

## HOW TO PRINT –

There are two ways to print in Carelogic

The report button and Service Document Reporting

### “Report” button

Go to the document list via the client tab and select the document name you want to print This will bring of all of the documents under the document name

Hover over Client → New Treatment Plans → IP Treatment Plan

The screenshot shows the Carelogic interface for a client named Charles, Charlene. The left sidebar contains various tabs like 'Intake Tracking', 'Point of Entry', 'Schedule', 'Front Desk', 'Message Board', 'Client Demographic', 'Contact Information', 'Guarantors', and 'Financial Information'. The main area displays a list of documents. A red arrow points to the 'IP Treatment Plan' document in the list.

Status	Signature Date	Document Name
Unsigned (Not Set)		Base-24
Unsigned (Not Set)		PYR SA Preliminary Treatment Plan
Unsigned (Not Set)		PYR OP Initial Treatment Plan
Unsigned (Not Set)		PYR SA Level of Care Assessment
Unsigned (Not Set)		PYR SA Preliminary Treatment Plan
Unsigned (Not Set)		PYR ASAM
Unsigned (Not Set)		PYR Psycho Social Evaluation
Unsigned (Not Set)		PYR SA Individual/Family Note
Unsigned (Not Set)		Transfer/Discharge Request
Unsigned (Not Set)		PYR SA Case

This will bring up a list of the IP Treatment Plans that have been open for client Click on the “Report” button

The screenshot shows the Carelogic interface for a client named Charles, Charlene. The main area displays a list of IP Treatment Plans. A red arrow points to the 'Report' button for the first entry.

Service Date	Activity	Program	Staff	Signature Date	Attach	Report	Delete	
2/5/2018			Nagy, Winne (1030)	(Not Signed)	Attach	Report	Delete	
1/22/2018			Tudnak, Richard (1251112)	(Not Signed)	Attach	Report	Delete	
1/21/2018			Tudnak, Richard (1251112)	(Not Signed)	Attach	Report	Delete	
1/18/2018			Tudnak, Richard (1251112)	(Not Signed)	Attach	Report	Delete	
1/18/2018			Davenport, Kathy (1251097)	(Not Signed)	Attach	Report	Delete	
1/16/2018			Singler, Andrea (1251093)	(Not Signed)	Attach	Report	Delete	
1/9/2018			Singler, Andrea (1251093)	(Not Signed)	Attach	Report	Delete	
1/9/2018			Kernok, Kiyota (1251108)	(Not Signed)	Attach	Report	Delete	
1/9/2018			Kutler, Jennifer (1251098)	(Not Signed)	Attach	Report	Delete	
1/9/2018			Kernok, Kiyota (1251108)	(Not Signed)	Attach	Report	Delete	
11/18/2018			Zivada, Nicole (1226754)	(Not Signed)	Attach	Report	Delete	
10/22/2018			Hugels, Edward (1259254)	(Not Signed)	Attach	Report	Delete	
10/16/2018			Stanton, Miky (1185687)	(Not Signed)	Attach	Report	Delete	
10/15/2018			Dovring, Michele (1002)	(Not Signed)	Attach	Report	Delete	
6/5/2018			Kakpinski, Courtney (1018)	(Not Signed)	Attach	Report	Delete	
5/25/2018			Dovring, Michele (1002)	(Not Signed)	Attach	Report	Delete	
4/24/2018		3.5 High Intensity (Short Term Residential Adult) (35RIAD)	Nagy, Winne (1030)	(Not Signed)	Attach	Report	Delete	
3/13/2018			Suttrer, Amy (1000)	(Not Signed)	Attach	Report	Delete	
2/20/2018			Kakpinski, Courtney (1018)	3/13/2018 09:03 AM	Attach	Appendix (1)	Report	Delete
1/19/2018			Suttrer, Amy (1000)	1/19/2018 11:00 AM	Attach	Appendix (8)	Report	Delete
11/20/17			Gordon, Charlene (1151248)	(Not Signed)	Attach	Report	Delete	

This will open up a second tab with the IP Treatment Plan.

To go back to Carelogic close (X) the Tab after printing or saving and click on the Carelogic tab

Hillside - PYR Release of Information

**Session Information**

Client:	Allen, Barry (4384) 10/21/1991
Staff:	Conklin, Charlene (1240)
Document Date:	5/4/2017
Client Program:	(Not Set)

**PYR Release of Information**

Type: (Please choose one)

<input type="checkbox"/> Mental Health Services	<input checked="" type="checkbox"/> SA Family/Emergency Contact	<input type="checkbox"/> SA PCP
<input type="checkbox"/> SA Act 106(CYS Court Order Required)	<input type="checkbox"/> SA Governmental Agency restricted by 255.5	<input type="checkbox"/> SA Professional(not 255.5 restricted)
<input type="checkbox"/> SA Employer	<input type="checkbox"/> SA Legal(probation, parole, drug court)	<input type="checkbox"/> SA Schools(Adolescent Programs Only)

First Name: Barry

**YOU CAN SAVE AS A PDF FILE OR PRINT THE DOCUMENT**

Second way to Print is via Service Document Reporting

Client → Inquiry → Service Document Reporting



This will allow you to print any document in the chart  
 Select the date range of the document you want to print and Check off the document name  
 Click “submit”

Submit Reset Check All Uncheck All

**Service Documents - Bulk Reporting for up to 150 documents**

Reporting Begin Date: 01/14/2019

Reporting End Date: 02/14/2019

Include these Service Documents:

The number in parenthesis is the total number of documents and is not limited by the date range above.

<input type="checkbox"/> ACTT Services Defined - ACTSD (1)	<input type="checkbox"/> M&S Tuberculosis Screening - MSTBS (1)	<input type="checkbox"/> PYR-NJ Aftercare Plan - PNJACP (1)
<input type="checkbox"/> ASAM Summary Sheet - CPACASAM (18)	<input type="checkbox"/> MAT Annual Review/Consultation - MATAnnual (1)	<input type="checkbox"/> PYR-NJ Detox Nursing Note - PNJRNDETOX (2)
<input type="checkbox"/> Abnormal Involuntary Movement Scale - AIMS - AIMS (7)	<input type="checkbox"/> MAT Guest Dosing Form - PYRMATDOSE (1)	<input type="checkbox"/> PYR-NJ Discharge Summary - PNJDCCSUMM (1)
<input type="checkbox"/> Adolescent Self Administration of Medications - PYRADOLMED (1)	<input type="checkbox"/> MAT Individual - PYRMATIND (2)	<input type="checkbox"/> PYR-NJ IME Consent Form - PYRNJIME (1)
<input type="checkbox"/> After Care Plan w/ Discharge Medication List - CPACAFATER (8)	<input type="checkbox"/> MAT Induction - MATInuctio (5)	<input type="checkbox"/> PYR-NJ IP Medical Note - PNJIPMEDI (1)
<input type="checkbox"/> Aftercare Plan ALL - AFTERPLAN (39)	<input type="checkbox"/> MAT Informed Consent-Vivitol - PYRMATVIVI (20)	<input type="checkbox"/> PYR-NJ IP Treatment Plan - PNJIPTXPLN (1)
<input type="checkbox"/> Assertive Community Treatment Transition Readiness Scale - ACTTRS (1)	<input type="checkbox"/> MAT Notification of Pregnancy Testing - MATDCPREG (1)	<input type="checkbox"/> PYR-NJ MAT Welcome Packet - PNJMATWELC (1)
<input type="checkbox"/> Basis-24 - BASIS24 (14)	<input type="checkbox"/> MAT Nursing Note - MATNURSE (32)	<input type="checkbox"/> PYR-NJ Overdose Prevention Checklist - PNJDOPREV (2)
<input type="checkbox"/> CARF Child and Adolescent Developmental Addendum - CPACCARFA (5)	<input type="checkbox"/> MAT Preliminary Treatment Plan - PYRMATPREL (2)	<input type="checkbox"/> PYR-NJ PPD Step 1 - PNJPPD1 (6)
<input type="checkbox"/> CIWA-Ar - CIWA (8)	<input type="checkbox"/> MAT Prescriber Note - MATPrescri (6)	<input type="checkbox"/> PYR-NJ Preliminary/Detox Treatment Plan - PNJPRETXPL (5)

This will open up a second tab with all of the IP Treatment Plan. If you searching for one treatment plan from a specific date. Narrow the search down by selecting the date of that particular IP treatment Plan.

For example: If I wanted the IP Treatment Plan from 1/19/18 in Ferris Bueller’s chart. I would narrow the date parameters, click on IP Treatment Plan and click submit.