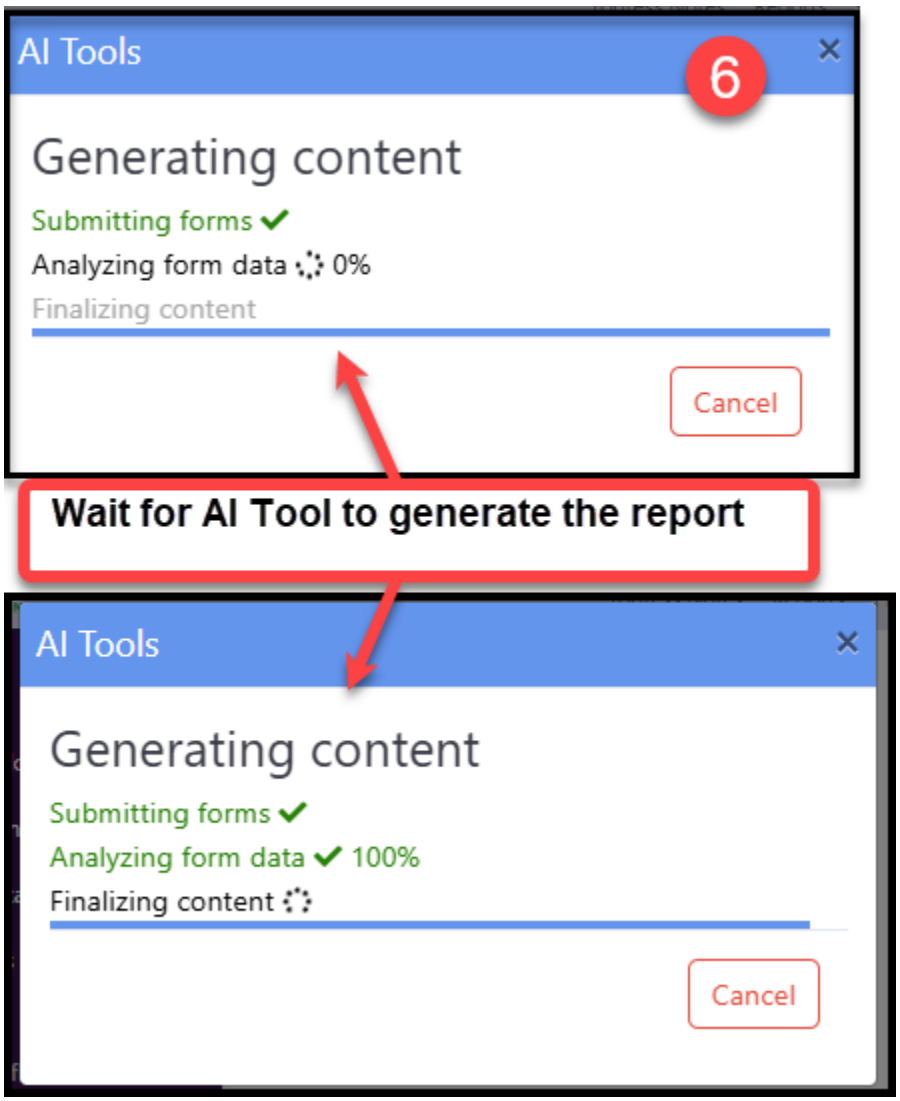
1. First select the client
2. Open the Client Summary
3. Check the box next to the patient assessment
4. Click the [AI Tool] button - (this will compile your inputs to create your report)



5. Choose the Biopsychosocial Narrative Report or other selection to create your report.

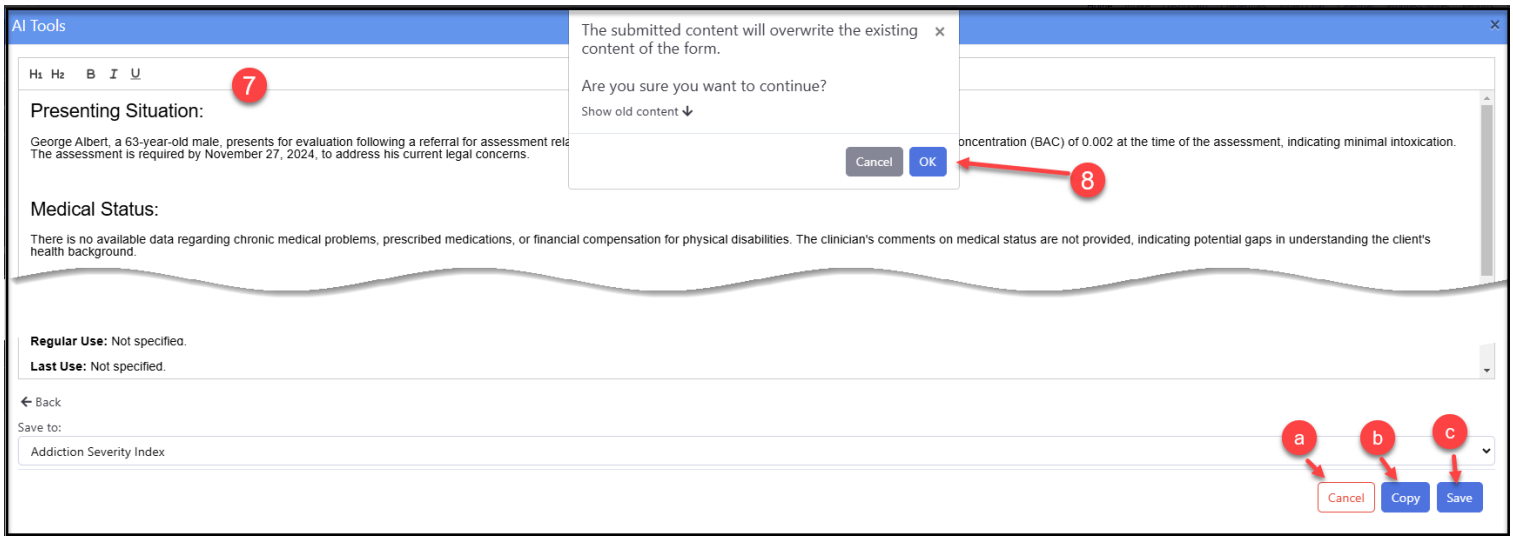


6. The AI Tool will generate the report

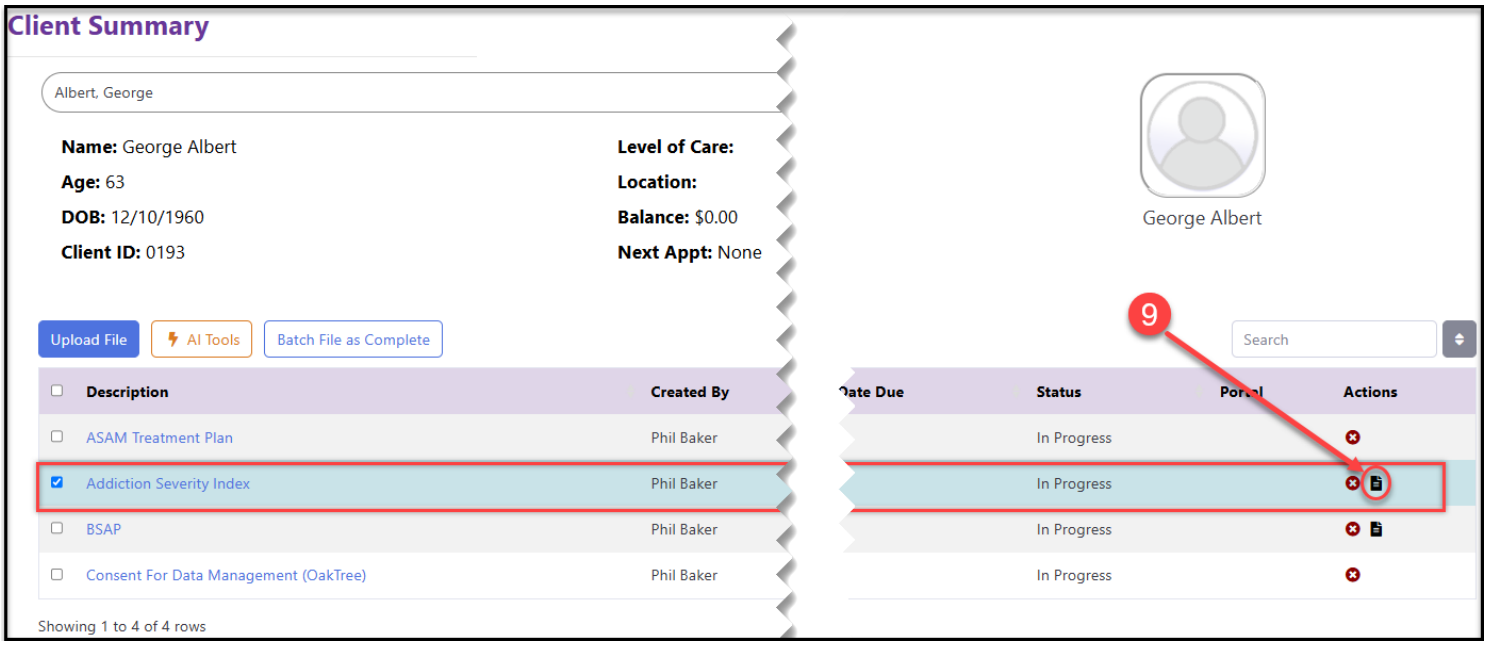


7. At this point you will be able to review the report on screen. You are given three options.
    a. [**Cancel**] button to go back to update the assessment
    b. [**Copy**] button to copy it to a Word document for additional editing
    c. [**Save**] button to create the report and send it to Report Viewer

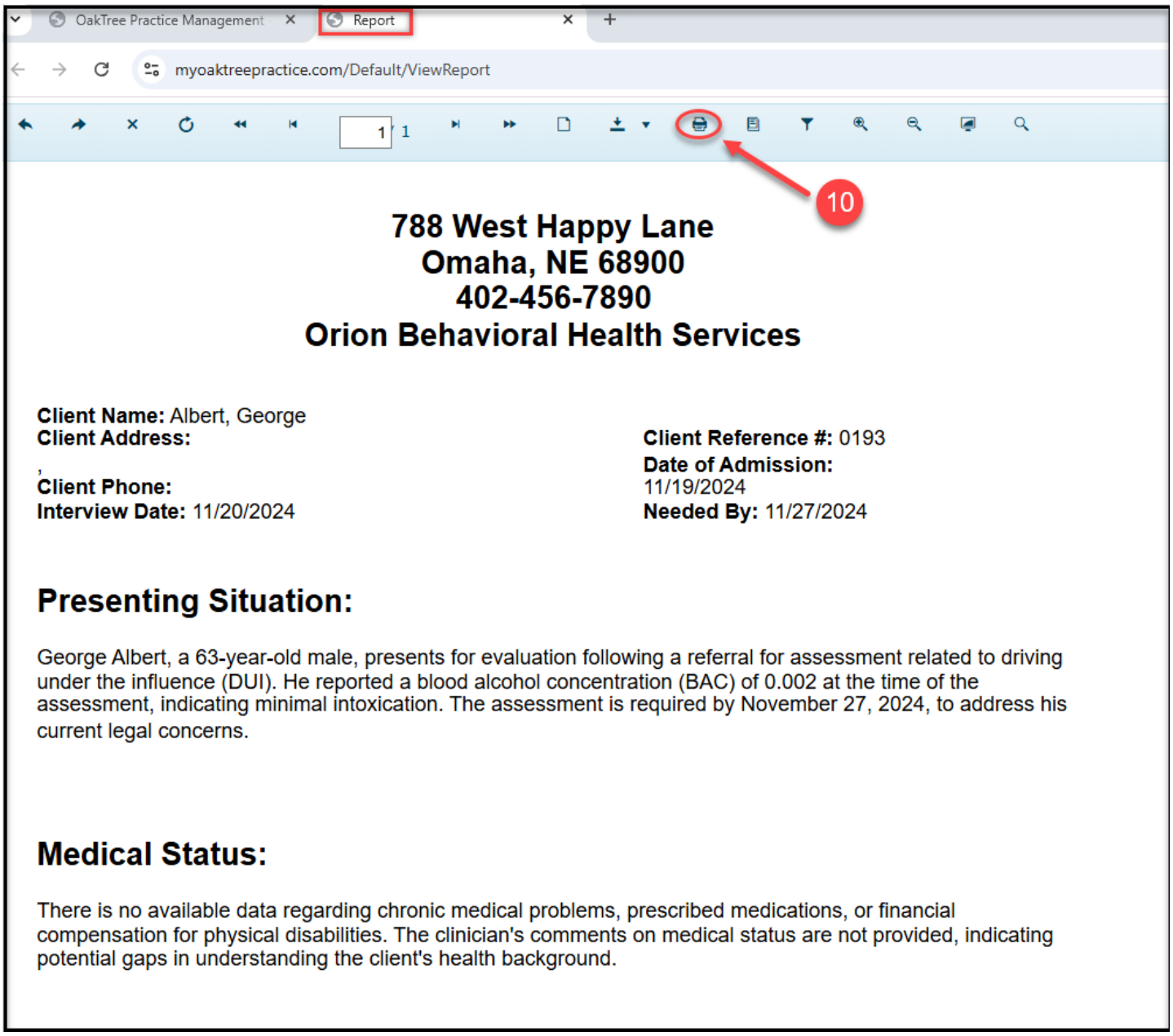
8. Click the [**Save**] button and then the [**Ok**] button to save the report to the form. When done click the [**Cancel**] button to exit the screen.



9. You will see a paper icon for the assessment. Click on it to open the Report Viewer



10. Click the Printer Icon to print your assessment



For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!