## How to Add an Organization's Logo to Assessments

If there is a need to have your organization's logo as part of your assessment the following instruction will guide through the steps.

#### First Step - Copy your Logo to a Word document

- 1. Copy and paste your organization' logo to a blank word document
- 2. Recommend if your logo is somewhat large to resize it to a smaller version before saving. This will give more control over how it will show up when you paste it into your assessment.



#### Second Step – Create your Assessment

- 1. When you are ready to print it out select the client and assessment
- 2. Click the [Reports] button

| File > Open Assessment  |              |         |          |         |               |              |                    |
|-------------------------|--------------|---------|----------|---------|---------------|--------------|--------------------|
| Search by:              | Last Name    | •       |          | Name    |               | SSN          | Client Reference # |
| Begins with or matches: |              | - 6     | Able, A  | inna    |               | AA19659222   |                    |
|                         | Search Disp  | lay All |          |         |               |              |                    |
|                         |              |         |          |         |               |              |                    |
| Select Questionnaire Ty | /pe: Adult   |         | •        |         |               |              |                    |
| Date Created            | Interviewer  |         | Question | naire   | File/Sign     | Status       | Select             |
| 09/04/2019              | RCA          |         | Adult    |         | Signed        | - (          | 2                  |
| 3                       |              |         |          |         |               |              |                    |
| Client                  | t Intake New | Modify  | Delete   | Reports | File and Sign | Custom Forms | Close              |



## How to Add an Organization's Logo to Assessments

# <u>Third Step</u> – Select Export (Old Version)

- 1. Ensure Narrative Report is selected
- 2. Click the [Export (Old Version)] button
- 3. Open Word Document by clicking on the created file in the lower-left corner

|                 | Report Options                           |                             |                              |
|-----------------|--|-----------------------------|------------------------------|
| Se              | elect Report: Narrative Report           | •                           |                              |
| N               | umber of Signature Lines: 2              | -                           |                              |
|                 | <ul> <li>Presenting Situation</li> </ul> | Family History              | Free Time/Values             |
|                 | <ul> <li>Medical Status</li> </ul>       | Family/Social Relationships | Relapse Triggers             |
|                 | Employment/Support Status                | Psychiatric Status          | Interviewer's Assessment     |
|                 | Drug/Alcohol Use                         | Mental Health Status Exam   | Diagnostic Impression        |
|                 | <ul> <li>Legal Status</li> </ul>         | Spirituality                | Recommendation For Treatment |
|                 | Export (0                                | Old Version) Preview P      | rint Close                   |
|                 | 2  |                             |                              |
|                 | -  | ·                           |                              |
|                 |  |                             |                              |
| Anna_Able.doc ^ |  |                             |                              |

### Fourth Step – Paste Logo

1. Open the save word document with your logo

**Option #1** - Copy then paste above the line on the first page – (Your logo will show in the header of every page

| YOUR LOGO<br>HERE   | Shows at the top of every page YOUR LOGO HERE  |
|---|--|
| Orion Behavioral Health Services<br>18047 Oak Street<br>Omaha, Ne. 68130<br>Phone: 402-341-8880 | LEGAL STATUS<br>Ms. Able reported being charged with no crimes during her life.<br>FAMILY HISTORY<br>Ms. Able said she has no brothers or sisters. |
| Fax: 402-341-8911   |  |

---- OR ----

**Option #2** - Copy then paste below the line on the first page – (Your logo will show only on the first page.

| YOUR LOGO<br>HERE   | LEGAL STATUS   |
|---|--|
| Orion Behavioral Health Services<br>18047 Oak Street<br>Omaha, Ne. 68130<br>Phone: 402-341-88800<br>Fax: 402-341-8911 | FAMILY HISTORY<br>Ms. Able said she has no brothers or sisters.<br>FAMILY/SOCIAL RELATIONSHIPS |

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

