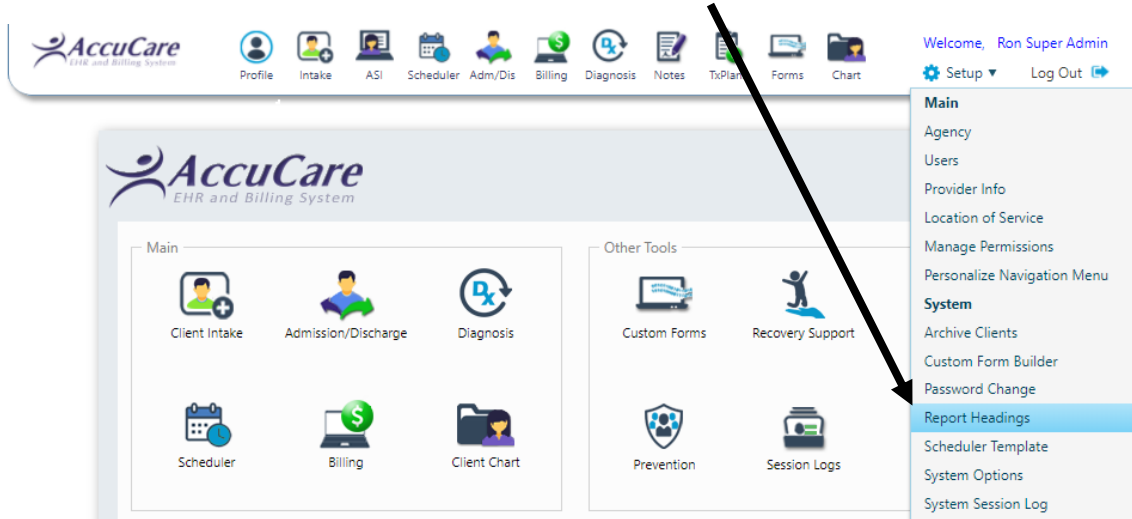


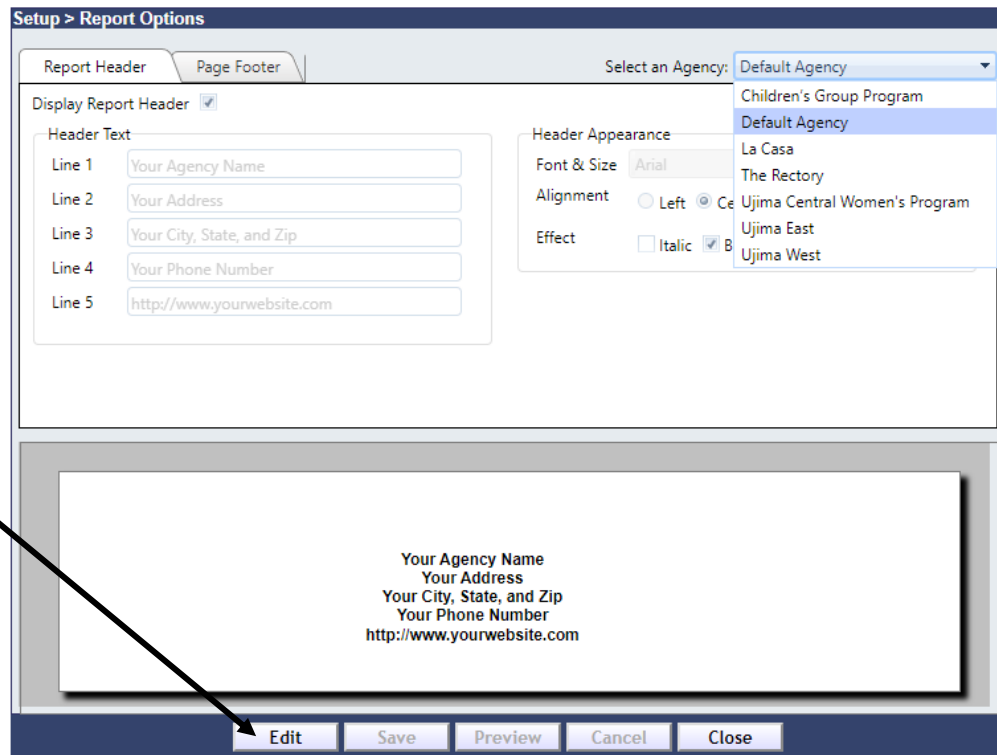
How to Create a Report Heading in AccuCare?

These instructions lay out the steps involved to setup your report heading for your organization. You will need to create a report heading for each Agency-ID created. The report heading is the heading found at the top of each report.

After signing in go to Setup → Reports over to → Report Heading



Setup of Report Header Tab



Step 2 - Click on [Edit] button to start the process of changing or editing report heading

Step 1 – For each Agency created, you will need to setup a new Report Heading

Setup of Report Header Tab (cont.)

Step 3 – Make your changes to each of the lines below

Setup > Report Options

Report Header | Page Footer | Select an Agency: Orion Healthcare Technology

Display Report Header

Header Text

Line 1: Orion Healthcare Technology

Line 2: 18047 Oak Street

Line 3: Omaha, NE. 68130

Line 4: 402-341-8880

Line 5: http://www.orionhealthcare.com

Header Appearance

Font & Size: Arial 14

Alignment: Left Center Right

Effect: Italic Bold Underline

Your Agency Name
Your Address
Your City, State, and Zip
Your Phone Number
http://www.yourwebsite.com

Edit Save Preview Cancel Close

Step 4 - Recommend clicking on [Preview] button to review you report heading prior to saving. This will give you a good idea how you report heading will look in your reports.

Step 5 - (optional) – While you are in Preview you can also modify the header appearance. Choose you option here then click on the [Preview Button] to receive a temporary view of your report heading.

Click on the [Save] button once you are satisfied with the preview.

Setup of Report Footer Tab

AccuCare
Web-Based Practice Management System

Setup > Report Options

Report Header Page Footer Select an Agency: Orion Healthcare Technology

Display Report Footer

Footer Text

Text
42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Pts. 160 & 164 cannot be disclosed without written consent unless otherwise provided for in the regulations. The Federal rules prohibit any use of this information to criminally investigate or prosecute any alcohol or drug abuse program. If you are not the intended recipient, and have received this email in error, please notify the sender by e-mail and/or notify our Compliance Officer and destroy all copies of this information.

Font & Size Times New Roman 6

Alignment Left Center Right

Effect Italic Bold Underline

Client Name

Display Client Name

Format {LastName}, {FirstName} {MiddleInitial}

Alignment Left Center Right

Page Numbers

Display Page Numbers

Format Page {PageNumber} of {PageCount}

Alignment Left Center Right

42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Pts. 160 & 164 cannot be disclosed without written consent unless otherwise provided for in the regulations. The Federal rules prohibit any use of this information to criminally investigate or prosecute any alcohol or drug abuse program. If you are not the intended recipient, and have received this email in error, please notify the sender by e-mail and/or notify our Compliance Officer and destroy all copies of this information.

Doe, John Q. Page 1 of 1

Edit Save Preview Cancel Close

Step 1 – Footer Text – paste in text you would like to see at the bottom of each page of your report.

You also change the font, change alignment and effect

Step 2 – Client Name and Page numbers –

Here you have the option to change format of the client name and page numbers in the footer

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