



SUBMITTING DOCUMENTATION

How the Documentation Process works:

1. You complete your documentation (notes, intakes, etc.), all via our website. All of our notes are completed online in our HIPAA compliant server forms.
2. When you press SUBMIT, a copy of the note is sent to our office for storage. The office will upload it in the EHR within 7 days. You don't have to worry about this.



To upload other documents ---

Sometimes you get an extra document or something else that you want to make part of the record. Each note will let you upload extra documents. Simply press UPLOAD and when you submit your note, the attachment will follow it. Easy. Simple.

Your notes should be submitted ASAP after each session, but definitely within 30 days. Please see attached PDF called "Timeliness of Notes" to read about how late-entered notes affect our insurance rating as well as your payments.